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**Implement and Monitor WHS Policies, Procedures and Programs To Meet Legislative Requirements.**

Unit of Competency – BSBWHS401

Performance Evidence

**Workplace Assessment 1 of 2**

**WHS Legislation, Policies & Procedures**

**In the Workplace:**

To complete this assessment you will need to research the WHS Act / Legislation that applies in your state as well as your organisations WHS policies and procedures. From there you will need to answer 4 questions in this workbook about these.

Once you have completed this you will need to prepare and deliver a presentation to your team on the legislation, policies and procedures that are relevant to them, as well as identified hazards and outcomes of risk assessment and control.

**There are 2 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 1 “Provide information to the work team about WHS policies and procedures”,

Part 2 is to be completed after finishing Topic 2 “Implement and Monitor participation arrangements for managing WHS”.

**Part 1 – WHS policies, procedures and legislation.**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘Provide information to the work team about WHS policies and procedures’.*

**Step 1**

At this point, please go ahead and complete pages 3, 4 & 5 of this workbook. To complete this section you will need to research into WHS legislation in your state by clicking on the links provided, and also research into your organisations WHS policies and procedures.

*Please note that you are not required to complete Part 2 until you have completed Topic 2 ‘Implement and monitor participation arrangements for managing WHS’.*

Using the links below research the body responsible for health and safety in your state.

* <http://www.worksafe.act.gov.au/health_safety> ACT - ACT Workplace Health and Safety Commissioner
* <http://www.workcover.nsw.gov.au/Pages/default.aspx> NSW - WorkCover NSW
* <http://www.worksafe.nt.gov.au/home.aspx> NT - NT WorkSafe
* <http://www.deir.qld.gov.au/workplace/> QLD - Workplace Health and Safety
* <http://www.workcover.com> SA - WorkCover South Australia
* <http://www.workcover.tas.gov.au> TAS - WorkCover Tasmania
* <http://www.worksafe.vic.gov.au> VIC - WorkSafe Victoria
* <http://www.safetyline.wa.gov.au/index.html> WA - WorkSafe Western Australia

**Q1. What are the relevant Acts / Legislation your state body provides information and assistance on?**

Answer:

Review the Safework Australia Model Codes of Practice: http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/model-cop/pages/model-cop

**Q2. What are the codes of practice and how do they apply to you in your workplace?**

Answer:

**Q3.**

**The consistent message in each state is that the leaders within an organisation have a responsibility in each of the 5 key areas.**

**Complete the table below:**

|  |  |
| --- | --- |
| **Category** | **My Responsibility(What can I do?)** |
| Safe Premises  |  |
| Safe Machinery & Materials |  |
| Safe Systems at Work |  |
| Information, Instruction, Training & Supervision |  |
| Suitable Working Environment & Facilities  |  |

**Q4. Given these WHS legislative and regulatory requirements and your organisational requirements identify 4 areas you and your team need more training in:**

Answer:

**Part 2 – Explain WHS information to your Team**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘Implement and monitor participation arrangements for managing WHS’.*

**Step 1**

At this point, please go ahead and complete pages 8, 9 & 10 of this workbook. To complete this section you will need to prepare and deliver a 5 minute presentation to your team on relevant WHS legislation and your organisations requirements. Also include any identified hazards and the risk assessment and control that is taking place.

**WHS for my Team Presentation**

It is now time to construct a full presentation on what WHS legislation and policy and procedures of your Organisation are relevant to your team. You will then present to your group and gain feedback. Prior to commencing preparation, complete the checklist below. This will help to make your presentation more relevant and ensure better outcomes.

**Presentation Checklist**

|  |  |
| --- | --- |
| **Checklist** | **Action** |
| Who is your audience? |  |
| What are some of the key characteristics of your audience? (eg. Age, cultural, educational, gender, language, physical ability and experience with the topic). |  |
| What visual aids and materials will you use in your presentation? |  |
| What examples will you use to illustrate your key points? |  |
| What persuasive communication techniques will you use? |  |
| How will you build rapport and make your presentation fun and interactive? |  |
| How will you give participants opportunities to seek clarification of central concepts during or after the presentation? |  |

**WHS Presentation**

**INTRODUCTION**

Hello, my name is...

I am here today to talk about (topic)...

**SELF**

My background is...

Before we start, I would like to ask...

**OTHERS**

Today I would like to talk about...

**SCENE**

1.
2.
3.

My **OBJECTIVE** today is...

As a **RESULT** of this you will be able to...

**WHS for my Team Presentation**

**The Body**

**Point 1
 -
 -
 -**

**Point 2
 -
 -
 -**

**Point 3
-
-
-**

**Point 4
-
-
-**

In **CONCLUSION** today we have covered…

**Scene:**

1.
2.
3.

As a **RESULT** you will now be able to….

**ASSESSMENT INSTRUCTIONS**

This is the end of Workplace Assessment 1.

Please save this document in a safe place as you will need to upload it at the end of this Unit with Workplace Assessment 2. *Please note that your Manager is required to verify your presentation and provide feedback as part of the Managers sign off at the end of this Unit.*

Now it’s time to go back online and commence Topic 3, *‘Implement and monitor organisational procedures for providing WHS training’.*

**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

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