



Australian Government

BSBWHS409A Assist with workplace monitoring processes

Release 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>BSB07 Business Training Package version 7.0</i>. Replaces and is equivalent to BSBOHS406C Use equipment to conduct workplace monitoring.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).

Application of the Unit

This unit applies to individuals who assist with using a range of measuring devices to identify hazards, assess risks and monitor the effectiveness of risk controls. The unit applies to people who work in a broad range of WHS roles across all industries.

This unit does not extend to monitoring, interpreting results and developing control measures based on the outcomes of the monitoring, which are covered in BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control.

NOTE: 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 the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Assist with selecting measuring devices	1.1 Assist with identifying regulatory requirements and standards that apply to monitoring 1.2 Identify agent and/or condition to be measured through consultation with relevant individuals and parties 1.3 Identify characteristics of agent and/or condition 1.4 Determine the area where measurements are to be taken 1.5 Assist with identifying types of appropriate measuring equipment 1.6 Assist with the selection of measuring equipment appropriate to the agent and/or condition, the environment, the activities being carried out and the level of risk 1.7 Recognise limits of own expertise and available equipment, and seek expert advice and equipment as appropriate
2. Assist with preparations to collect workplace information and data	2.1 Determine a sampling process 2.2 Consult with and advise those involved in workplace activities to collect information and data about the requirements, and nature and purpose of the monitoring 2.3 Assist with defining a sampling plan after inspecting area and consulting with workers and affected parties about the nature of the problem 2.4 Assist with checking the operability of equipment
3. Assist with collecting workplace information and data	3.1 Assist with selecting and calibrating monitoring equipment, and selecting appropriate scale 3.2 Assist with tests 3.3 Assist with correct use and maintenance of equipment to collect information and data 3.4 Ensure own health and safety while collecting information and data, and record readings using expert support and advice as appropriate 3.5 Assist with dismantling and cleaning equipment and parts, or dispose of appropriately 3.6 Assist with correctly storing equipment or making it ready for re-use as appropriate
4. Assist with documenting and evaluating results of monitoring	4.1 Assist with interpreting and evaluating results against a recognised standard and documenting results 4.2 Assist with preparing reports on the monitoring process, including any regulatory requirements, and consider purposes of

	report and the target audiences 4.3 Assist with presenting required information and data clearly and logically 4.4 Assist with retaining results and records in a format that enables them to be readily retrieved according to regulatory requirements and standards
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to communicate with people from a range of backgrounds and with a range of abilities
- evaluation skills to manage required WHS resources and, where appropriate, access them
- information technology skills to access and download internal and external information and data on WHS
- literacy skills to:
 - read and interpret Acts, regulations, codes of practice, policies and procedures
 - prepare reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- numeracy skills to:
 - carry out calculations
 - produce graphs of workplace data to identify trends
- organisational and time-management skills to sequence tasks and meet timelines
- research and data analysis skills to:
 - analyse relevant workplace information and data
 - assess resources required to manage WHS
 - assist with evaluating interactions between workers, their activities, equipment, environment and work systems
- technical skills to:
 - use basic measuring equipment, such as scales and dials applicable to specific hazards
 - maintain equipment used for workplace monitoring.

Required knowledge

- basic physiology relevant to understanding the mode of action of physical, biological and chemical agents on the body and how they produce discomfort or harm
- characteristics, mode of action and units of measurement for major hazard types
- commonwealth and state or territory WHS Acts, regulations, codes of practice, standards, guidance material and links to other relevant legislation, including industrial relations, equal employment opportunity, workers' compensation, and rehabilitation
- environmental conditions that impact on measurements
- exposure standards, their limitations and their practical use
- nature of workplace processes, including work flow, planning and control; and hazards relevant to the workplace
- requirements for:
 - individual fitting, use, maintenance and storage of a range of WHS equipment
 - recordkeeping that addresses WHS, privacy and other relevant legislation

- reporting under WHS and other relevant legislation, including obligations for notification and reporting of incidents
- work permits and written authorities when conducting workplace monitoring activities
- types of and techniques for correct and safe use of measuring and monitoring equipment, including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms
- units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • seeking advice and support when required • ensuring safety of self and others during monitoring process • assisting with the use of appropriate equipment to monitor selected agents and/or conditions in the workplace • knowledge of relevant Acts, regulations, codes of practice, associated standards and guidance material specific to measuring processes to identify hazards, assess risk and monitor the effectiveness of risk controls.
Context of and specific resources for assessment	Assessment must ensure access to: • a workplace or a simulated workplace with hazards requiring testing and monitoring • all measuring devices and equipment appropriate to the agent and/or condition • appropriate office and workplace equipment and resources • relevant legislation, standards and guidelines.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • analysis of responses to case studies and scenarios • explanation of techniques used to measure and monitor workplace hazards • direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of techniques for correctly using safe measuring and monitoring equipment

	• review of documented results • review of reports on testing undertaken • evaluation of equipment operability.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Regulatory requirements and standards</i> may include:	• Australian and international standards, such as those produced by Standards Australia and Safe Work Australia • biological exposure indices • commonwealth and state or territory WHS Acts, regulations and codes of practice • exposure standards for atmospheric contaminants in occupational environments • guidance material, such as guidance notes, guides, fact sheets and technical reports that provide practical guidance and directions for hazard identification, risk assessment and risk controls • safety data sheets (SDS) for hazardous chemicals.
<i>Agent and/or condition</i> may include:	• 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.
<i>Individuals and parties</i> may include:	• contractors and subcontractors • duty holders as specified in WHS Acts: • PCBUs or their officers • workers • other persons at a workplace • health and safety committees • health and safety representatives • suppliers • WHS entry permit holders • WHS inspectors • WHS regulators

	WHS specialists, such as occupational hygienists or occupational physicians.
Characteristics may include:	- dose factors relating to concentration and time - how an agent affects specific parts of the body, such as: - extent of damage to tissue - effects, such as additive, antagonistic, synergism and potentiation - how an agent can affect WHS - how an agent is absorbed into the body - way an agent behaves in the environment, including over distance and time - work environments, such as confined spaces.
Determining the area may include:	- area or space available - location - movements of people and equipment - number of persons occupying area - other factors that may impact on the sampling or data-collection processes - physical features of equipment, such as emitting sources - tasks or activities being undertaken.
Sampling process may include:	- process, substance or hazard likely to be causing the ill-health or symptoms - size of the workforce (i.e. individual worker or work teams) - type of exposure - other practical and financial considerations.
Information and data collected may include:	- conditions, such as activities and number of people present when measurements were made - date, time and duration of collection - locations where information and data were collected - readouts and measurements taken - sampling method, for example: - continuous - grab - longitudinal - specifications of equipment used.
Operability of equipment may include:	- availability of appropriate attachments, leads and filters - battery serviceability checks

	• check and function tests • calibration requirements • National Association of Testing Authorities (NATA) tested and certified, with certificate of currency as appropriate.
Purposes of report may include:	• as a basis for design of improved and/or new risk controls • communicating the results and ramifications of monitoring to individuals and parties • hazard identification • legal compliance • risk assessment.
Target audiences may include:	• contractors, such as hygienists, involved in sampling methodologies and procedures • designers and engineers • individuals and parties.
Required information and data may include:	• agent/condition being monitored and key issues associated with it • interpretation and discussion of results • ramifications for workers and the workplace • sampling process: • conditions at time of sampling, including whether or not the sampling period represented normal operating conditions • how measurements were taken • locations where samples were taken • specifications of equipment used • tables of results • target audiences for report • where, when and why measurements were taken.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety