

**BSBWHS414 Contribute to WHS risk
management**

**Recognition of Prior Learning
Candidate Guide**

BSBWHS414 Contribute to WHS risk management

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.

NOTES

1. 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 model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Documentary Evidence

The following is a list of the types of workplace documents that you may be able to provide in support of your RPL application for this unit of competency.

Please note that the list is only a suggestion. You may have other documents that you think will help with your application. It is also quite possible that you may not be able to provide all, or even any, of the types of document listed. This does not prevent your eligibility for RPL. Your assessor will look for other options, which may include setting practical activities for you to complete.

Gather together all the documents that you can, and submit them to your assessor. Provide copies where you can. If you cannot provide copies or the documents are very large, your assessor may peruse the originals and return them to you.

Important Note:

- You must comply with the Australian Privacy Principles. No individual (other than yourself) should be named in the documents. Blank out any names or any other information that could identify the individual.
- You must also comply with any "commercial in confidence" requirements. If you need to submit such a document, seek permission from your organisation. Your assessor may peruse the originals and can also sign a declaration that they will protect the information.

List of suggested documentary evidence

- Hazard reports that you have documented, identifying and reporting on compliance with WHS legislation and the organisations systems
- Risk assessments that you have documented in relation to identified hazards, recommending risk control measures according to the hierarchy of controls
- Reports or other communication to WHS duty holders where you have evaluated risk control measures and made recommendations
- Reports or other communication you have written in relation to complying with WHS laws
- Communication you have had with technical advisors or WHS specialists in relation to safety
- Reports or other communication you have written identifying individuals with special WHS duties together with their roles
- Risk control plans that you have documented and communicated to duty holders

Third Party Verification

The form on the following page should be printed twice.

Give each copy to the referees that you identified in your RPL application.

Clarify to each that they should only tick items that they can confirm from their own knowledge of you through observation of your performance at work.

Let them know that the assessor will contact them either by telephone or email to confirm the authenticity of the information.

Request each referee to write a few comments on your performance overall.

Ensure that the forms are signed and correctly dated by each referee.

Submit the forms as soon as they are completed to your assessor.

Third Party Verification Form

Name of Candidate		
Name of Third Party (Referee)		
Position of Third Party		
Work relationship of Third Party to the Candidate		
Telephone		Email

Please tick the checkbox where you can confirm from your own knowledge that the candidate meets the criteria.

NOTE: It is not necessary for you to tick every box – only those you can confirm from your own knowledge of the candidate's work performance

mapping (assessor use)	Criteria for assessment	✓
PE 1, 3-7 PC 2.1, 2.4 PC 3.2-3.3 PC 4.1-4.3 PC 5.1-5.3 FS 1, 4, 6	Regularly identifies hazards, assesses the risks and designs documented risk control plans according to organisational procedures	<input type="checkbox"/>
PE 2-7 PC 6.1-6.4 FS 2, 4, 6	Regularly evaluates existing risk control measures, determines their effectiveness and provides reports recommending improvements where relevant	<input type="checkbox"/>
PC 1.1, 1.3 PC 2.2 PC 3.1 FS 1, 2, 3, 5	Accesses, communicates information and complies with requirements in legislation and codes of practice for risk management	<input type="checkbox"/>
PC 1.2, 1.4 FS 1, 4	Sources and uses internal WHS management system policies, procedures, forms and safety data for risk management	<input type="checkbox"/>
PC 1.5 PC 2.3 FS 3, 5, 6	Seeks and acts upon advice and information from workers, safety and technical personnel in relation to safety	<input type="checkbox"/>
PC 3.4 PC 4.4 PC 5.5 PC 6.4 FS 2, 3, 5	Actively communicates information and requirements for hazard identification, risk assessment and control to others in the workplace	<input type="checkbox"/>
PC 5.4-5.5 PC 6.4 FS 4, 6	Actively contributes to the implementation and maintenance of risk control measures	<input type="checkbox"/>

Please provide a few comments on your personal evaluation of the candidate and the way that they contribute to WHS risk management in their work role.

Signed	Date

Competency Conversation

A competency conversation is a meeting between you and your assessor, where you discuss and explain your work experience. It is an informal discussion - not an examination. The competency conversation may be face to face or by telephone, Skype or other means of communication.

Your assessor will make notes of your responses. They may ask if you consent to having your responses recorded, so that they have an accurate and complete record. You have the right to refuse recording of your voice or videoing the meeting.

The following is a list of the types of questions your assessor is likely to ask you. It is provided in advance, so that you can prepare for the meeting. Consider each of the questions and think about how you will respond.

Your assessor may suggest that you submit typed answers prior to holding the competency conversation, as this can reduce the time and cost of the RPL process. If your typed answers are sufficient, the competency conversation may not be necessary.

Answers to prepare:

Main question – to start the discussion:

What is your personal role in supporting WHS risk management processes?

Supplementary questions – to expand upon the main question:

What external sources of WHS information do you access?

What internal sources of information on risk management do you access?

What is the Code of Practice that you follow in relation to hazard identification, risk assessment and control?

What documents in your organisation are used in hazard identification, risk assessment and control?

What is the duty of care of workers according to WHS legislation?

What is the primary duty of care of the PCBU according to WHS legislation?

What tools and techniques do you use to identify hazards?

What is the procedure you use to perform a risk assessment and identify options for control measures?

When you have performed a risk assessment, who do you report or communicate it to?

What procedures do you use to evaluate existing risk controls?

Supplementary questions – to expand upon the main question:

Provide an example of a time when you designed and communicated a risk control plan

What is the definition of a hazard?

What is the definition of a risk?

What kinds of potential hazards exist in your workplace?
How do you rate these in terms of severity and likelihood?
For each of these hazards, what control measures are (or should be) in place?
What levels are these control measures on the hierarchy of controls?