



Australian Government

Assessment Requirements for BSBWHS412 Assist with workplace compliance with WHS laws

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- assist with establishing workplace compliance with work health and safety (WHS) laws in relation to at least two different compliance matters and within scope of own role.

During the above, the candidate must assist with:

- identifying current WHS legal requirements for the workplace
- providing advice about current WHS legal requirements for the workplace
- assessing and maintaining workplace compliance with WHS legislative requirements
- making recommendations for implementing workplace changes in order to achieve WHS legal compliance
- monitoring compliance with WHS laws according to organisational policies and procedures.
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Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- internal and external sources of WHS information, and procedures for accessing them
- duties, rights and obligations of work team as specified in WHS laws, and location of relevant information about WHS laws
- functions and powers of relevant WHS regulator and how they are exercised
- regulatory compliance matters, including objectives and principles underpinning WHS laws
- methods used for:
 - assessing and maintaining WHS compliance
 - determining training needs in relation to WHS compliance

- implementing changes to policies, procedures, processes and systems to achieve WHS compliance
- organisational policies and procedures for:
 - documenting compliance requirements
 - assessing WHS compliance obligations and processes to address non-compliance
 - recording and documenting compliance assessment.
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Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- WHS laws and organisational documentation required to demonstrate the performance evidence
- reports from individuals and parties consulted about WHS compliance
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>