



Australian Government

Assessment Requirements for BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace

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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:

- on at least two different occasions, develop processes and procedures to control hazardous chemicals in the workplace.

During each of these occasions, the candidate must:

- identify hazardous chemicals in the workplace through inspections and consultation with required personnel
- monitor and report on implementation of control processes and procedures
- communicate requirements and compliance associated with hazardous chemicals in the workplace
- comply with work health and safety (WHS) requirements for hazardous chemical monitoring
- implement training and development opportunities to address non-compliance
- identify WHS duty holders and their duties, and seek specialist advice 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:

- range of common workplace hazardous chemicals and the origin and nature of associated harm
- requirements for controlling hazardous chemicals as specified in:
 - relevant WHS laws, licences and permit conditions
 - organisational WHS policies, procedures, processes and systems

- documentation about the safe use, handling, processing, storage, transportation, and disposal of hazardous chemicals in the workplace, including safety data sheets (SDSs)
- risk control processes and procedures, including:
 - identifying hazards and assessing risks
 - responding to incidents involving hazardous chemicals
- organisational policies and procedures for:
 - accessing internal and external sources of WHS information and data
 - recording outcomes of monitoring process and distributing to required personnel according to workplace policies and procedures
- key features and components of controls for hazardous chemicals in the workplace, including:
 - workplace register for hazardous chemicals
 - labelling of hazardous chemicals
 - workplace signposting
 - current and complete SDSs for hazardous chemicals in the workplace
 - risk controls in line with the hierarchy of control measures
 - safe work practices that eliminate, or where this is not possible, minimise risks
- emerging issues about hazardous chemicals and identifying potential risks from exposure to hazardous chemicals
- hierarchy of control measures suited to identified hazardous chemicals
- training and development procedures and protocols.
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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:

- workplace equipment and resources
- WHS laws, standards and guidelines required to demonstrate the performance evidence
- organisational policies, procedures, processes and systems 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

Companion Volume Implementation Guides are available from VETNet -

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

