

Third Party Reports

The Third Party Report should be completed by a senior member of staff i.e. a Supervisor or Manager, where possible. The report should cover the points below, with a description to show that the tasks have been witnessed over time, whilst working with the learner. Examples, times, dates etc should be included if possible.

As this unit is about applying knowledge of WHS legislation in the workplace, you will need to have witnessed the learner within a meeting or training environment:

1. Determining the legal framework for WHS in the workplace
2. Contributing to activity that reflects WHS legislative requirements
3. Keeping up-to-date with legislation and relevant publications.

Ticking yes/no next to the tasks is required, as well as an accompanying report.

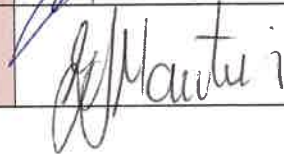
Third Party Checklist

Candidate's Name	Gemma Martin		
Assessor or Observer's Name	Grace Martin		
Unit of Competence (Code and Title)	BSBWHS302 WHS		
Date of Assessment			
Location			
Demonstration Tasks			
Materials and Equipment			
Tasks to be simulated if not witnessed over time:	Yes	No	
1. Did the learner identify and access current WHS legislation and related documentation relevant to the workplace, occupation and industry?	✓		
2. Did the learner apply knowledge of the relationship between WHS Acts, regulations and codes of practice to assist in identifying WHS legislative requirements in the workplace?	✓		
3. Did the learner identify duty holders?	✓		
4. Did the learner identify legal obligations and duties for who to consult with regarding training of workers and health and safety representatives?	✓		
5. Did the learner identify consequences of non-compliance with WHS Acts, regulations, codes of practice, standards and organisational WHS policies, procedures, processes and systems?	✓		
6. Did the learner contribute to monitoring compliance with legislation?	✓		
7. Did the learner contribute to ensuring that workplace complies with legislation?	✓		
8. Did the learner identify and take appropriate action on non-compliance with legislation?	✓		
9. Did the learner recognise limits of own expertise and legal duties, and access help and advice when required?	✓		
10. Did the learner use relevant sources to keep up-to-date with legislation and relevant publications?	✓		
11. Did the learner communicate information on relevant legislative changes and relevant publications to others?	✓		
The candidate's performance was:	Not Satisfactory	Satisfactory ✓	

Further comments:

Candidate's Signature

Assessor/Observer's
Signature

Third Party Evidence

Name of Candidate	Gemma Martin	Confidential Information
RTO:		
Unit(s) of Competence	BSBWHS302	

As part of the assessment for the units of competency, we are seeking evidence to support a judgment about the candidate's competence. As part of the evidence of competence we are seeking reports from the supervisor and other people who work closely with the candidate.

Name of the supervisor:	Grace Martin
Workplace:	RHM Building Innovations
Address:	117 Mt Lindesay Hwy Gleneagle 4285
Phone:	1300 858 746

Do you understand which evidence/tasks the candidate has provided/performed that you are required to comment on?

☒ Yes

☐ No

As the assessor explains the purpose of the candidates assessment?

☐ Yes

☒ No

Are you aware that the candidate will see a copy of this form?

☒ Yes

☐ No

Are you willing to be contacted should further verification of this statement be required?

☒ Yes

☐ No

What is your relationship to the candidate?	Employer
How long have you worked with the person being assessed?	3y
How closely do you work with the candidate in the area being assessed?	Directly
What is your technical experience and/or qualification (s) in the area being assessed? (Include any assessment or training qualifications.)	Business Manager

Does the candidate:

Perform tasks to the industry standards?

Yes

No

Managed job tasks effectively?

Yes

No

Implement safe working practices?

Yes

No

Solve problems on the job?

Yes

No

Work well with others?

Yes

No

Add that to new tasks?

Yes

No

With unusual or non-routine situations?

Yes

No

Overall do you believe the candidate conforms to the standard required by the unit of competency on a consistent basis?

Yes

Identify any training needs for the candidate:

Ongoing on job

Any other comments:

Question	Answer	Yes/No
1. What is your duty of care in regards to making sure that you follow organisational and legislative procedure? List the legislation that would provide you with this information and how to perform the tasks required	<i>Workers, while they are work need to take reasonable care:</i> <i>a. To ensure that they of their own health and safety in the workplace</i> <i>b. To do not take action or fail to take action that will have a negative impact on the health and safety of others</i> <i>c. Follow instructions that is given to ensure that the person follow the Act; and</i> <i>d. Follow a reasonable policy or procedure relating to health or safety at the workplace that the worker has been notified about (excluding Section 29)</i> <i>Legislation may vary but should cover:</i> ➤ <i>WHS Act and Regulations</i> ➤ <i>Codes of practice</i> ➤ <i>Industry standards</i> ➤ <i>Guidelines</i> ➤ <i>Regulators</i>	Yes ☒ No ☐
2. It is important to be compliant under WHS law. What can happen if you do not take action when you are found non-compliant?	➤ <i>Access information on the internet</i> ➤ <i>Monitoring</i> ➤ <i>Consultation with workers and other WHS specialists.</i> <i>You could be fined or jailed if negligence is proven.</i>	Yes ☒ No ☐
3. How is compliancy communicated within your work environment?	<i>May include methods such as:</i> ➤ <i>Through meetings</i> ➤ <i>Through emails, pay sheets or</i>	Yes ☒ No ☐

	➤ <i>Update of WHS procedures</i> <i>May include:</i> ➤ <i>Paraphrasing and summarising</i> ➤ <i>By open body language</i> ➤ <i>Networking</i> ➤ <i>As per agreed by the Consultation process</i>	
4. How could you contribute to WHS in your work environment to ensure compliancy under the WHS legislation?	<i>The area/s that you may contribute to non-compliance is in:</i> ➤ Contributing to an WHS audit ➤ Contributing to an WHS inspection ➤ Contributing to engaging external specialists and consultants ➤ Contributing to the identification of non-compliance with WHS legislation in the workplace ➤ Contributing to the implementation, monitoring and evaluation of actions to ensure WHS compliance ➤ Making recommendations about how compliance with WHS legislation could be achieved ➤ Reporting breaches of compliance to responsible persons or authorities	Yes No ☒ ☐

	➤ Where required, carrying out notes or functions specified in legislation or workplace policies and procedures	
<i>Further Answer</i> Prepares SWMS.		
5. How is monitoring information collected in your work area?	<i>Answers may vary and include:</i> ➤ Checklists ➤ observation	Yes ☒ No ☐
<i>Further Answer</i>		