



**Australian Government**

# **Assessment Requirements for AHCARB404 Conduct a safety audit**

**Release: 1**

# Assessment Requirements for AHCARB404 Conduct a safety audit

## Modification History

| Release | TP Version | Comment         |
|---------|------------|-----------------|
| 1       | AHCv1.0    | Initial release |

## Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence for and demonstrate:

- identifying safety audit objectives, scope and focus
- identifying target operations and documentation
- determining safety audit process and sampling technique
- determining frequency and random timing of audit event
- preparing audit documentation
- conducting pre-audit communications with client and relevant stakeholders
- undertaking a site-specific risk assessment by identifying work health and safety hazards and assessing risk
- conducting random audit testing of site operations for usage of personal protective equipment
- conducting regular audit testing of tools, equipment and machinery for defective components
- conducting random audit inspection of dedicated rescue equipment
- conducting regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation
- conducting regular audit inspection of hazard identification, risk control and toolbox meeting documentation
- conducting random audit interviews for quality checking of personal protective equipment and clothing
- confirming currency and availability of tickets and certifications required by personnel to perform specialised work functions
- implementing safety audits at appropriate frequency
- identifying and record non-conformance
- identifying situations requiring referral
- issuing verbal and written warnings for non-conforming work practices

- issuing verbal and written notices for unsafe work practices
- tagging tools and equipment requiring repairs and label with repair information details
- tagging unsafe tools and equipment with 'do not operate' tags and remove from operational use areas
- providing advice for improvement and rectification of non-conformance
- preparing safety audit report
- making final recommendations on action required
- obtaining responses and finalising audit
- recording safety audit findings
- conducting post-audit communications with client
- use of industry standard terminology to describe safety audits.

## Knowledge Evidence

The candidate must demonstrate knowledge of:

- safety audit objectives
- safety audit scope
- safety audit focus
- target operations
- site-specific risk assessment
- safety audit process
- sampling technique
- audit frequency
- random timing of audit event
- audit documentation
- pre-audit communications
- random audit testing of site operations for usage of personal protective equipment
- regular audit testing of tools, equipment and machinery for defective components
- random audit inspection of rescue equipment
- regular audit testing of operational, start-up and maintenance procedures for tools, equipment and machinery and associated checklist documentation
- currency and availability of tickets and certifications
- non-conformance
- non-conforming work practices
- referral
- verbal and written warnings
- tagging tools and equipment requiring repairs
- repair information details
- tagging unsafe tools and equipment with 'do not operate' tags
- rectification of non-conformance
- advice for improvement of non-conformance
- safety audit report

- final recommendations on action required
- safety audit findings
- post-audit communications.

## Assessment Conditions

Assessment must be demonstrated consistently over time in a suitable range of contexts and have a productivity-based outcome. No single assessment event or report is sufficient to achieve competency in this unit.

Assessment may be conducted in a simulated or real work environment, however determination of competency requires the application of work practices under work conditions.

The mandatory equipment and materials used to gather evidence for assessment include:

- equipment:
  - computer
  - word processing software
  - internet connection
  - digital camera/phone camera
- materials:
  - site-specific risk assessment form
  - safety audit form
  - safety audit report

Assessors must satisfy current standards for RTOs in the assessment of arboriculture units of competency.

Assessment must be conducted only by persons who have:

- arboriculture vocational competencies at least to the level being assessed
- current arboriculture industry skills directly relevant to the unit of competency being assessed

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>