



# **Assessment Tasks**

## **Candidate Guide**

**BSBOHS509A: Ensure a safe workplace**

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## Assessment Information

The assessment activities associated with the unit of competency **BSBOHS509A: Ensure a safe workplace** are listed below:

<b>Assessment 1: Written</b>	<ul style="list-style-type: none"><li>▪ Written answers to questions</li></ul>
<b>Assessment 2: Project</b>	<ul style="list-style-type: none"><li>▪ Written responses to tasks</li></ul>
<b>Assessment 3: Project</b>	<ul style="list-style-type: none"><li>▪ Written responses to tasks</li></ul>
<b>Assessment 4: Project</b>	<ul style="list-style-type: none"><li>▪ Written responses to tasks</li></ul>

This guide contains all of the assessment tasks required for completion of unit of competency **BSBOHS509A: Ensure a safe workplace**.

Prior to commencing the assessments your assessor will explain each task to you. You will be given the opportunity to ask questions and to seek clarification on any of the tasks, and your assessor will remain available to support you through the assessment process.

Your assessor is also available to discuss Recognition of Prior Learning and whether this applies to your circumstances.

## Terms and conditions

### Submitting your evidence portfolio

You are recommended to seek the advice of your assessor when putting together your evidence portfolio in order to confirm that you have provided sufficient evidence of competency.

You should note that your evidence portfolio must be retained by the Registered Training Organisation for audit purposes and will not be returned to you. If you wish to keep any evidence, you should make a copy prior to submission for assessment. You are advised to make sure you clearly label each answer and task and complete all sections of each assessment.

If possible, you should also submit copies of any workplace documents that may be relevant to this unit of competency. In this case you will need to gain approval to provide the copies from your employer.

### Ownership and plagiarism

You are advised by accepting these terms and conditions you have declared the evidence that you submit is your own work or the result of your own research. By signing the declaration below you acknowledge your assessment is your own and contains no material written by another person except where due reference is made. Note that if you quote any source in your evidence, you must provide a reference to the source in order to ensure that you do not breach Copyright legislation. You need to be aware that a false declaration may lead to the withdrawal of a qualification.

### Re-submission of your evidence portfolio

If your evidence meets the requirements of the unit of competency you will be assessed as Competent (**C**) in this unit. If your evidence does not meet the requirements of the unit of competency you will be assessed as Not Yet Competent (**NYC**). If you are assessed NYC, it is important to discuss your re-submission with your assessor as you will be given one opportunity only to revise and re-submit your evidence portfolio.

### Declaration by Candidate

I confirm that the evidence that I have presented is my own work and/or the result of my own research. It contains no material written by another person except where I have stated the source. I am aware that a false declaration may lead to withdrawal of a qualification.

CANDIDATE NAME (PLEASE PRINT)

CANDIDATE SIGNATURE

DATE

## BSBOHS509A: Ensure a safe workplace

### Elements

#### 1. Establish and maintain an OHS system

*Performance Criteria (PC):*

- 1.1 Locate and communicate OHS policies which clearly express the organisation's commitment to implement relevant OHS legislation in the enterprise
- 1.2 Define OHS responsibilities for all workplace personnel in accordance with OHS policies, procedures and programs
- 1.3 Identify and approve financial and human resources for the effective operation of the OHS system

#### 2. Establish and maintain participative arrangements for the management of OHS

*Performance Criteria (PC):*

- 2.1 Establish and maintain participative arrangements with employees and their representatives in accordance with relevant OHS legislation
- 2.2 Appropriately resolve issues raised through participative arrangements and consultation
- 2.3 Promptly provide information about the outcomes of participation and consultation in a manner accessible to employees

#### 3. Establish and maintain procedures for identifying hazards, and assessing and controlling risks

*Performance Criteria (PC):*

- 3.1 Develop procedures for ongoing hazard identification, and assessment and control of associated risks
- 3.2 Include hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes
- 3.3 Develop and maintain procedures for selection and implementation of risk control measures in accordance with the hierarchy of control
- 3.4 Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and promptly provide resources to enable implementation of new measures
- 3.5 Identify intervention points for expert OHS advice

#### 4. Establish and maintain a quality OHS management system

*Performance Criteria (PC):*

- 4.1 Develop and provide an OHS induction and training program for all employees as part of the organisation's training program
- 4.2 Utilise system for OHS record keeping to allow identification of patterns of occupational injury and disease in the organisation
- 4.3 Measure and evaluate the OHS system in line with the organisation's quality systems framework
- 4.4 Develop and implement improvements to the OHS system to achieve organisational OHS objectives
- 4.5 Ensure compliance with the OHS legislative framework so that legal OHS standards are maintained as a minimum

### Required Skills

- RS 1. •analytic skills to analyse relevant workplace data in order to identify hazards, and to assess and control risks
- RS 2. •communication skills to consult with staff and to promote a safe workplace
- RS 3. •problem-solving skills to deal with complex and non-routine difficulties
- RS 4. •technology skills to store and retrieve relevant workplace data.

### Required Knowledge

- RK 1. •application of the hierarchy of control (the preferred order of risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls, personal protective equipment)
- RK 2. •hazard identification and risk management

### Required Knowledge

- RK 3.      •relevant legislation from all levels of government that affects business operation, especially in regard to OHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- RK 4.      •reporting requirements.

### Critical aspects of evidence

*Evidence of the following is essential:*

- CAE1.      •detailed knowledge and application of all relevant OHS legislative frameworks
- CAE2.      •establishment and maintenance of arrangements for managing OHS within the organisations' business systems and practices
- CAE3.      •identification of intervention points for expert OHS advice
- CAE4.      •principles and practice of effective OHS management in a small, medium or large business.

### Employability Skills

*Industry and enterprise requirements for the qualification:*

- ES 1.      Communication
- conducting research to collect and analyse information in a range of reports
  - consulting with others to develop a range of plans and reports
  - liaising with stakeholders and promoting participative workplace arrangements
  - negotiating solutions to new and emerging issues
- ES 2.      Teamwork
- contributing to the development of other team members
  - providing feedback on team performance to colleagues and managers
- ES 3.      Problem solving
- applying risk management processes to business operations
  - assessing financial viability of new opportunities and matching organisational capability with market needs
- ES 4.      Initiative and enterprise
- encouraging creative and innovative workplace solutions
  - identifying new and emerging opportunities for the business and developing strategies to capitalise on them
  - managing, fostering and facilitating change
- ES 5.      Planning and organising
- developing systems that are flexible and responsive to changing circumstances
  - planning for contingencies and performance of staff and systems
- ES 6.      Self management
- dealing with contingencies
  - managing own time and priorities
  - taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
- ES 7.      Learning
- assisting others to acquire new knowledge and skills to improve team and individual performance
- ES 8.      Technology
- using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports
  - using technology to assist the management of information and to assist the planning process

**If at any stage of the assessments, the assessor believes that the safety of anyone is in jeopardy, they will abort the assessment session.**

## Assessment 1: Written Test

Candidate name:

### Instructions to Candidate

You are required to answer the following questions to confirm your knowledge in relation to unit **BSBOHS509A: Ensure a safe workplace**.

You may refer to your training materials and other research while completing the answers.

Write your answers in the spaces below using a blue or black pen. Alternatively type a document and provide a printed copy. If you re-type the document, repeat each question in the document and type your answer under the question.

Questions and Candidate's answers	Satisfactory (✓)
1. Each State and Territory is responsible for its own OHS Act, regulations and codes of practice. Which two of these three are legally enforceable?	
2. What are the two main aims of OHS legislation?	
3. What is the purpose of codes of practice?	
4. Describe the four forms (types) of waste according to the Queensland Environmental Protection Act 1994.	
5. If an organisation is in breach of the Queensland Environmental Protection Act 1994, name two penalties other than criminal prosecution.	

Questions and Candidate's answers	Satisfactory (✓)
6. What is the purpose of the Queensland Anti-Discrimination Act 1991?	
7. Name six grounds that are prohibited by the Queensland Anti-Discrimination Act 1991.	
8. Equal employment opportunity (EEO) legislation affects all organisations as it refers to the legal rights of specific groups of people. Identify these groups and explain their rights.	
9. Industrial relations legislation was superseded by the Commonwealth Fair Work Act 2009. What did the industrial relations legislation cover?	
10. Under the Commonwealth Fair Work Act 2009, all employers covered by the national workplace relations system have an obligation to give each new employee a Fair Work Information Statement before, or as soon as possible after, the employee starts employment. Name four items covered by the Fair Work Statement.	
11. Name four legislated OHS responsibilities of an employer	



Questions and Candidate's answers	Satisfactory (✓)
12. Name two legislated OHS responsibilities of a manager (supervisor).	
13. Name three legislated OHS responsibilities of an employee.	
14. Define the term hazard.	
15. What is an OHS risk?	
16. Unsafe acts can be a hazard. Name four common potentially hazardous actions.	
17. Your organisation's procedures for hazard and risk management would explain the use of the hierarchy of control. Which step in the hierarchy is the first one to try when managing a hazard?	

Questions and Candidate's answers	Satisfactory (✓)
<p>18. Your organisation's risk management procedure ensures safety and will generally follow a path such as:</p> <ul style="list-style-type: none"> <li>• Identify the extent of the hazard</li> <li>• Identify the risks</li> <li>• Examine and analyse the risks</li> <li>• Assess the risks</li> <li>• Control the risks</li> <li>• Observe and review the process.</li> </ul> <p>What is the advantage of having this cyclic process?</p>	
<p>19. Your organisation will have procedures for staff to follow in the event of a fire, emergency or evacuation. Why are these procedures often shown as drawings or flowcharts?</p>	
<p>20. Your organisation will have procedures detailing the processes for investigating and reporting on incidents (accidents). Other than being a legislative requirement, why is it important that an incident (accident) be investigated and reported?</p>	
<p>21. Why is it essential to provide information on legislation and policies to the workgroup?</p>	
<p>22. Why is it important to develop consultative mechanisms and procedures to encourage worker participation in the management of health and safety in the workplace?</p>	
<p>23. Why is it vital that issues raised from worker consultations are dealt with promptly and resolved?</p>	

Questions and Candidate's answers		Satisfactory (✓)
24.	Why is it necessary that records on the outcomes from issues raised at worker consultations are then communicated to the workgroup?	
25.	Why is it important to have an OHS policy and procedure that covers identification and reporting of hazards in the workplace?	
26.	Identify an item in an effective OHS system that would require a manager to approve financial and human resources.	
27.	If there is a change to be implemented in the workplace, why is it important to ensure hazard identification through risk management is considered during the planning, design and evaluation stages of the proposed change?	
28.	Why is it a good idea to consult an expert in OHS matters when a change in the workplace is proposed?	
29.	Identify five items that should be covered in an induction program.	

Questions and Candidate's answers		Satisfactory (✓)
30.	Identify two characteristics of an effective OHS management system for a small, medium or large business.	
Total Questions		30
Result		

Assessment 1 Checklist			
Candidate name			Student Number
Unit	BSBOHS509A: Ensure a safe workplace		
Assessor name			
<b>Candidate Assessment Declaration</b> (tick the relevant box)			
The purpose and outcomes of the assessment have been explained to me		Yes	No
I have received information about the unit of competency		Yes	No
I understand the type of evidence to be collected		Yes	No
The appeals system has been explained to me		Yes	No
I have informed my assessor of any special needs that may need to be considered during the assessment		Yes	No
Candidate signature		Date	
<b>Assessor comments</b> (tick the relevant box)			
RPL / accelerated progression required		Yes	No
Language / Literacy / Numeracy support required		Yes	No
Any other special needs (describe in the space below)		Yes	No
Assessor signature		Date	
<b>Result of assessment - Assessment 1: Written Test</b>			
Attempt No 1: S <input type="checkbox"/> NYS <input type="checkbox"/>		Attempt No 2: S <input type="checkbox"/> NYS <input type="checkbox"/>	
		Attempt No 3: S <input type="checkbox"/> NYS <input type="checkbox"/>	
The candidate's overall performance was		Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/>	
Feedback to candidate on overall performance			
Assessor signature		Date	
I intend to lodge an appeal on the above decision		Yes	No
Candidate signature		Date	

## Assessment 2: Project

Candidate name:

### Instructions to Candidate

This activity is related to the unit of competency **BSBOHS509A: Ensure a safe workplace**. In particular, you will be required to demonstrate your skills and knowledge in relation to this unit of competency.

You may refer to your training materials and other research if required. The activity may be completed in the workplace or a simulated workplace.

Your assessor will use a checklist to record the assessment decision.

### Overview

Below are a number of practical tasks to be completed over a period of time in a real or simulated workplace where you will perform the duties of a **manager**. The times for completion of the tasks are to be negotiated between yourself and the assessor. The tasks will reflect your ability to:

Project: Communicating the organisation's commitment to OHS

Your assessor will provide you with instructions and complete a checklist on which they will record your satisfactory performance of workplace tasks.

In this assessment candidates will need to access the following documents. For a simulated workplace assessment, the assessor will supply candidates with the following documents.

- OHS Policy and procedures.

The Project Tasks table below identifies the documents that you are required to prepare and submit in your evidence portfolio. They may be presented in printed format in a folder or as an electronic copy.

Ensure both your name and student number is clearly displayed.

### Project Tasks

The following tasks may be completed as a workplace project based on your own organisation and job role, or as a simulated workplace project based on a fictitious organisation, or an organisation you are familiar with.

1. In order to communicate the organisation's commitment to health and safety and legislative compliance, it is the role of a manager to ensure staff are aware of their obligations and are updated as changes occur.
  - Locate your organisation's health and safety policies and procedures. If you are in a simulated workplace your assessor will provide you with the organisation's health and safety policies and procedures.
  - Describe how you would update your workgroup's awareness on:
    - Changes in OHS legislation and codes of practice
    - Changes in the organisation's OHS policies, procedures and programs
    - The location of OHS information and how the workgroup can access it.
  - Develop a workplace scenario (or a few scenarios) to illustrate the above OHS changes that may occur within the organisation e.g. adjusted codes of practice, new MSDS, new machinery, etc.
  - Explain the alterations in the organisation's OHS policy or procedure that are to be communicated to the workgroup.
  - Your explanation should cover the methods, mechanisms, tools, and processes you would use. Technology including internet, intranet, email, and other computer programs may be used.

You are required to provide your assessor with the following document:

- A short report on how you would update your workgroup's awareness on OHS.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

2. Workplace consultation is vital to health and safety management. During the consultation process, a manager needs to encourage all staff in the workplace to participate. In a report describe the processes used to involve staff in decision making with regards to OHS.

- Using the OHS policy and procedures you gathered in Task 1, respond to the following:
  - Describe why OHS participative arrangements are so important to the organisation.
  - Describe the OHS consultative procedures you or your organisation has in place within your workgroup.
  - Explain how you deal with any OHS issues that are raised through consultative procedures and how the outcomes of consultation are recorded and communicated.
  - Describe a real (or possible) OHS issue raised during a consultation with an employee or workgroup. Explain how you analysed the OHS data and resolved or dealt with the issue in accordance with the organisation's consultation procedure and the hierarchy of control.
  - Explain the process (steps) according to the organisation's OHS procedures, to record the issue and promptly communicate the outcomes to the workgroup, on the result of the OHS issue raised during the consultation process. Technology including internet, intranet, email, and other computer programs may be used.
  - Explain how all members of the workgroup are able to access information on the outcomes of the OHS issue.

You are required to provide your assessor with the following document:

- A short report on the organisation's OHS consultation process and how issues raised are recorded, resolved and updates provided to employees.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

#### The overall project task:

Compile all the above documents together. They will be assessed separately and then assessed for overall readability, which includes use of appropriate grammar and punctuation in sentences and paragraphs.

### Assessor Comments:



Assessment 2 Checklist			
Candidate name			Student Number
Unit	BSBOHS509A: Ensure a safe workplace		
Assessor name			
<b>Candidate Assessment Declaration</b> (tick the relevant box)			
The purpose and outcomes of the assessment have been explained to me		Yes	No
I have received information about the unit of competency		Yes	No
I understand the type of evidence to be collected		Yes	No
The appeals system has been explained to me		Yes	No
I have informed my assessor of any special needs that may need to be considered during the assessment		Yes	No
Candidate signature		Date	
<b>Assessor comments</b> (tick the relevant box)			
RPL / accelerated progression required		Yes	No
Language / Literacy / Numeracy support required		Yes	No
Any other special needs (describe in the space below)		Yes	No
Assessor signature		Date	
<b>Result of assessment - Assessment 2: Project</b>			
Attempt No 1: S <input type="checkbox"/> NYS <input type="checkbox"/>		Attempt No 2: S <input type="checkbox"/> NYS <input type="checkbox"/>	
		Attempt No 3: S <input type="checkbox"/> NYS <input type="checkbox"/>	
The candidate's overall performance was		Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/>	
Feedback to candidate on overall performance			
Assessor signature		Date	
I intend to lodge an appeal on the above decision		Yes	No
Candidate signature		Date	

Candidate name:

## Assessment 3: Project

### Instructions to Candidate

This activity is related to the unit of competency **BSBOHS509A: Ensure a safe workplace**. In particular, you will be required to demonstrate your skills and knowledge in relation to this unit of competency.

You may refer to your training materials and other research if required. The activity may be completed in the workplace or a simulated workplace.

Your assessor will use a checklist to record the assessment decision.

### Overview

Below are a number of practical tasks to be completed over a period of time in a real or simulated workplace where you will perform the duties of a **manager**. The times for completion of the tasks are to be negotiated between yourself and the assessor. The tasks will reflect your ability to:

Project: Developing OHS procedures and providing staff training

Your assessor will provide you with instructions and complete a checklist on which they will record your satisfactory performance of workplace tasks.

In this assessment candidates will need to access the following documents. For a simulated workplace assessment, the assessor will supply candidates with the following documents.

- OHS Policy and procedures.

The Project Tasks table below identifies the documents that you are required to prepare and submit in your evidence portfolio. They may be presented in printed format in a folder or as an electronic copy.

Ensure both your name and student number is clearly displayed.

### Project Tasks

The following tasks may be completed as a workplace project based on your own organisation and job role, or as a simulated workplace project based on a fictitious organisation, or an organisation you are familiar with.

1. An organisation's OHS procedures which cover hazard identification, risk assessment and control may need to be altered to accommodate a workplace change. The OHS policy and procedures from Assessment 1 may assist you with your responses.
  - Describe a situation or change in the workplace (real or possible) where you needed to develop a procedure for hazard identification, risk assessment and control of risks and associated risks.
    - Procedures to control risks for a workplace change may include:
      - Job/process/workplace re-design e.g. introduce mechanical handling equipment, re-arrange material flow/timing/scheduling, raise/lower work platforms
      - Consultation with employees, their representatives and expert OHS advice.
    - Control of associated risks may include:
      - Hierarchy of control mechanisms
      - Counselling/disciplinary processes
      - Housekeeping and storage
      - OHS records maintenance and analysis
      - Purchasing of supplies and equipment
      - Workplace inspections including plant and equipment.
  - Explain how you included hazard identification in the planning, design and evaluation stages of the workplace change to ensure that any new hazards were not created by the proposed change.
  - Explain the risk control measures that were selected and implemented.
  - Describe the resources required to implement the risk control measures and how they were promptly provided.
  - Describe how the procedure you developed and implemented to control risks using the hierarchy of control met the organisation's OHS requirements.
  - Explain the inadequacies identified in existing risk control measures and who you needed to report this to.
  - Describe how you monitored the outcomes of the risk control measures and if any OHS expert's advice was identified as being required. Explain the type of expert advice required or the reason why no expert advice was required.

You are required to provide your assessor with the following document:

- A report on a workplace change requiring a new procedure which detailed hazard identification, risk assessment and control of risks and associated risks.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

2. In every workplace OHS training begins during the induction process and continues with updates throughout the employment period.

Using the procedure you developed in Task 1 that related to a situation or change in the workplace (real or possible):

- Develop an OHS training PowerPoint presentation to be delivered to the staff affected by the workplace change.
  - This training will also be used in the organisation's induction training.
  - The number of slides should be no less than 6 and no more than 12.
- In your presentation you will need to cover:
  - Any identified hazards
  - The controls from the Hierarchy of Controls that are used to mitigate the hazards
  - The risk assessment process to monitor risk
  - Identification of any associated risks and how they will be controlled.

You are required to provide your assessor with the following document:

- A printout of your presentation with 6 slides per page.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

3. There are costs incurred by a company which need to be approved when an OHS program is delivered. These costs will relate to human and physical resources as well as lost productivity time.

Using the change that you described in Task 1 and the OHS PowerPoint presentation you designed in Task 2, write a report that:

- Lists the items to be considered when providing training, including:
  - Number and description of participants (construction workers, assembly workers, office workers)
  - Total length of training session
  - Venue and facilities (tables, chairs, tea/coffee etc)
  - Equipment (PowerPoint, computer, overhead projector etc)
  - Handouts, samples (eg PPE, MSDS)
- Estimates the costs and calculates the budget that you will need to approve in order to provide the training. The budget should reflect the productivity time that is lost when you and your staff are not completing normal duties. The budget does not need to be accurate but give a reasonable indication of the financial and human resource requirements.
- Identifies the structure and methods to be used in providing the training session, including:
  - An outcome statement which describes what you are aiming for in providing the training session e.g. "At the end of this training session, participants will be able to ....."
  - How the session will be conducted e.g. face-to-face, online, self-paced, etc.
  - What type of activities will be provided to participants to ensure transfer of knowledge to the workplace e.g. activity sheets, notes, posters, mentors etc.
  - The processes used for obtaining session feedback i.e. before, during and after training
- Describes the process used for recording the participant's training.

You are required to provide your assessor with the following document:

- A short report on providing an OHS training program and the costs that you would need to approve.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

#### The overall project task:

Compile all the above documents together. They will be assessed separately and then assessed for overall readability, which includes use of appropriate grammar and punctuation in sentences and paragraphs.

### Assessor Comments:

Assessment 3 Checklist			
Candidate name			Student Number
Unit	BSBOHS509A: Ensure a safe workplace		
Assessor name			
<b>Candidate Assessment Declaration</b> (tick the relevant box)			
The purpose and outcomes of the assessment have been explained to me		Yes	No
I have received information about the unit of competency		Yes	No
I understand the type of evidence to be collected		Yes	No
The appeals system has been explained to me		Yes	No
I have informed my assessor of any special needs that may need to be considered during the assessment		Yes	No
Candidate signature		Date	
<b>Assessor comments</b> (tick the relevant box)			
RPL / accelerated progression required		Yes	No
Language / Literacy / Numeracy support required		Yes	No
Any other special needs (describe in the space below)		Yes	No
Assessor signature		Date	
<b>Result of assessment - Assessment 3: Project</b>			
Attempt No 1: S <input type="checkbox"/> NYS <input type="checkbox"/>		Attempt No 2: S <input type="checkbox"/> NYS <input type="checkbox"/>	
		Attempt No 3: S <input type="checkbox"/> NYS <input type="checkbox"/>	
The candidate's overall performance was		Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/>	
Feedback to candidate on overall performance			
Assessor signature		Date	
I intend to lodge an appeal on the above decision		Yes	No
Candidate signature		Date	

Candidate name:

## Assessment 4: Project

### Instructions to Candidate

This activity is related to the unit of competency **BSBOHS509A: Ensure a safe workplace**. In particular, you will be required to demonstrate your skills and knowledge in relation to this unit of competency.

You may refer to your training materials and other research if required. The activity may be completed in the workplace or a simulated workplace.

Your assessor will use a checklist to record the assessment decision.

### Overview

Below are a number of practical tasks to be completed over a period of time in a real or simulated workplace where you will perform the duties of a **manager**. The times for completion of the tasks are to be negotiated between yourself and the assessor. The tasks will reflect your ability to:

Project: Establishing and maintaining a quality OHS management system.

Your assessor will provide you with instructions and complete a checklist on which they will record your satisfactory performance of workplace tasks.

In this assessment candidates will need to access the following documents. For a simulated workplace assessment, the assessor will supply candidates with the following documents.

- OHS Policy and procedures.

The Project Tasks table below identifies the documents that you are required to prepare and submit in your evidence portfolio. They may be presented in printed format in a folder or as an electronic copy.

Ensure both your name and student number is clearly displayed.

### Project Tasks

The following tasks may be completed as a workplace project based on your own organisation and job role, or as a simulated workplace project based on a fictitious organisation, or an organisation you are familiar with.

1. Maintaining a quality OHS management system is a significant function performed by managers.

- In a report respond to the following questions on a review of the OHS management system you are utilising at your current (actual or simulated) workplace.
  - Describe how you would identify frequency patterns of occupational injury and disease in an organisation using the OHS records and record keeping processes.
  - Use an example relating to the workplace and a job role e.g. frequency of back injury, wrist injury etc. and the following records and processes to explain the process you would use to identify frequency, types of injury or disease and their relationship to a workplace job role

OHS records and record keeping processes may include:

- Workers compensation and rehabilitation records
- Incident and accident reports
- Consultation e.g. meetings of health and safety committees, workgroup meeting agendas including OHS items and actions
- First aid/medical post records.
- Describe the tools and how you would use them in order to measure, evaluate and report on the quality of the OHS system e.g. observation, checklists, records, reports, spreadsheets, etc.
- You will need to mention how the OHS system is in line with or does not meet the organisation's quality systems framework.
- Refer to the organisation's approach to linking strategic, management and operational components together to form an integrated and systematic approach to OHS management.

You are required to provide your assessor with the following document:

- A report on the quality of the OHS management system.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐



### Project Tasks

2. Establishing and maintaining a quality OHS management system is a legal requirement and responsibility of managers.
- Using the OHS improvement you identified in Assessment 3 or another area (real or potential) in the OHS system that could be improved in order to achieve an organisational objective, respond to the following:
    - Identify the area to be improved
    - Identify the organisational objective and explain how the OHS system currently does not meet the organisational objective
    - Explain the improvement that would achieve the organisational objective
    - Describe the processes used to ensure implementation of the improvement in the workplace
    - Identify the expected outcome of the OHS system adjustment. How does it meet the organisational objective?
  - Briefly explain the processes to maintain the organisation's legal OHS standards and ensure organisational and employee compliance with the OHS legislative framework. You should discuss:
    - The organisational policy and development of a commitment and culture towards health and safety
    - The organisation's procedures and processes used to access updates on legislation
    - The organisation's systems and processes used for implementing changes to ensure continuous improvement and compliance with legislation
    - The organisation's procedures and activities used that contribute to and ensure the elimination or reduction of the effects of hazards before an injury or incident occurs
    - The organisation's systems used for communication and consultation
    - The organisation's processes used to provide clear direction on health and safety matters which is implemented using a practical approach.
- You are required to provide your assessor with the following document:
- A report on establishing and maintaining a quality OHS management system.

### Assessor Comments:

Satisfactory ☐ Not Satisfactory ☐

### Project Tasks

#### The overall project task:

Compile all the above documents together. They will be assessed separately and then assessed for overall readability, which includes use of appropriate grammar and punctuation in sentences and paragraphs.

### Assessor Comments:

Assessment 4 Checklist			
Candidate name			Student Number
Unit	BSBOHS509A: Ensure a safe workplace		
Assessor name			
<b>Candidate Assessment Declaration</b> (tick the relevant box)			
The purpose and outcomes of the assessment have been explained to me		Yes	No
I have received information about the unit of competency		Yes	No
I understand the type of evidence to be collected		Yes	No
The appeals system has been explained to me		Yes	No
I have informed my assessor of any special needs that may need to be considered during the assessment		Yes	No
Candidate signature		Date	
<b>Assessor comments</b> (tick the relevant box)			
RPL / accelerated progression required		Yes	No
Language / Literacy / Numeracy support required		Yes	No
Any other special needs (describe in the space below)		Yes	No
Assessor signature		Date	
<b>Result of assessment - Assessment 4: Project</b>			
Attempt No 1: S <input type="checkbox"/> NYS <input type="checkbox"/>		Attempt No 2: S <input type="checkbox"/> NYS <input type="checkbox"/>	
		Attempt No 3: S <input type="checkbox"/> NYS <input type="checkbox"/>	
The candidate's overall performance was		Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/>	
Feedback to candidate on overall performance			
Assessor signature		Date	
I intend to lodge an appeal on the above decision		Yes	No
Candidate signature		Date	

## Summative Assessment Record

Candidate Name	
Unit of Competency	<b>BSBOHS509A: Ensure a safe workplace</b>

Assessment Task	Date of assessment	Satisfactory	Assessor Signature
Assessment 1: Written Test		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment 2: Project		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment 3: Project		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment 4: Project		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Assessor's Comments
<p><b>SAMPLE</b></p>

Competent ☐ Not Yet Competent ☐ Re-assessment required ☐

--

ASSESSOR NAME (PLEASE PRINT)

--

ASSESSOR SIGNATURE

--

DATE

I intend to lodge an appeal on the above decision		Yes <input type="checkbox"/> No <input type="checkbox"/>
Candidate signature	Date	