



Australian Government

Assessment Requirements for RIIWH5601D Establish and maintain the WHS management system

Release: 4

Assessment Requirements for RIIWHS601D Establish and maintain the WHS management system

Modification History

Release	Comment
1	The unit replaces RIIOHS601A Establish and maintain the OHS management system.
2	Editorial corrections.
3	Amended Application field.
4	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- demonstrates completion of establishing and maintaining the WHS management system that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - referring to legislation, codes of practice and company policy to establish procedures for implanting strategies and activities that eliminate or reduce risk on site
 - identifying possible incidents and preparing procedures for unplanned incidents
 - providing coaching and mentoring support to others who implement and maintain WHS systems
 - using effective consultative mechanisms to negotiate processes and procedures appropriate to workplace safety
 - explaining complex WHS information to superiors/subordinates
 - establishing and monitoring site training plans and training occurrences
 - taking a leading role in initiating action and making decisions when risk is identified and needs to be controlled

- maintaining clear and concise written records and documents of WHS incident and activity outcomes
- establishing WHS systems audit processes
- accessing and analysing archival and historical information for auditing WHS activity
- demonstrating the establishment of processes, techniques and examples of continuous improvement for WHS activity on site

Knowledge Evidence

The candidate must demonstrate knowledge of establish and maintain the WHS Management System through:

- relevant WHS legislation, policies and code of practice requirements and procedures
- WHS auditing procedures
- duty of care principles
- training design and management requirements and procedures
- emergency procedures
- strategic planning procedures
- human resource management requirements and procedures
- risk management processes and techniques
- action planning methods and preparation
- undertaking continuous improvement processes

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,

- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>