



Australian Government

Assessment Requirements for BSBWHS614 Conduct a WHS audit under the guidance of a lead auditor

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:

- prepare for and conduct one work health and safety (WHS) audit under the guidance of a lead auditor.

During the above, the candidate must:

- outline purpose, scope and objectives of audit in a preliminary meeting
- develop and implement a WHS audit plan suited to the work area, which reflects nature and scope of required audit
- select, develop, trial and modify WHS audit tools suited to audit and work area
- gather information, data and WHS records, consulting required range of workplace personnel
- report on WHS audit outcomes
- make recommendations in areas where improvements are identified
- work effectively under the guidance of a lead auditor.
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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:

- WHS legislative responsibilities, duties and obligations of managers, supervisors, workers and persons conducting a business or undertaking (PCBUs) or officers
- WHS legislative requirements regarding:
 - communication, consultation and participation processes in a WHS audit
 - notification of incidents
 - audit recordkeeping
 - hazard identification and risk assessment methods

- procedures for identifying WHS audit tools and assessing their suitability
- nature and use of information and data that provide valid and reliable results about performance of WHS risk-management processes and positive performance indicators, and limitations of other types of measures
- key components of a WHS audit plan, including:
 - nature of information and data to be collected
 - key audit personnel
 - information and data collection strategies that ensure security, confidentiality, impartiality and equity
 - process that includes opportunities for corroborating performance evidence collected
- principles and practices of WHS audit, including:
 - reflecting understanding of nature of workplace, work processes, and hazards and controls relevant to workplace
 - methods for collecting reliable WHS information and data
 - methods for interviewing those subject to audit, including arrangements to validate audit findings
 - strategies for addressing commonly encountered problems in collection, and adapting to contingencies as they arise to meet WHS legislative and audit outcome requirements
 - methods for collecting evidence of compliance with WHS laws
 - consulting with required personnel, including lead auditor
- key components of audit findings, including:
 - recommendations
 - non-compliances, uncontrolled hazards and associated risks
 - objective evidence and rationale
- procedures for developing and using benchmark criteria during WHS audit, including positive performance indicators (PPIs)
- features of good-practice WHS audit tools
- internal and external sources of WHS information and data, and procedures for accessing them
- requirements for recordkeeping that address WHS, privacy, confidentiality and other legislative requirements
- roles and responsibilities of internal and external personnel as they apply to WHS audit
- legal liability in relation to providing WHS audit advice
- role of lead auditor and own relationship to lead auditor.
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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:

- lead auditor

- organisational documentation, information and data required for WHS audits
- WHS laws, and organisational policies and procedures 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>