



Australian Government

Assessment Requirements for MSMWHS503 Maintain WHS management system

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSAPMOHS503A Maintain the workplace 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:
 - evaluate the WHS management system
 - provide information on the effectiveness of the WHS management system in minimising risk
 - identify, plan, implement and monitor improvements
 - convey WHS and other complex/technical information
 - consult and seek input/feedback
 - interact with the workforce to maintain the process that comprise the WHS management system
- analyse WHS data to identify areas for improvement
- create and manage documentation, including:
 - WHS records
 - minutes of meetings and consultations
 - workplace inspection checklists, audits and reports
- write clearly and unambiguously, including:
 - reports
 - policies and procedures
 - WHS information
- develop WHS management system improvement plans
- apply a quality improvement process to implement and monitor improvements
- identify WHS training needs.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to fulfil their job role, including:

- WHS responsibilities of employers, employees, supervisors and contractors, including duty of care responsibilities

- regulatory requirements for WHS information and consultation and processes and arrangements to meet these obligations
- regulatory requirements for WHS record keeping and reporting
- regulatory requirements for training and licensing relevant to WHS
- elements of a WHS management system and principles and practices of effective WHS management and risk control
- barriers to implementation of WHS, including language and literacy, cultural diversity of workforce and workplace culture in relation to WHS
- 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
- types of internal and external change that may impact on WHS and WHS compliance
- audit and inspection 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>