



**Australian Government**

# **Assessment Requirements for MEM13002 Undertake work health and safety activities in the workplace**

**Release: 1**

# **Assessment Requirements for MEM13002 Undertake work health and safety activities in the workplace**

## **Modification History**

Release 1. Supersedes and is equivalent to MEM13002B Undertake occupational health and safety activities in the workplace

## **Performance Evidence**

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- describing the risk assessment process
- reading and interpreting audit and safety-related documentation
- performing safety audits by following audit and work health and safety (WHS) procedures
- making recommendations for safety improvements and communicating effectively about WHS activities with workplace personnel
- identifying training needs and initiating WHS training
- meeting requirements of the WHS program and procedures in the individual's area of responsibility
- entering information onto audit reports and other relevant documents.

## **Knowledge Evidence**

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- principles of hazard identification, assessment and control as applied to the workplace
- procedures for hazard identification, assessment and control
- application of WHS legislation in the workplace
- procedures for conducting safety audits
- safety standards applicable to the individual's area of responsibility
- frequency at which safety audits should be conducted
- procedures for implementing WHS improvements
- means of rectifying given or identified hazards and reasons for selecting the chosen means of rectifying the hazard
- authority to whom recommended WHS improvements are to be reported
- procedures for making safety improvements
- requirement for WHS training in the individual's area of responsibility
- objectives of WHS training and procedures for initiating WHS training

- accident investigation procedures
- emergency WHS procedures
- role of the individual in carrying out accident investigations and emergency procedures.

## Assessment Conditions

- Assessors must:
  - have vocational competency in undertaking work health and safety activities in the workplace at least to the level being assessed with relevant industry knowledge and experience
  - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>