



Australian Government

DEFWHS016 Conduct work health and safety inspections

Release: 1

DEFWHS016 Conduct work health and safety inspections

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFOH018 Conduct work health and safety inspections. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit covers the competency required to conduct specific work health and safety (WHS) workplace inspections in Defence. It includes researching the background of the workplace, consulting with stakeholders prior to the inspection and following up on the inspection to ensure that recommendations are implemented.

This unit was developed for Defence personnel who are involved in WHS workplace inspections as a workplace responsibility, but is applicable to all individuals who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Work health and safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for work health and safety inspection	1.1 Identify and research previous inspection reports. 1.2 Analyse incident reporting statistics. 1.3 Identify and prepare inspection tools. 1.4 Inform personnel and finalise visit arrangements.
2. Negotiate with stakeholders	2.1 Identify and brief relevant stakeholders on inspection requirements. 2.2 Consult key stakeholders to determine options for programming inspections. 2.3 Develop and maintain appropriate records of stakeholder requirements. 2.4 Provide stakeholders with current and relevant WHS information.
3. Conduct work health and safety inspections	3.1 Negotiate outcomes with relevant stakeholders. 3.2 Access and utilise external agencies, where required. 3.3 Employ inspection tools appropriate to the area. 3.4 Confirm and record inspection information.
4. Finalise work health and safety inspections	4.1 Determine inspection findings and outcomes. 4.2 Explain identified options and recommendations to stakeholders. 4.3 Prepare and present inspection report.
5. Monitor implementation of inspection findings and recommendations	5.1 Obtain feedback from workplace on implementation of recommendations. 5.2 Monitor and assess implementation of recommendations. 5.3 Document changes to operating procedures.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFOH018 Conduct work health and safety inspections.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for DEFWHS016 Conduct work health and safety inspections

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interpreting WHS legislation, codes of practice and standards, and management systems
- selecting and using appropriate inspection tools and methods
- identifying hazards and assessing risks
- analysing workplace environment
- evaluating WHS environment
- solving problems
- using a variety of verbal and non-verbal communication techniques including
- reading to a level required to interpret and analyse job instructions, workplace forms and inspection reports
- writing at the level required to complete workplace forms and reports
- applying principles and practices of WHS inspections
- identifying intervention points for advice to assist in work and to guide problem solving

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- relevant work health and safety legislation
- work health and safety codes of practice and standards
- work health and safety management systems
- hierarchy of risk control

- incident investigation and process improvement
- inspection techniques
- interpersonal communication
- techniques for giving and receiving feedback
- negotiation techniques
- research techniques
- analysis techniques
- team dynamics
- techniques for supporting others
- composition of teams and roles and responsibilities of team members

Assessment Conditions

Competency should be assessed in an actual workplace or in a simulated environment, with access to equipment and infrastructure appropriate to the outcome. Competency should be demonstrated over time to ensure the candidate is assessed across a variety of situations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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