

BSBWHS415

CONTRIBUTE TO IMPLEMENTING WHS MANAGEMENT SYSTEMS

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS415 Contribute to implementing WHS management systems* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name

Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name

Assessor Signature

Unit Competence Determination Date

[Click here to enter a date.](#)

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QUIZ INSTRUCTIONS

- This quiz will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name

Kerry Hoß

Participant signature

KH

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
4		☐	☐

ASSESSOR COMMENTS

1. Which of the following are elements that may be included in a WHSMS? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Duty holders and their responsibility	
	☒	Injury management	
	☒	Policies and procedures	
	☒	Return-to-work procedures	
	☒	Risk assessment	
	☒	Training and induction	

2. Which of the following tools may be referred to when undertaking WHSMS planning, implementation and review? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Audit checklists	
	☒	Cost analysis	
	☒	Return to work checklists	
	☒	Risk registers	

3. True or False (Tick your response): It is best practice to communicate with others in the planning, implementation and review of a WHSMS.

Answer	☒	True	☐
	☐	False	

4. Which of the following are types of evaluation processes for monitoring WHS performance? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Worker health surveillance	

☒	Writing policies and procedures
☒	Monitoring effectiveness of risk controls
☒	Auditing

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PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name

Kerry H.P.

Participant signature

Kerry H.P.

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory

Task 1	☐	☐
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ASSESSOR COMMENTS

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Practical Task 1

Description of task:

The participant is to complete the Handout 2 template to plan the implementation of a work health and safety management system (WHSMS). As part of implementing the developed plan, the participant is required to:

- Develop and deliver a short presentation (e.g. PowerPoint presentation slides with accompanying face-to-face delivery or real-time video, as arranged with your assessor) for the PCBU regarding the WHSMS implementation plan
- Offer adjustments to the WHSMS implementation plan, in response to the PCBU's (i.e. assessor's) identified limitations for each WHSMS element

After the presentation, you are required to submit the following to the PCBU:

- The adjusted WHSMS implementation plan
- A WHSMS checklist to monitor and evaluate the WHSMS plan's implementation

The participant is to submit the following evidence with this Practical Assessment sheet. There should be two (2) of each of the following documents submitted (i.e. one for each PCBU):

- Work Health and Safety (WHS) Management Plan (i.e. completed Handout 2)
- Presentation materials (e.g. PowerPoint) for PCBU
- WHSMS evaluation checklist

The assessor is to provide detailed comments on the tasks completed by the participant. Detail should be recorded in the Assessor's Comments (e.g. Feedback on WHSMS plan, WHSMS limitations posed to participant and the participant's suggested adjustments).

Resources required:

Computer, Handout 2.

Assessment of task

Name of participant:

Kerry Hope

Name of assessor:

Location:

Date: Click here to enter a date.

When completing the task, did the participant:

Tick if satisfactorily completed. Provide comments if left unticked.

1 Develop and implement WHSMS plan

- | | | |
|----|---|--------------------------|
| A. | Complete WHSMS plan, after referring to WHS laws and organisational policies and procedures. | ☐ |
| B. | Develop a presentation for the PCBU which: <ul style="list-style-type: none"> • Identifies duties, rights and obligations, as per legal and organisational requirements • Highlights key elements of the plan regarding return-to-work and injury management, plus another two (2) elements of their choice | ☐ |

C.	Deliver presentation (in person/via live stream video) and listen to PCBU to respond appropriately to any questions.	☐
D.	Seek PCBU feedback about limitations to WHMS implementation plan.	☐
E.	Offer adjustments to WHMS implementation plan in response to identified limitations.	☐
2 Reviewing WHSMS implementation plan		
A.	Distribute adjusted WHSMS plan to PCBU.	☐
B.	Outline plan for monitoring and evaluate WHSMS implementation (i.e. using checklist).	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

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WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
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Participant name

Kerry Hope

Participant signature

KH

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

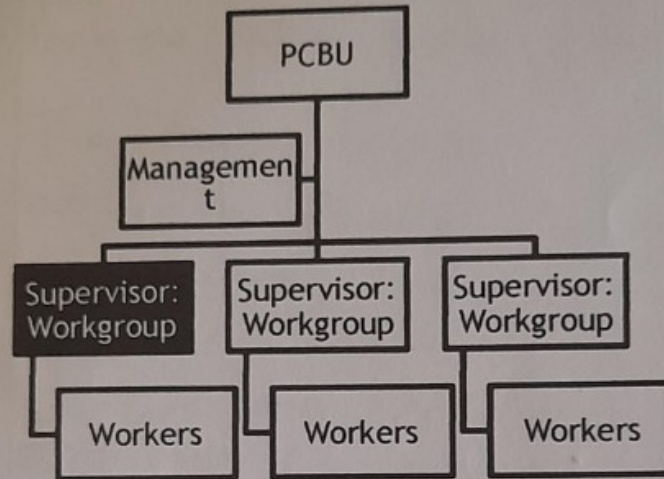
ASSESSOR COMMENTS

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace

Action Formwork - Minto Centre

Workgroup

There are various legislative documents, standards and guidance documents to assist with the development and implementation of a WHSMS.

Summarise what the following documents address (e.g. duties) with respect to a WHSMS:

- Work Health and Safety Act 2011* (Cth)
- Work Health and Safety Act 2011* (Qld)
- Work Health and Safety Regulations 2011* (Qld)
- A code of practice relevant to your chosen workplace regarding risk assessment
- Australian Standard AS/NZS ISO 45001:2018
- The 'Safety Management System Audit Report' from the Queensland Regulator, Workplace Health and Safety Queensland (refer to Handout 1)
- Organisational policies regarding return-to-work and injury management
- Organisational procedures regarding return-to-work and injury management
- Organisational process regarding return-to-work and injury management

	Summary of contents
a) Work Health and Safety Act 2011 (Cth)	This is a compilation of the WHS Act 2011 that shows the text of the law as amended and in force of 1 July 2018 The notes of this compilation include info about amending laws. The main objective of this act is to provide for a balanced and nationally consistent framework to secure health & safety of workers and workplaces. Section 5, Division 2 Division 2

b) Work Health and Safety Act 2011 (Qld)	WHS Act 2011 Sets out the requirements for building health and Safety at workplaces. It outlines what you must do to protect the health, Safety and Welfare of workers and other people in a place of work. It also puts legal obligations, or duties on you and your workers
c) Work Health and Safety Regulations 2011 (Qld)	Requires duty holder to ensure the provision of general workplaces facilities for workers, first aid, emergency plans, training and instruction for workers
d) Code of practice	Document 59% Practical guide to achieving the standards of health and Safety and Welfare required under WHS Act and regulations 2011.
e) AS/NZS ISO 45001:2018	Document Specifies requirements for an health and Safety Management System and gives guidance for its use to enable organisations to provide Safe and healthy workplaces by preventing work related injury and ill health.

f) Guidance material	A regulator ^{give} information related to WHS Compliances
g) Organisational policy	Each employer under the WHS Act is to secure the health and safety of workers and workplaces. A plan is usually developed to help and injured worker stay at work or return to their pre injury duties.
h) Organisational procedure	Return to work procedure is a series of actions or official way of helping a worker return after an injury
i) Organisational process	This usually split into steps starting from notifying of the injury or illness to the close of the rehabilitation program

Satisfactor
Outcome

Explain your involvement, as a workgroup supervisor, with implementing the following elements of a WHSMS plan:

- Injury management
- Return-to-work

In particular:

- a) Use examples to explain how you would contribute to the planning, development and implementation of each element, as relevant to your own workgroup
- b) Explain how you would seek the contribution and support of others in the planning, development and implementation of each element
- c) Communicate to workgroup members about the importance and application of each element in terms of meeting WHS policy

Injury management

Contributing to planning, development and implementation

- As a supervisor it is important, to provide a workplace is reasonably practicable Safe & Healthy ~~for~~ For workers and Visitors.
- ~~Regulatory requirements~~ Safety guidelines are to be followed as a legal requirement.
- Monitor the injury management plan that has been put in place
- Ensure employees understand their duties

Seeking contribution and support in planning, development and implementation

Injury management

Appoint an HSR to represent workers
for better health and safety outcomes

Communicating about WHSMS element

It's important that employees understand all
requirements under Section 28/29 of the WHS 2011
act.

Return-to-work

Contributing to planning, development and implementation

Return-to-work

Ensure returning worker has an established return to work program.

Consult with the worker to update duties where required.

Satisfactory
Outcome

