



BSBWHS402A Assist with compliance with WHS laws
Assessment workbook

Student Name: Watchara Limpinijkul

Date: 11 August 2014



Structure of assessment

The Assessment activities that must be completed to obtain the unit of competency, **BSBWHS402A Assist with compliance with WHS laws**, are listed in the table below:

Assessment item					
Activity 1 – 3	A series of assessment activities requiring the candidate to demonstrate their understanding of compliance with WHS laws.				
Activities Completed	1	☐	2	☐	3 ☒

Information for students:

- The Assessor will be assessing your knowledge and planning skills using the information checklists supplied in the **Assessment Marking Guides**.
- Ensure that your work addresses the following:
 - what is required in the assessment activity instructions under ‘**What you are required to prepare or do**’; and
 - what is required in the **Assessment Marking Guides**
- Sufficient evidence must be shown from each assessment activity for you to achieve this unit of competency.

Instructions for assessors

- The candidate (student) **MUST** complete all the assessment activities mentioned in the table above (under heading structure of assessment).
- You may choose to remove any or all of the assessment activities for this unit as long as they are replaced with another activity of equal value. The addition of an activity of your choosing on the day of assessment must be fully documented.

This means **you will**:

- **Ensure** level of performance required by the composition of **assessment activities will be to the level required by the performance criteria** and will address all performance criteria.
- **Ensure** that the combination of tasks you develop **allow all required skill and knowledge to be demonstrated** through your task/s.
- **Ensure** that the evidence is **sufficient enough to show all requirements of the critical aspects of evidence required to demonstrate competency for the unit**.
- Please ensure all Assessment Marking Guide pages are signed at the bottom in the spaces provided.
- Please ensure all Assessment Marking Guide pages have feedback at the bottom of each in the spaces provided.
- A trainee results form (Form 23) must be completed to summarise whether assessment is sufficient to deem a candidate competent.

Preliminary assessment information

The assessment for this unit of competency is broken into a series of tasks, some of which require you to focus your investigations on a workplace of your choosing. You may use your own, or another workplace for these activities or you may base your activities on a hypothetical company.

Assessment activity one

Project brief	
Purpose of the project	This assignment is designed to consolidate the knowledge and skills you have developed as you progressed through Element 1 – Assist with determining the legal framework for WHS in the workplace
Submission requirements	All documents are to be submitted in digital Microsoft Office format e.g. PowerPoint and Word. You may wish to submit your assessment via email, on USB, CD or DVD.
What you are required to prepare or do	Using your nominated workplace as an example complete the following activities (spaces for answers provided below): 1. Provide a brief summary that explains the WHS Act, WHS Regulations, codes of practice and standards. 2. Determine and note the legal requirements, including duty of care, for PCBU's, workers, subcontractors, and importers. 3. Explain with two different examples the circumstances in which you would seek advice from WHS specialists. Ensure the specific questions on which you need advice are clearly explained in a letter to your CEO that seeks authorisation to proceed.
	Ensure that you also check your work against what is required in the Assessment Marking Guides.
Documentation to be submitted for assessment	1. Summary of findings (Point 1 & 2) 2. Letter to CEO (Point 3)

1. Provide a brief summary that explains the WHS Act, WHS Regulations, codes of practice and standards.

The WHS Act is The Work Health and Safety Act provides for administration and enforcement of WHS by placing certain duties on various workplace parties to ensure the health and safety of all those who may be impacted by work being undertaken by a business or undertaking. The WHS Act is the requirements for incident notification, consultation with workers, issue resolution, inspector powers & functions and offences and penalties.

WHS Regulations is more specific detail requirements of the obligations of workplace parties to manage particular issues to support the duties in model WHS Act.

Codes of practice are practical guidance for people who have work health and safety duties about how to achieve the standards required under the Act, and about effective ways to identify and manage risks.

Standards are requirements to ensure that products and services are safe, reliable and of good quality. For business, they are strategic tools that reduce costs by minimizing waste and errors, and increasing productivity. They help companies to access new markets, level the playing field for developing countries and facilitate free and fair global trade.

2. Determine and note the legal requirements, including duty of care, for PCBU's, workers, subcontractors, and importers.

Determine and note the legal requirements, including duty of care, for **PCBU's** : A PCBU has a primary duty of care requiring them to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work. A PCBU is also required to 1. Facilitate the election of health and safety representatives, 2. Assist them in their functions where called for under the legislation, 3. Set up the conditions set out in the legislation have been met and, 4. Establish issue resolution procedures. The duty also includes providing :a) safe working environment, b) safe plant and structures, c) safe systems of work, d) safe use, handling and storage of plant and substances, e) adequate facilities, f) information instruction and training, g) monitoring of the workplace.

Determine and note the legal requirements, including duty of care, for **workers**: Duty of care for workers, is to comply and cooperate with the reasonable directions of the PCBU. Workers, subcontractors can also be held personally liable for breaches of the WHS legislation and prosecuted for breaches. Workers also have the right to refuse to undertake unsafe work. And workers have the right to request the election of health and safety representative. And workers have duties to

- Take reasonable care for their own safety, take reasonable care for the safety of others, comply with the reasonable instructions of a PCBU and cooperate with the PCBU reasonable policies or procedures for health and safety
- Use personal protective clothing and equipment
- Take good care of equipment
- Report hazards
- Report injury or harm to health

Determine and note the legal requirements, including duty of care, for **subcontractors** : Subcontractors who constructs or commission's plant or substances, the duty on that person is to ensure so far as reasonably practicable, that the plant or structure is installed, constructed or commissioned in a way that does not pose a risk to the health and safety of persons listed in paragraphs (2)(a)-(d)

Determine and note the legal requirements, including duty of care, for **importers** : The duty is for the importer to ensure, so far as is reasonably practicable that the plant, substance or structure is without risks to the health and safety of the persons who use the plant, substance or structure for its primary intend purpose as well as in carrying out other reasonably foreseeable activities related to the intended purpose such as storage, decommissioning, dismantling, demotion or disposal

3. Explain with two different examples the circumstances in which you would seek advice from WHS specialists. Ensure the specific questions on which you need advice are clearly explained in a letter to your CEO that seeks authorisation to proceed.

Letter to CEO : **Dear CEO,**

I would like to explain the circumstances in which they would seek advice from WHS specialists as following circumstances :

- Common law claims
- Enforcement or prosecutorial proceedings commenced by WHS regulators
- Clarification of legal obligations and responsibilities
- Following a serious notifiable incident

I would like to give two different examples the describing the circumstances in which they would seek advice from WHS specialists as following

- Example 1 : A worker who is injured in circumstances involving the negligence of the employer may have a claim for common law damages. There may also be a claim against a third party such as the occupier of premises where a worker is injured.
- Example 2 : A person can request that the regulator commences a prosecution if they believe a category 1 or 2 offence of the Work Health and Safety Act 2011 has occurred and the regulator has not commenced a prosecution between six and twelve months of the offence occurring.

The examples of the questions on which they would seek advice as following ;

Questions: Who is responsible for my health and safety whilst I occupy accommodation owned/leased or controlled by the PCBU?

Answers : Where a worker occupies accommodation that is owned by, or under the management or control of the PCBU, and the occupancy is necessary for the purpose of the worker's engagement, the PCBU must, so far as is reasonable practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

Questions: Can we clean up an incident site up so that work can continue?

Answers : If a notifiable incident has occurred, a PCBU must ensure that Comcare is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. The person with management or control (PVMC) of the workplace at which the notifiable incident has occurred has a duty (as far as is reasonably practicable) to ensure that the incident site is not disturbed until an inspector arrives or at any earlier time that an inspector permits. The duty to preserve the incident site does not prevent any action being taken:

- to assist an injured person
- to ensure that the site is safe
- that is associated with a police investigation, or
- where an inspector or Comcare has given permission

However I need your authorisation before I proceed, If you give me the authorisation please sign in this latter below

Best regards,

Watchara L.

AS CEO I give you the authorisation to proceed

_____ (Signature) _____

CEO

Assessment marking guide

This guide is to be used by the assessor to determine whether the candidate has successfully completed a unit of competency.

Assessment activity 1		
Did the candidate:	Yes	No
Task 1		
Give an explanation of the WHS Act?	☒	☐
Give an explanation of the WHS Regulations?	☒	☐
Give an explanation of codes of practice?	☒	☐
Give an explanation of standards?	☒	☐
Task 2		
Determine and note the legal requirements, including duty of care, for PCBU's?	☒	☐
Determine and note the legal requirements, including duty of care, for workers?	☒	☐
Determine and note the legal requirements, including duty of care, for subcontractors?	☒	☐
Determine and note the legal requirements, including duty of care, for importers?	☒	☐
Task 3		
Prepare a letter addressed to the CEO?	☒	☐
Explain the circumstances in which they would seek advice from WHS specialists?	☒	☐
Provide two different examples describing the circumstances in which they would seek advice from WHS specialists?	☒	☐
Provide examples of the questions on which they would seek advice?	☒	☐
Clearly explain the questions on which they would seek advice to the CEO?	☒	☐
Clearly seek authorisation from the CEO to proceed?	☒	☐
Overall satisfactory?	☐	☐

Trainee Signature:

Date:

11 Aug 2014

Trainer Signature:

Date:

Assessment activity two

Project brief	
Purpose of the project	This assignment is designed to consolidate the knowledge and skills you have developed as you progressed through Element 2 – Assist with providing advice on WHS compliance.
Completion/presentation Date	Aim to have this completed within three months of commencement
Submission requirements	All documents are to be submitted in digital Microsoft Office format e.g. Word. You may wish to submit your assessment via email, on USB, CD or DVD.
What you are required to prepare or do	Using your nominated workplace as an example complete the following activities (spaces for answers provided below): 1. Explain what advice you would provide to a PCBU on their key obligations. 2. Access from the WHS authority in your jurisdiction, guidance information explaining the powers and responsibilities of a WHS regulatory inspector. Provide a summary of your findings.
	Ensure that you also check your work against what is required in the Assessment Marking Guides.
Documentation to be submitted for assessment	Summary of findings (Point 1 & 2)

1. Explain what advice you would provide to a PCBU on their key obligations.

Advice to a PCBU on key obligations as set out in various sections of the WHS legislation would include;

- Primary duty of care to eliminate or reduce risk so far as is reasonably practicable including the further duties which inform how this to be achieved
- Duty to consult with workers and how this must occur
- Duty to notify the WHS regulator of prescribed incident
- Duty to allow holders of WHS entry permits to enter the work place for prescribed purpose

Advice would include the penalties for failing to comply with these obligations including fines or other penalty options.

2. Access from the WHS authority in your jurisdiction, guidance information explaining the powers and responsibilities of a WHS regulatory inspector. Provide a summary of your findings.

Under the *Work Health and Safety Act 2012* (SA) (the WHS Act), Inspectors will play an important role in securing compliance and enforcing the WHS Act and the *Work Health and Safety Regulations 2012* (SA) (the WHS Regulations).

The regulator can appoint any of the following to be an inspector:

- a public sector employee under the *Public Sector Act 2009*;
- the holder of a statutory office;
- a person who is appointed as an inspector or authorised officer under a corresponding work health and safety law; or
- any other class of person that has been prescribed by the regulations (for example, to allow for the appointment of particular work health and safety experts to meet the regulator's short-term, temporary operational requirements).

FUNCTIONS AND POWERS OF AN INSPECTOR

- To provide information and advice about compliance with the WHS Act.
- To require compliance with the WHS Act through the issuing of improvement and prohibition notices.
- To investigate contraventions of the WHS Act and assist in the prosecution of offences.
- To assist in the resolution of work health and safety issues at workplaces, including issues related to access to a workplace by an assistant to a health and safety representative and issues related to the exercise or a right of entry by a WHS entry permit holder.
- To review disputed provisional improvement notices.
- To investigate contraventions of the WHS Act and assist in the prosecution of offences.
- Other functions or powers conferred by the regulations.

GENERAL POWERS OF ENTRY OF AN INSPECTOR

Inspectors may enter any place they reasonably suspect is a workplace at any time and without prior notice to exercise their powers.

However, as soon as practicable after entry to a workplace or suspected workplace, an inspector must take all reasonable steps to notify the following persons of the entry and the purpose of the entry:

- the relevant PCBU at the workplace;
- the person with management or control of the workplace; and
- any health and safety representative for workers carrying out work for that PCBU at the workplace.

Upon entry to a workplace an inspector may do any or all of the following:

- inspect, examine anything and make enquiries at the workplace;
- take measurements, conduct tests and make sketches or recordings (including photographs, films, audio, video, digital or other recording);
- bring to the workplace and use any equipment or materials that may be required;
- take and remove samples for analysis of any substance or thing without paying for it;
- require a person at the workplace to give the inspector reasonable help to exercise the inspector's powers;
- exercise any compliance power or other power that is reasonably necessary to be exercised by the inspector for the purposes of the WHS Act;
- require the production of documents;
- copy and retain documents;
- ask questions and conduct interviews;
- seize anything as evidence;
- request a person's name and address; and
- take affidavits.

An inspector cannot enter a place that is used only for residential purposes unless they:

- have the consent of the person with management and control of the premises; or
- the inspector has authority under a search warrant; or

- the inspector believes there is no reasonable alternative means of accessing a suspected workplace.

An inspector may apply to a magistrate to obtain a search warrant for any place. A magistrate will issue a search warrant if they believe that there may be evidence of an offence against the WHS Act at the place. If a warrant is granted it will expire seven days after it is issued.

Assessment marking guide

This guide is to be used by the assessor to determine whether the candidate has successfully completed a unit of competency.

Assessment activity 2		
Did the candidate:	Yes	No
Task 1		
Explain what advice they would provide to a PCBU on their key obligations?	☒	☐
Task 2		
Provide evidence that they had sought guidance information?	☒	☐
Identify and explain the powers and responsibilities of a WHS regulatory inspector	☒	☐
Overall satisfactory?	☒	☐

Trainee Signature:



Date: 28 Oct 2014

Trainer Signature:

Date:

Notes:

Assessment activity three

Project brief	
Purpose of the project	This assignment is designed to consolidate the knowledge and skills you have developed as you progressed through Element 3 – Assist with WHS legislation compliance measures.
Completion/presentation Date	Aim to have this completed within three months of commencement
Submission requirements	All documents are to be submitted in digital Microsoft Office format e.g. Word. You may wish to submit your assessment via email, on USB, CD or DVD.
What you are required to prepare or do	Using your nominated workplace as an example complete the following activities (spaces for answers provided below): 1. Review how your workplace complies with WHS legislation, and put your findings in the form of a report to the health and safety committee. 2. Explain how you would assist with determining the WHS training needs of individuals and parties. 3. Identify three ways you might stay up to date with changes to WHS legislation. Provide a summary of your answer. 4. Explain how you would advise line managers in your organisation of the changes that need to be done to achieve compliance.
Documentation to be submitted for assessment	Report (Point 1) Summary of answers (Point 2, 3, 4)

1. Review how your workplace complies with WHS legislation, and put your findings in the form of a report to the health and safety committee.

The Health and Safety Committee Report Form

Reported by : Watchara L.

Reported Date : 8 Aug 2014

WHS Activities : Review compliance of WHS legislation

Result: We are comply with all WHS legislations that related The Company as the WHS legislation compliance review with already included the specific requirements as set out in the WHS Regulations, relevant codes of practice and adopted a hazard management approach when assessing compliance.

WHS Legislation Compliance Review

N o.	WHS Legislation	Noticed date	hazard management approach	Com plian ce
1	Labor Protection Act B.E. 2541	19-Jun-98	N/A	Yes
2	The Ministerial Regulation B.E. 2541 : Define Working Hours for normal work and health hazard work of workers	19-Aug-98	N/A	Yes
3	The Ministerial Regulation B.E. 2541 : Define Overtime Working Condition	19-Aug-98	N/A	Yes
4	The Ministerial Regulation B.E. 2541 : Right of taking leave for training to improve competency	19-Aug-98	N/A	Yes
5	The Ministerial Regulation B.E. 2541 : Define works that not allow people lower than 18 years old to perform	19-Aug-98	N/A	Yes
6	The Ministerial Regulation B.E. 2543 : Define working hours	27-Jan-00	N/A	Yes
7	The Ministerial Regulation on determining the weight of the Employee works B.E. 2547	23-Apr-04	Yes	Yes
8	The Ministerial Regulation on the standards for the administration and management of safety, health and environment work in confined spaces B.E. 2547	27-Apr-04	Yes	Yes
9	The Ministerial Regulation on the rules and procedures for monitoring the health of workers and submit the labor inspector B.E. 2547	13-Jan-05	N/A	Yes
10	The Ministerial Regulation of welfare in the workplace B.E. 2548	29-Mar-05	N/A	Yes
11	The Ministerial Regulation on the standards for the management and security management. Health and environment to run on heat, light and noise B.E. 2549	6-Mar-06	Yes	Yes
12	The Ministerial Regulation on the standards for the management of occupational health and safety management. And the work environment B.E. 2549	21-Jun-06	Yes	Yes
13	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for the election of worker representatives.	19-Oct-06	N/A	Yes
14	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for the name of safety in the workplace. To be registered And notify the employee of injury, illness or loss.	2-Nov-06	N/A	Yes

15	The Announcement of the Department of Labour Protection and Welfare on Determine the result of the operation of safety in the workplace, advanced techniques and professional level.	2-Nov-06	N/A	Yes
16	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for Training of Health and safety Committee B.E. 2549	21-Dec-06	N/A	Yes
17	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for monitoring of heat, lighting, and noise in the workplace B.E.2550	22-Jun-07	Yes	Yes
18	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for training of health and Safety's Chief B.E. 2551	28-Mar-08	N/A	Yes
19	The Ministerial Regulation on management of Occupational Health and Safety for Construction Site B.E. 2551	16-Oct-08	Yes	Yes
20	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for training of Working with Confined Space B.E. 2551	27-Jan-09	Yes	Yes
21	The Ministerial Regulation on management for Occupational Health and safety for working with Machine, Crane and Boiler B.E. 2552	11-Jun-09	Yes	Yes
22	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for Construction Site Safety Management B.E. 2552	26-Jun-09	Yes	Yes
23	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for working with Piling Machine B.E. 2552	7-May-09	Yes	Yes
24	The Announcement of the Department of Labour Protection and Welfare on Electronic Report Template for Occupational Health and Safety Report B.E.2553	7-Mar-10	N/A	Yes
25	The Ministerial Regulation on management for Occupational Health and safety for the workplace B.E. 2553	24-Jun-10	Yes	Yes
26	The Announcement of the Department of Labour Protection and Welfare on determining on Work Related disease B.E. 2553	30-Aug-10	N/A	Yes
27	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for inspection of Temporary Elevator B.E.2553	3-Sep-10	Yes	Yes
28	The Announcement of the Department of Labour Protection and Welfare on Rules for Training of Safety Officer B.E.2553	26-Oct-10	N/A	Yes

29	The Announcement of the Department of Labour Protection and Welfare on picture of communication signal for Crane operator B.E. 2553	29-Oct-10	Yes	Yes
30	Labor Protection Act B.E. 2553	17-Jan-11	N/A	
31	Occupational Safety, Health and Environment Act B.E. 2554	17-Jan-11	N/A	Yes
32	The Ministerial Regulation on safety management for working with electricity B.E.2554	21-Jan-11	Yes	Yes
33	The Announcement of the Department of Labour Protection and Welfare on Rules for Training of Safety Officer (Volum2) B.E.2553	3-Feb-11	N/A	Yes
34	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for training of crane operator, signal and tag man for crane working B.E.2554	6-Jul-11	Yes	Yes
35	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for inspection test of spare part of Crane	12-Jul-11	Yes	Yes
36	The Announcement of the Department of Labour Protection and Welfare on Type and machine for using in Construction Site that have inspect and certified as yearly basis	14-Jul-11	Yes	Yes
37	The Announcement of the Department of Labour Protection and Welfare on Standard for Personal Protective Equipment B.E. 2554	27-Sep-11	Yes	Yes
38	The Announcement of the Department of Labour Protection and Welfare on Template for reporting the accident B.E. 2554	19-Oct-11	N/A	Yes
39	The Announcement of the Department of Labour Protection and Welfare on Safety poster and Warning Sign in the workplace B.E.2554	30-Nov-11	N/A	Yes
40	The Announcement of the Department of Labour Protection and Welfare on Rules and procedures for Manager, Supervisors and Safety Officers	2-May-12	N/A	Yes
41	The Ministerial Regulation on safety management for fire protection B.E. 2555	6-Jan-13	Yes	Yes
42	The Announcement of the Department of Labour Protection and Welfare on Standard Move-able Fire Extinguisher	11-Mar-13	N/A	Yes
43	The Announcement of the Department of Labour Protection and Welfare on of the Format of Evacuation Drill and Basis Fire Fighting Training Report	11-Mar-13	N/A	Yes
44	The Announcement of the Department of Labour Protection and Welfare on Rules for test and certified Safety Officer for Specially Skill	11-Apr-14	N/A	No

45	The Announcement of the Department of Labour Protection and Welfare on Rules for test and certified Safety Officer for Contraction Safety	11-Apr-14	N/A	No
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2. Explain how you would assist with determining the WHS training needs of individuals and parties.

Determining the WHS training needs will be done by preparing the WHS training needs matrix which included all position in The PCBU as following Matrix

	Chief Safety	Managers	Supervisors	Safety Committee	Crane Operators, Tag line	Confined space workers	Fire Fighting Teams	First Aiders	General Workers
Basic Safety for 6 hours (Emergency Plan, PPE, Working at height, hot work, electrical safety, etc.)	X	X	X	X	X	X	X	X	X
Management on safety	X	X							
Supervised on Safety			X						
Safety Committee Training				X					
Crane communication					X				
Working in Confined Space						X			
Advance Fire Fighting							X		
First Aid								X	
Etc.									

Above matrix is an example not all, what we need to do is to assess [all related WHS regulations that required training for employees](#) and then we put into the matrix.

3. Identify three ways you might stay up to date with changes to WHS legislation. Provide a summary of your answer.

Three ways that I can stay up to date with changes to WHS legislation as following;

1. I am a member of www.siamsafety.com, as members I can access to the new WHS legislation updated on the website, and they also sent email to notify me when new WHS legislations are issued.

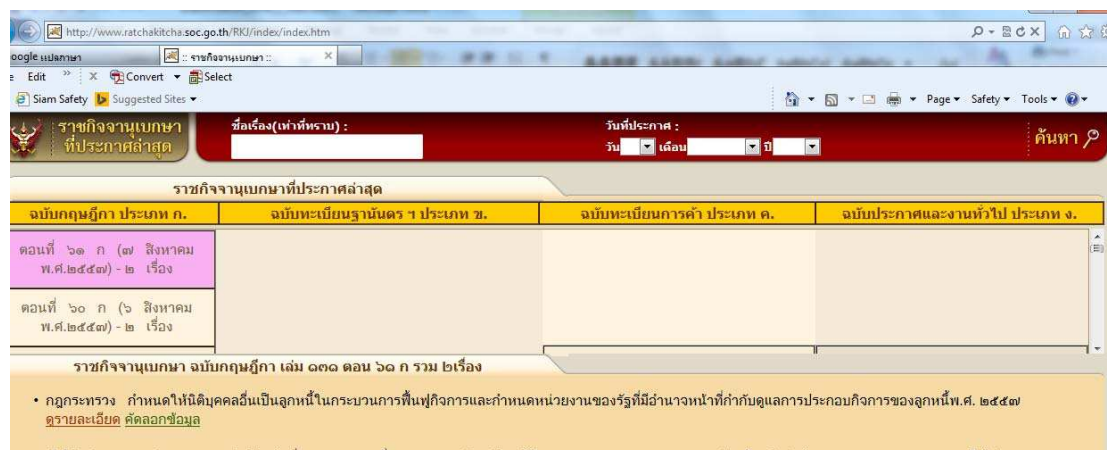
The screenshot shows the Siam Safety website interface. At the top, there's a navigation bar with links like 'Administration', 'แจ้งลบความคิดเห็น [502]', 'ค้นหากฎหมาย', 'หลักสูตรพิเศษ', and a 'Logout' button. Below this is a banner for 'เทคนิคการควบคุมการทำงานเชื่อม และตัดโลหะอย่างปลอดภัย' (Safe welding and metal cutting techniques) with dates for two courses. The main content area is titled 'Law purposes' and features a grid of nine icons with corresponding text labels:

- List of new laws
- Laws of three major ministries
- Laws of other ministries
- Local laws
- Laws by categories
- List of Thai Industrial Standards (TIS)
- List of English laws
- Draft laws
- Monthly summary of laws

- I access to the Department of Labour Protection and Welfare website that responsible for issuing WHS legislation in Thailand. Then I access to the WHS legislation section for seeking a updated



- I access to the www.ratchakitcha.soc.go.th with is responsible for registering all Thai legislations, and then I can search for WHS legislations on this website



4. Explain how you would advise line managers in your organisation of the changes that need to be done to achieve compliance.

I will evaluate the compliance of all WHS legislation regularly and update and evaluate new WHS legislation as monthly basis, and then do the gap analysis with current status of the company that what are we compliance and what are we still not compliance. For the not compliance items I will break down to the detail that What need to be done?, Who are responsible to do?, and what resource we need support from line managers.

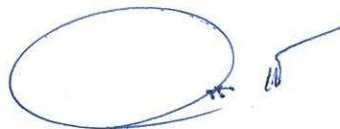
And then I will call for meeting with line managers for discussion and then proceed to meeting with all relevant persons and proceed to achieve compliance.

Assessment marking guide

This guide is to be used by the assessor to determine whether the candidate has successfully completed a unit of competency.

Assessment activity 3		
Did the candidate:	Yes	No
Task 1		
Provide a report to the health and safety committee?	☒	☐
Review how the nominated workplace complies with WHS legislation?	☒	☐
Provide evidence that they had considered any specific requirements as set out in the WHS Regulations when assessing compliance?	☒	☐
Provide evidence that they had considered any relevant codes of practice when assessing compliance?	☒	☐
Provide evidence that they had adopted a hazard management approach when assessing compliance?	☒	☐
Task 2		
Explain how to assist with determining the WHS training needs of individuals and parties?	☒	☐
Consider a training needs analysis to identify WHS training requirements?	☒	☐
Consider identification of knowledge and skills required by various roles or groups with WHS training requirements?	☒	☐
Consider identification of current skills held by people in these roles?	☒	☐
Consider identification of training required to ensure people have the required skills?	☒	☐
Task 3		
Identify three satisfactory ways in which they might stay up to date with changes to WHS legislation?	☒	☐
Task 4		
Explain how to advise line managers in the organisation of the changes that need to be done to achieve compliance?	☒	☐
Overall satisfactory?	☒	☐

Trainee Signature:



Date:

11 Aug 2014

Trainer Signature:

Date:

Notes:
