

**BSBWHS404 Contribute to WHS hazard  
identification, risk assessment and risk  
control**

**BSB: Business Services Training Package**

**Trainer and Assessor Guide**

Written by Sandy Welton  
[www.trainingresourcesrto.com.au](http://www.trainingresourcesrto.com.au)

## Purpose of this Trainer and Assessor Guide

This Guide is designed to be used as a reference resource by the trainer/assessor during training and conducting the assessment.

It contains:

- All of the information and instructions to the candidate that are in the Assessment Task Workbook for this unit.
- Benchmark solutions for all of the assessment activities, together with guidance for the assessor on how to access relevant information using Internet searching and reference to legislative materials.
- A mapping summary which shows how each of the assessment tasks relate to the unit requirements.

## The Assessment Task Workbook

The Assessment Task Workbook is for the candidate. It contains:

- Instructions for the candidate about the unit assessment requirements
- A verification form for the candidate to confirm that they have received and understood the assessment process and their right of appeal
- All of the assessment tasks
- Space for the assessor to give feedback to the candidate and to confirm whether the task was satisfactory
- A copy of the mapping summary in the Trainer/Assessor Guide.
- Final assessment form, for signing off by the assessor and the candidate

## Assessor qualifications

Assessors must satisfy NVR/AQTF assessor requirements.

You (the assessor) should ensure that you:

- have the necessary training and assessment competencies as determined by the National Skills Standards Council or its successors; (*TAE40110 or its successors*)
- have the relevant vocational competencies at least to the level being delivered or assessed; (*hold this unit or have mapped your competencies to the unit and this has been approved by the RTO authorised officer*).
- can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and
- continue to develop your vocational education and training (VET) knowledge and skills as well as your industry currency and trainer/assessor competence.

## Adherence to the benchmarks

In order to ensure that the assessment process and outcome meets the principles of assessment and the rules of evidence, it is **ESSENTIAL** that you adhere to the benchmarks for assessment outlined in this Guide.

The benchmark solutions and information in this Guide are current as at the date shown in the footer. Statutory authority web sites and legislation may change.

You, the trainer/assessor, will need to maintain currency.

## Reasonable Adjustment

If the candidate has special needs which require reasonable adjustments, then you, the assessor, must ensure that you have:

- Reviewed the unit requirements and determined that adjustments will not compromise the outcome.
- Determined the adjustments to be made, in consultation with the candidate and, if necessary, a specialist.
- Clearly documented the adjustments made as part of the assessment record, in sufficient detail to enable another qualified assessor to make a judgement of competency.
- Ensured that you protect the candidate's right to privacy and confidentiality in relation to any personal information such as medical conditions, and where personal information needs to be recorded, gained the candidate's consent in writing.

## Recognition of Prior Learning and Credit Transfer

If the candidate currently holds qualifications or has relevant experience for this unit, then they must be offered the opportunity for RPL and not be required to undertake a full learning and assessment pathway.

Gap training and assessment may be required.

If the candidate holds an equivalent unit, then they are entitled to credit transfer. Refer to the unit information on the following page.

## Safety

If at any time during the assessment process you consider that any person may be at risk, you must immediately <b>abort</b> the assessment session.
---

## Australian Qualifications Framework

The candidate should demonstrate AQF level 4 criteria when completing the assessment tasks.

AQF level 4 criteria	
<b>Summary</b>	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning
<b>Knowledge</b>	Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or a broad field of work and learning
<b>Skills</b>	Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to: <ul style="list-style-type: none"><li>• complete routine and non-routine activities</li><li>• provide and transmit solutions to a variety of predictable and sometimes unpredictable problems</li></ul>
<b>Application of knowledge and skills</b>	Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters

source: Australian Qualifications Framework July 2015

# BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.

It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.

*NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.*

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

## Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control	Updated to meet Standards for Training Packages  Minor edits to clarify Performance Criteria	Equivalent unit

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- office equipment and resources
- relevant legislation, standards and guidelines
- relevant policies, procedures, processes and systems
- case studies and, where possible, real situations
- interaction with others.

## Simulated Workplace Assessment Tasks

### Note to Candidate

The assessment tasks for this unit of competency are based upon a simulated workplace. Your assessor may substitute tasks that relate to your own workplace, where they enable you to provide the required evidence of competency.

The following is a description of the workplace and your role.

### The Workplace: Australia Wide Construction

Australia Wide Construction is a large commercial construction company with its head office in your capital city.

It specialises in commercial construction work such as:

- shopping centres
- schools
- hospitals and medical centres
- industrial estates

At any one time there are usually about 45 construction projects in various towns throughout the whole of Australia.

### Your job role

You are one of a team of WHS Co-ordinators based in the head office. You all report to the WHS Director, who is a member of the Board of Directors of Australia Wide Construction.

Each of you has approximately 3 current construction projects where you are responsible for co-ordinating safety systems on the construction sites.

Although you are based in head office, your role also requires you to visit each of the 3 construction projects on a regular basis.

Each of your 3 sites is managed by a Site Supervisor who is employed by Australia-Wide Construction.

Each site has between 10 and 20 full-time employed workers.

There are also various specialist subcontractors who work on each site.

The subcontractors usually have employees working for them on site.

You need to advise the Site Supervisor on how to comply with legislative requirements for workplace health and safety.

You also need to work as a team with the other WHS co-ordinators in head office so that the company as a whole is consistent in the way it manages WHS on all its sites.

## Assessment Task 1

This task requires you to identify internal sources of WHS information and data and how to access them.

As a WHS Co-ordinator for Australia Wide Construction you need to receive, store and analyse various records.

★ Work with your colleagues to identify the ways that you may analyse the following types of records, in order to identify potential workplace hazards on the construction site.

★ You will need to identify:

- the purpose of the record
- the potential hazards if the records are incomplete or incorrect
- the ways that you would analyse the records in order to assist in identifying potential hazards

★ Make notes of your conclusions in the following table.

### Solutions

*Assessor note:*

*The Assessment Conditions for this unit require the candidate to have interaction with others. If the candidate is in the workplace, they can interact with colleagues. If a simulated workplace, the candidate should interact with fellow trainees where possible. Failing this, they may interact with friends or family.*

*The task may be based upon Australia Wide Construction or the candidate's own workplace. Responses will vary. The following are suggested responses to guide the assessment process.*

Type of record	Purpose, hazards if incomplete and ways to analyse
Training records Permits to work and licences	<p>Purpose:</p> <ul style="list-style-type: none"><li>• legislative compliance</li><li>• ensure that workers have the relevant skills, knowledge and authority for a job</li></ul> <p>Hazards if incomplete:</p> <ul style="list-style-type: none"><li>• non-compliance with legislation</li><li>• workers lack of knowledge and skills</li></ul> <p>Analyse:</p> <ul style="list-style-type: none"><li>• records of site induction checked against names of site workers including contractors</li><li>• records of licences and permits checked against role of each site worker</li></ul>



Type of record	Purpose, hazards if incomplete and ways to analyse
Safe Work Method Statements and Job Safety Analysis Product information (Safety Data Sheets) Equipment information (manuals, service logs)	<p>Purpose:</p> <ul style="list-style-type: none"> <li>legislative compliance</li> <li>information and procedures for safe work practices</li> </ul> <p>Hazards if incomplete:</p> <ul style="list-style-type: none"> <li>non-compliance with legislation</li> <li>insufficient information for workers on safe work practices</li> <li>inadequate servicing of plant and equipment</li> </ul> <p>Analyse:</p> <ul style="list-style-type: none"> <li>List of all hazardous tasks compared with SWMS.</li> <li>List of all hazardous materials compared with SDS.</li> <li>List of all plant, tools and equipment compared with manuals.</li> <li>Manuals checked against service logs</li> </ul>
Records of attendance at toolbox meetings Minutes of meetings between site supervisor and subcontractors Minutes of WHS Committee meetings	<p>Purpose:</p> <ul style="list-style-type: none"> <li>ensuring that consultation takes place at every stage of the risk management process</li> <li>ensuring that workers have sufficient opportunity to raise issues</li> <li>ensuring that workers are aware of all safety issues and management decisions</li> </ul> <p>Hazards if incomplete:</p> <ul style="list-style-type: none"> <li>lack of sufficient consultation causes inadequate risk management</li> <li>non-attendance at meetings indicates insufficient commitment to safety</li> </ul> <p>Analyse:</p> <ul style="list-style-type: none"> <li>toolbox meeting attendance register checked against workers on site per day</li> <li>toolbox meeting attendance register should be signed by attendees</li> <li>minutes of meetings - check action plans are implemented</li> </ul>
Records of site inspections Safety audits Hazard reports	<p>Purpose:</p> <ul style="list-style-type: none"> <li>hazard identification</li> </ul> <p>Hazards if incomplete:</p> <ul style="list-style-type: none"> <li>hazards not identified</li> <li>hazards not addressed</li> </ul> <p>Analyse:</p> <ul style="list-style-type: none"> <li>frequency and detail of safety audits</li> <li>content of hazard reports</li> <li>resolutions implemented in timely fashion</li> </ul>
Incidents, accidents and sick leave Workers compensation claims	<p>Purpose:</p> <ul style="list-style-type: none"> <li>legislative compliance</li> <li>tracking of worker health</li> <li>ensuring workers entitlements are met</li> </ul> <p>Hazards if incomplete:</p> <ul style="list-style-type: none"> <li>non-compliance with legislation</li> <li>information for analysis incomplete</li> <li>causes of incidents not rectified</li> </ul> <p>Analyse:</p> <ul style="list-style-type: none"> <li>category (type) of injury / accident</li> <li>repetition / frequency of injury / accident (numbers)</li> <li>seriousness of injury / accident</li> <li>interviews by investigator</li> <li>identify cause (root cause analysis)</li> <li>actions taken to resolve cause</li> </ul>

## Assessment Criteria

### 1.1 Identify sources of information and data

**Knowledge evidence**

outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in organisational WHS policies, procedures, processes and systems  
identify internal and external sources of WHS information and data and how to access them.

**Performance evidence**

identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan

## Assessment Task 2

This task requires you to outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations

*Assessor note:*

*This task may need to be contextualised for the candidate's jurisdiction, if the WHS Act does not apply (i.e. Victoria and W.A.).*

- ★ Access the Model Work Health and Safety Regulations from Safe Work Australia web site or the WHS Regulations applicable in your jurisdiction.
- ★ Locate information in relation to the duties of the PCBU in relation to safety requirements of the General Working Environment
- ★ In the table below write a checklist based upon the Regulation that you could use when conducting a safety audit on the work environment.

### Solutions

*Assessor note: Responses relate to the WHS Act Division 2. Responses may vary. The following are key points to guide the assessment process.*

Item	Questions to ask when conducting the audit
Layout of workplace	Is the workplace maintained (clean and in working order)? Are the entrances and exits clear of obstacles? Are the entrances and exits clearly marked with signs? Are the exits sufficient to allow safe evacuation in an emergency?
Work areas	Does each worker have sufficient space to do their job?
Floors and surfaces	Are the floors smooth without projections or trip hazards? Are the floors non-slip? Are all surfaces smooth without projections or sharp edges which may cause injury?
Lighting	Is lighting sufficient for the workers to do their jobs? Does lighting allow workers to move around safely? Is lighting sufficient to allow exit safely in an emergency?
Ventilation	Is there sufficient ventilation in the workplace?
Temperature	Is there shade for workers in full sun for long periods? Is the workplace within an appropriate temperature range for the work?
Essential services	Are exposed overhead power lines a sufficient distance from the work areas? Are underground services sufficiently protected? <ul style="list-style-type: none"><li>• electrical sources</li><li>• gas</li><li>• water</li></ul>

Facilities	Are there sufficient toilets, drinking water, washing facilities and eating facilities? Are all facilities in good working order? Are all facilities clean? Are all facilities accessible to workers?
------------	--

### Assessment criteria

- 1.1 Identify sources of information and data
- 1.2 Obtain information and data to determine the nature and scope of workplace hazards, the range of harms they may cause and how these harms are caused
- 1.3 Obtain information and data to determine the nature and scope of workplace risks and risk controls
- 2.2 Contribute to identifying and complying with requirements of WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities
- 3.4 Contribute to documenting hazard identification process and results

#### Knowledge evidence

outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations  
outline a range of common workplace hazards, the harms they may cause and how these harms are caused

#### Performance evidence

identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan  
identify WHS duty holders and their duties.

These pages have been deleted from the sample

## Summary Mapping

The following table maps the assessment tasks with the unit requirements. This is indicated with a tick.

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		Assessment Task Number							
		1	2	3	4	5	6	7	8
Elements and Performance Criteria	Foundation Skills								
1 Access information to identify hazards and assess and control risks									
1.1 Identify sources of information and data	Reading	✓	✓	✓	✓			✓	✓
1.2 Obtain information and data to determine the nature and scope of workplace hazards, the range of harms they may cause and how these harms are caused	Reading		✓	✓	✓	✓	✓	✓	✓
1.3 Obtain information and data to determine the nature and scope of workplace risks and risk controls	Reading		✓	✓	✓	✓	✓	✓	✓
2 Contribute to compliance and workplace requirements									
2.1 Contribute to identifying and complying with requirements of workplace policies, procedures, processes and systems for hazard identification, risk assessment and risk control activities	Reading Oral communication Navigate the world of work Interact with others Get the work done					✓	✓	✓	
2.2 Contribute to identifying and complying with requirements of WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities	Oral communication Navigate the world of work Interact with others Get the work done		✓	✓	✓				
2.3 Identify duty holders and their range of duties	Reading Navigate the world of work			✓	✓				
3 Contribute to workplace hazard identification									
3.1 Use knowledge of hazards to advise individuals and parties of workplace hazards, the harms they may cause and how these harms are caused	Writing Oral communication Interact with others				✓	✓	✓		✓
3.2 Apply knowledge of hazard identification to contribute to selecting techniques, tools and processes to identify workplace hazards	Reading Get the work done					✓			✓
3.3 Contribute to applying selected techniques, tools and processes	Oral communication Interact with others					✓	✓		✓
3.4 Contribute to documenting hazard identification process and results	Reading Writing		✓			✓	✓		✓
4 Contribute to WHS risk assessment									

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control  
Trainer & Assessor Guide

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		Assessment Task Number							
		1	2	3	4	5	6	7	8
4.1 Apply knowledge of risk assessment to contribute to selecting techniques, tools and processes for risk assessment of hazards	Reading Interact with others Get the work done					✓	✓		
4.2 Contribute to applying techniques, tools and processes to identified hazards	Oral communication Interact with others					✓	✓		
4.3 Contribute to documenting the results of risk assessments	Writing					✓	✓		✓
5 Contribute to the development, implementation and evaluation of risk control									
5.1 Apply knowledge of risk control to contribute to developing risk control options for identified hazards, using the results of risk assessments	Reading Writing Interact with others					✓	✓	✓	✓
5.2 Contribute to developing and implementing a risk control plan	Reading Writing Interact with others Get the work done					✓	✓	✓	
5.3 Contribute to evaluating implemented risk controls	Writing Interact with others Get the work done							✓	✓
<b>Knowledge Evidence</b> To complete the unit requirements safely and effectively, the individual must:									
outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations			✓	✓	✓				
outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in organisational WHS policies, procedures, processes and systems		✓			✓	✓			
explain the difference between hazards and risks in the work context				✓					
outline a range of common workplace hazards, the harms they may cause and how these harms are caused			✓	✓	✓	✓	✓		✓
explain how risk assessment and controls can eliminate or minimise risks				✓		✓	✓		
identify internal and external sources of WHS information and data and how to access them.		✓		✓	✓			✓	
<b>Performance Evidence</b> Evidence of the ability to:									
identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan		✓	✓	✓	✓	✓	✓	✓	✓
contribute to documenting and evaluating risk management processes						✓	✓	✓	✓
communicate about WHS requirements and compliance with a range of people					✓	✓			

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	Assessment Task Number							
	1	2	3	4	5	6	7	8
comply with WHS requirements for hazard identification, risk assessment and risk control activities					✓	✓	✓	✓
identify WHS duty holders and their duties.		✓	✓	✓				