



Australian Government

BSBWHS419 Contribute to implementing WHS monitoring processes

Release: 1

BSBWHS419 Contribute to implementing WHS monitoring processes

Modification History

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

Application

This unit describes the skills and knowledge required to contribute to monitoring a range of physical agents and conditions relating to work health and safety (WHS) in the workplace. It involves the use of a range of measuring devices to collect, interpret and report on workplace information and data in relation to those physical agents and conditions.

The unit applies to those working in a broad range of WHS roles across all industries.

The unit does not extend to hazard identification, risk assessment or developing risk controls based on the outcomes of monitoring, which are covered in BSBWHS414 *Contribute to WHS risk management*.

This unit does not qualify individuals to perform duties as a registered officer under any legislation.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

Licensing, legislative and certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to selecting measuring devices	1.1 Contribute to determining WHS regulatory requirements and standards that apply to monitoring 1.2 Consult with relevant individuals and/or parties to identify agents and/or conditions to be measured, according to organisational policies and procedures 1.3 Identify characteristics of agents and/or conditions to be monitored 1.4 Identify work area where measurements are to be taken 1.5 Contribute to selecting measuring equipment according to agents and/or conditions, work environment, activities being carried out and level of risk to self and others present at time of monitoring 1.6 Determine limits of own expertise and available equipment, and seek specialist advice and equipment as required
2. Contribute to preparing to collect workplace information and data	2.1 Determine sampling process for data collection 2.2 Contribute to outlining a sampling plan according to organisational policies and procedures 2.3 Collect information and data about requirements, nature and purpose of monitoring 2.4 Inspect work area and consult with workers and affected individuals and/or parties about nature of agents and/or conditions to be monitored 2.5 Contribute to checking operability of equipment according to WHS laws, and organisational policies and procedures
3. Contribute to collecting workplace information and data	3.1 Assist with arranging calibration of monitoring equipment where required 3.2 Contribute to testing according to legislative requirements 3.3 Use equipment to conduct sampling according to legislative requirements 3.4 Ensure own health and safety and that of others present at the time of monitoring while collecting information and data 3.5 Record readings according to organisational requirements, using expert support and advice as required

ELEMENTS	PERFORMANCE CRITERIA
4. Contribute to cleaning and storing equipment	4.1 Participate in reinstating equipment and parts to pre-use condition, or dispose of appropriately 4.2 Contribute to correctly storing reusable equipment, and/or making it ready for re-use as required, according to WHS laws, and organisational policies and procedures
5. Contribute to documenting and evaluating results of monitoring	5.1 Assist with interpreting and evaluating results against a recognised standard and document results 5.2 Use results to contribute to preparing reports on the monitoring process, including any WHS regulatory requirements 5.3 Ensure that results and records are retained in an easily retrievable format according to WHS laws, and organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Interprets and analyses legal, organisational and technical texts relevant to monitoring
Writing	Uses appropriate structure, layout and language for reporting and recording information about WHS monitoring in a clear and logical manner
Oral communication	Uses structure and language suitable for audience to present or seek information about monitoring
Numeracy	- Uses units of measurement required for specific hazards - Uses appropriate scales when using equipment - Performs calculations to interpret sampling results
Navigate the world	Adheres to legal and regulatory responsibilities in relation to own

Skill	Description
of work	WHS role and responsibilities Keeps up to date on changes to WHS laws relevant to own role
Interact with others	- Identifies what, with whom and how to communicate in the context of WHS monitoring - Cooperates with others as part of WHS monitoring processes, and contributes to specific activities requiring joint responsibility and accountability - Collaborates with others to achieve individual and team outcomes - Offers assistance, and shares information and resources voluntarily
Get the work done	- Determines priorities, sequences the steps for clearly defined tasks, and identifies and assembles resources required to plan for WHS monitoring within scope of own role - Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria - Uses familiar digital systems and tools to access, organise, analyse and display information relevant to role - Manages and maintains files securely in appropriate storage media and formats to enable retrieval according to legislative requirements

Unit Mapping Information

Supersedes and is equivalent to BSBWHS409 Assist with workplace monitoring processes.

Links

Companion Volume Implementation Guides are available from VETNet -

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

Assessment Requirements for BSBWHS419 Contribute to implementing WHS monitoring processes

Modification History

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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:

- contribute to monitoring at least three different physical agents or conditions relating to work health and safety (WHS) typically found in the workplace.

During each of these occasions, the candidate must:

- identify regulatory requirements and standards that apply to monitoring physical agents and/or conditions relevant to WHS
- identify context of measurements to be undertaken, including:
 - physical agents and/or conditions to be measured and their characteristics
 - where measurements will be taken
 - area or space available
 - movements of people and equipment, tasks or activities being undertaken, number of persons occupying area, and other factors that may impact on the sampling or data-collection processes and the health and safety of self and others
 - physical features of equipment, such as emitting sources
- prepare and collect WHS data and information
- consult and communicate with individuals and parties regarding monitoring process
- seek expert advice, support and equipment as required.
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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 data
- typical physical agents and/or conditions relevant to WHS, including:
 - biological agents, such as insects, mites and bacteria

- electricity
- fibres, dusts and particulates
- fumes, mists, gases and vapours
- heat and humidity
- light
- noise
- radiation, including ionising, non-ionising and laser
- vibration
- aspects of WHS laws and standards relevant to using testing equipment and measuring physical agents and/or conditions and how they apply to the organisation
- mode of action of common physical agents and/or conditions on the body and how they produce discomfort and harm
- characteristics, modes of action and units of measurement for major physical agents and/or conditions
- environmental conditions that impact on measurements
- types of measuring and monitoring equipment and techniques for correct and safe use, including limitations on use and output, adjustment, maintenance and any in-built alarms
- personal communication strategies to facilitate engagement with workplace parties and individuals
- organisational policies and procedures for:
 - identifying physical agent and/or condition to be measured
 - determining sampling process and defining a plan
 - checking operability of equipment to ensure it meets organisational and work activity requirements
 - maintaining own health and safety and that of others present during process described in the performance evidence
 - reinstating equipment to pre-use condition, including for dismantling and cleaning equipment and parts
 - storing and re-using equipment
 - retaining results and records.
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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:

- measuring devices and equipment
- workplace equipment and resources
- WHS laws, licensing requirements and standards required to demonstrate the performance evidence
- 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

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