



Australian Government

Assessment Requirements for MSMWHS400 Contribute to WHS management system

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS400A Contribute to OHS management system

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability to:

- communicate using appropriate style and format for a range of stakeholders to:
 - review WHS procedures, training program and recording system
 - provide information on the effectiveness of the WHS management system in minimising risk
 - consult and seek feedback
 - develop new procedures and improve existing procedures
 - inform work group or area about changes in WHS procedures
 - interact with the work group or area to ensure the WHS processes and procedures are applied
- analyse WHS information to:
 - identify gaps in procedures and training
 - identify improvements in procedures
 - incorporate feedback from stakeholders
 - ensure WHS procedures and improvements comply with the regulatory framework
- apply the hierarchy of control to recommend actions to minimise risk
- plan and implement appropriate review processes
- write clearly and unambiguously, including:
 - reports
 - draft policies and procedures
 - WHS information.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- WHS responsibilities of employers and employees, including supervisors and contractors
- regulatory requirements for WHS, including:
 - duty of care responsibilities
 - information and consultation and processes and arrangements to meet these obligations
 - record keeping and reporting

- training and licensing relevant to WHS
- elements of a WHS management system, including:
 - principles and practices of effective WHS management and risk control
 - sources and types of information that provide realistic information on the performance of the WHS management system
 - techniques for analysing WHS data, including simple statistical analysis and graphing of trends and all relevant workplace procedures
 - types and application of review processes including review of written reports, analysis of data, performance appraisal and auditing
 - WHS issue resolution processes.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should 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 reflecting 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.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>