



Australian Government

Assessment Requirements for HLTWHS004 Manage work health and safety

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Updated to include relevant content from HLTWHS401A. Revised scope of unit to reflect requirements of managers and/or persons conducting a business or undertaking (PCBUs).

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory WHS regulations, relevant codes of practice and workplace procedures:

- conducted a workplace risk assessment and recorded the results, including:
 - identification of hazards and potential hazards
 - risk assessment
 - evaluation of policy/procedure in line with state/territory legislation and industry guidelines
 - development of risk controls and measures
- conducted the following consultative activities with at least two workers:
 - information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role
 - consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process

- monitored workplace compliance with WHS procedures
- developed a WHS action plan, including strategies for monitoring and review
- coordinated workplace procedures for a simulated emergency situation.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:
 - state/territory WHS authorities
 - rights and responsibilities of persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care
 - legislative requirements for record-keeping and reporting
 - due diligence and general duty requirements
 - regulatory requirements relevant to the particular industry/type of work site
 - legislative requirements for consultation
 - hazardous manual tasks
 - infection control
- hazards common to the work environment and strategies for minimisation
- requirements for WHS policies, including:
 - hazard, incident and injury reporting
 - hazard identification, risk assessment and control
 - human resources policies and procedures
 - consultation and participation
 - incident investigation and record-keeping
 - quality system documentation
 - designated person/s for raising issues
 - workplace support services
 - use of personal protective equipment (PPE)
 - emergency procedures
- principles of hazard and risk management, including:
 - risk analysis
 - hazard identification procedures
 - hierarchy of control and its application
 - principles of risk assessment
 - examples of health and safety benchmarks
 - principles of safe design processes

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

In addition, assessment must ensure use of:

- current workplace policies and procedures for WHS

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>