



Australian Government

**Assessment Requirements for
SITXWHS007 Implement and monitor
work health and safety practices**

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement and monitor adherence to workplace health, safety and security procedures in three of the following real or simulated situations:
 - evacuation of staff and customers
 - security management of cash, documents, equipment, keys or people
 - handling chemicals and hazardous substances
 - hazard identification and reporting
 - incident and accident reporting
 - risk assessment and reporting
- coordinate consultative processes for managing the above workplace health, safety and security issues
- coordinate risk assessments, health, safety and security training, and the maintenance of records relating to above situations
- monitor the effectiveness of health, safety and security procedures for the above situations and identify:
 - required adjustments
 - staff training needs
- apply management practices that must be implemented for compliance with state or territory WHS legislation during above situations.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- primary components of relevant state or territory WHS legislation:
 - actions that must be taken for legal compliance
 - employer responsibilities to provide a safe workplace
 - requirement to consult, and acceptable consultation mechanisms
 - requirements for the use of WHS representatives and committees, and their roles and responsibilities
 - requirements for hazard identification, risk assessment, risk control and acceptable mechanisms

- requirements for record keeping and acceptable record keeping mechanisms
- requirement to provide information and training
- employee responsibilities to ensure safety of self, other workers and other people in the workplace
- employee responsibility to participate in WHS practices
- ramifications of failure to observe WHS legislation and organisational policies and procedures
- content of health, safety and security policies and procedures; and consultation, hazard identification, risk assessment and reporting documents
- methods used for health, safety and security consultation, hazard identification and risk assessment
- options for the provision of training:
 - coaching or mentoring in safe work practices
 - formal training programs in safe work practices
- hazard identification, risk assessment and control
- health, safety and security policy and procedure induction
- health, safety and security representative or committee
- provision of information, fact sheets and signage to ensure safe work practices
- types and key content of health, safety and security information:
 - consultative arrangements for health, safety and security
 - employee roles and responsibilities in health, safety and security management practices
 - legal obligations and ramifications of failure to comply
 - location of first aid kit and emergency evacuation plan
 - health, safety and security training information and updates
 - policies:
 - overall approach of organisation to health, safety and security
 - participation of personnel in health, safety and security management practices
 - responsibilities of employees to ensure safety
 - procedures
 - specific risk control measures relevant to the workplace
 - specific regulations and codes of practice
 - use of:
 - hazard identification reporting documents
 - risk assessment template documents
- consultative processes for obtaining staff input into health, safety and security policies and procedures
- time requirements for hazard identification:
 - when changes to the workplace are implemented:
 - before the premises are used for the first time
 - before and during the installation or alteration of any plant

- before changes to work practices are introduced
- when any new information relating to health and safety risks becomes available
- required health, safety and security records and reports:
 - consultation
 - hazard identification
 - incident and accident notifications to WHS regulatory authorities
 - incident or accident, near miss reports and related statistics
 - monitoring reports and recommendations for change
 - risk assessments
 - risk control actions
 - training action plans
 - training undertaken.

Assessment Conditions

Skills must be demonstrated in an operational business environment. This can be:

- an industry workplace; or
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- computers, software programs, printers and communication technology used to administer the implementation and monitoring of a health, safety and security system
- relevant state or territory WHS legislation
- current plain English regulatory documents distributed by the local WHS government regulator
- codes of practice and standards issued by government regulators or industry groups
- health, safety and security information and business management manuals issued by industry associations or commercial publishers
- health, safety and security policies and procedures
- team for which the individual coordinates health, safety and security management practices. This can be:
 - teams in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

