

<b>Competency Unit</b>	<b>BSBOHS407A Monitor a safe work place</b>				
<b>Unit Descriptor</b>	This unit of competency This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to employees with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.				
Client Candidate Name		Third Party Employer Representative Name		RTO Assessor Name	
Signature		Signature		Signature	
Date		Date		Date	
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>	Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

**Skills and Attitudes Assessment**

<b>How am I going to be assessed and what do I need to provide my assessor?</b>	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are <b>suggested</b>:</p> <ul style="list-style-type: none"> <li>Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment and resources; examples of documentation relating to hazards in the workplace; examples of documents relating to workplace safety, hazard identification and risk assessment.</li> <li>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; review of records communicating the outcomes of consultation over OHS issues to the workgroup; analysis of responses to case studies and scenarios; demonstration of techniques; review of reports to management on the costs associated with providing training for the work team; oral or written questioning to assess knowledge of workplace safety and hazards; examples of risk assessments; evaluation of actioning of team member hazard reports; review of OHS records of occupational injury and disease incidents in work area.</li> </ul> <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>					<b>Notes by Assessor</b>
		<b>Self Evaluation Assessment 1</b> Task/s Verified by Candidate	<b>Third Party testimonial Assessment 2</b> Task/s Verified by Supervisor	<b>RTO Verification Assessment 3</b> Task/s Verified by Assessor		
		Yes No	Yes No	Yes No		
	<i>analytical skills to identify hazards, to assess risks in the work area and to review data relating to monitoring and evaluating incidents (accidents), environmental issues and the effectiveness of risk control measures.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>literacy skills to comprehend documentation and to interpret OHS requirements .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>coaching and mentoring skills to provide support to colleagues. ....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>applying organisational management systems and procedures to OHS within workgroup area.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>applying procedures for assessing and controlling risks to health and safety associated with those hazards, in accordance with the hierarchy of controls .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>providing specific, clear and accurate information and advice on workplace hazards to workgroup .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>knowledge of legal responsibilities of employers, supervisors and employees in the workplace.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>Responds to problems, breakdowns, changes to routine .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<i>Demonstrates a positive attitude and responsibility to work .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		

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**The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined** Yes  No

<p><b>Provide information to the workgroup about OHS policies and procedures</b> Accurately explain relevant provisions of OHS legislation and codes of practice to the workgroup Provide information to the workgroup on the organisation's OHS policies, procedures and programs, ensuring it is readily accessible by the workgroup Regularly provide and clearly explain information about identified hazards and the outcomes of risk assessment and control to the workgroup <b>Implement and monitor the organisation's procedures for providing OHS training</b> Systematically identify OHS training needs in line with organisational requirements Make arrangements to meet OHS training needs of team members in consultation with relevant individuals Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs Identify and report to management the costs associated with providing training for work team, for inclusion in financial plans</p>	<p><b>Implement and monitor participative arrangements for the management of OHS</b> Explain the importance of effective consultative mechanisms in managing health and safety risks Implement and monitor consultative procedures to facilitate participation of workgroup in management of work area hazards Promptly deal with issues raised through consultation, in accordance with organisational consultation procedures Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues <b>Implement and monitor procedures for identifying hazards and assessing risks</b> Identify and report on hazards in work area in accordance with OHS policies and procedures Promptly action team member hazard reports in accordance with organisational procedures</p>	<p><b>Implement and monitor the organisation's procedures for controlling risks</b> Implement procedures to control risks using the hierarchy of controls and organisational requirements Identify and report inadequacies in existing risk control measures in accordance with the hierarchy of controls Monitor outcomes of reported inadequacies, where appropriate, to ensure a prompt organisational response <b>Implement and monitor the organisation's procedures for maintaining OHS records for the team</b> Accurately complete and maintain OHS records of incidents of occupational injury and disease in work area in accordance with OHS legal requirements Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area</p>
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Feedback provided to candidate: ..... Candidate signature: .....

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**Assessment Outcome** **Competent**  **Not yet competent**  **Candidate appeals the outcome** **Yes**  **No**  **Initials**..... **Details of appeal:** .....

<b>Knowledge Assessment</b>	
<b>Competency Unit</b>	<b><i>BSBOHS407A Monitor a safe work place</i></b>
I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached <input type="checkbox"/>	

**Alternatively:**  
***For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.***

Provide information to the workgroup about OHS policies and procedures (Use the following as a guide to your answer)

- **Accurately explain relevant provisions of OHS legislation and codes of practice to the workgroup**
- **Provide information to the workgroup on the organisation's OHS policies, procedures and programs, ensuring it is readily accessible by the workgroup**
- **Regularly provide and clearly explain information about identified hazards and the outcomes of risk assessment and control to the workgroup**

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Initials of Trainer/Assessor\_\_\_\_\_

Initials of Candidate\_\_\_\_\_





