



# RPL APPLICATION

## DIPLOMA OF OHS (BSB51307)

### Applicant Details

<b>Applicants Full Name:</b>	
<b>Applicants Employer:</b>	
<b>Applicants Address:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	

### Statement of Original Authorship

I declare that this Recognition Application contains evidence that is accurate and authentic and represents my claim for recognition and not that of another person. I make this statement in full knowledge of, and understanding that, should it be found to be false, I may be subject to disciplinary and/or administrative action.

### Applicant's Acknowledgement

Signature	Printed Name	Date
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As a point of contact, you are required to provide your supervisors details.

### Supervisor's Details

<b>Name:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	

### Supervisors Acknowledgment

Signature	Printed Name	Date
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### Previous work history

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### Previous relevant training

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**Relevant qualifications**

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Assessment Details (Office Use Only)	
Assessors Name:	
Course Number:	
Student Number:	

**Units of competency applied for:**

Units of Competency		
Code	Title	Core/Elective

**What is recognition?**

Recognition of Prior Learning (RPL) is an acknowledgment of your current skills and knowledge obtained through learning achieved both in and outside the formal education and training system, and includes work and life experience, including paid and volunteer work and skills attained through leisure pursuits. RPL is not an examination, but an opportunity for you to demonstrate your competency.

If you consider you are already competent in specific units of competency from your chosen course you may be eligible to be granted an exemption if:

- Your prior learning and experience is relevant to this course
- You are able to supply proof of subject-relevant formal training (conducted by industry or educational institutions in Australia), or work and life experience.
- The proof consists of authenticated documents or samples of work demonstrating relevance and currency

**Relevant work experience**

If you have been working in an occupation that is the same or similar to the nationally accredited qualification, which you wish to study for then you have probably developed skills and knowledge that can be assessed for credit towards the qualification. If you have completed on-the-job training this can also be assessed.

**Relevant qualifications**

You may be able to apply for recognition towards the qualification that you wish to study for based on previous studies.

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Health Services International recognises and accepts Australian Qualifications Training Framework (AQTF) qualifications issued by other registered training organisations.

Your previous studies will be recognised and credited towards your current qualification by way of mutual recognition.

### Benefits of recognition

The benefits of recognition of prior learning mean:

- Less time studying
- No need to study the same thing twice
- Recognition may help you meet the entry requirements for higher level qualifications

Up to 100% of recognition of your qualification may be granted.

### Before you start

Call your assessor on 02 4351 3322 if you wish to discuss this application before you start work on your evidence requirements.

### Further information

A completed course application form and appropriate payment must accompany this application.

If you consider that you have met the requirements for other electives other than the units stated in this document please document them in the additional information section at the back of this application. More information about the qualification structure may be found on our website at [www.lifestart.com.au](http://www.lifestart.com.au) or by contacting the office on (02) 4351 3322.

### What evidence can I use?

There are several types of evidence you can collect to show your skills experience and attributes for assessment against the unit of competency. For this RPL you must provide evidence against all the performance criteria listed in each unit of competency.

Your Evidence (supplied by you)	Evidence Number
CV. Resume/work history. Your CV must show application in the workplace.	1
Letters of Evidence (Letters of reference)	2
Diary/Journal (record of what you do)	3
Certified copies of certificates including learning outcomes of courses.	4
Email Evidence (email communication)	5
Documents (documents, job descriptions, photos)	6
Records of workplace activities (Relevant evidence)	7
<i>Other evidence as supplied by you that supports your application. Please state.</i>	
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### How to apply

Review through the Recognition Tool and self assess your evidence to meet the performance criteria within the units.

Decide from the self-assessment which process suits your needs ie. Full recognition or partial (unit) recognition.

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If you find you only have partial recognition, the recognition fee will be charged and the units that you will need to complete through distance learning will be charged at the extra cost.

Once we have received:

- Completed enrolment form
- Payment for recognition service
- Electronic/hardcopy of your self assessment and supporting documents

Your assessor will contact you to go through to the next step.

### **Included in cost**

The cost of recognition of prior learning will cover the following:

- The initial consultation (via phone/email).
- Assessor support contact (via email/phone) whilst putting evidence together within the portfolio.
- The time for assessing the portfolio by a qualified assessor.
- Assessor Feedback Report (all units will be outlined and either an acceptance of the evidence provided for the unit or gap analysis training information of further evidence to be submitted or recommended training.
- Re-submission of further evidence and assessment
- Issue of a nationally recognised qualification or appropriate statement of attainment.

### **Units of Competency**

Please refer to the Qualification Descriptor for guidance in choosing core and elective units. Listed below are the units Health Services International can provide you formal recognition for.

### **Instructions**

In evidence supplied box - insert details which support the evidence that describes how the standard of performance described in the element has been achieved, over what period of time and number of occasions. Refer back to numbered evidence guide.

<b>BSBOHS501B - Participate in the coordination and maintenance of a systematic approach to managing OHS</b>	
<b>Contribute to the strategic planning process</b>	<b>Evidence</b>
1.1 Take steps to ensure that managers at all levels are aware of their OHS responsibilities and the role of OHS in the overall management approach	
1.2 Determine OHS needs and priorities in consultation with relevant managers and other workplace <i>stakeholders</i> and <i>key personnel</i>	
1.3 Make recommendations for inclusion of OHS performance (including <i>positive performance indicators</i> [PPIs]) in the organisation's business plan	
<b>Participate in the development of an OHS plan</b>	
2.1 Identify potential <i>motivators</i> among stakeholders together with potential <i>barriers to the implementation of a systematic approach to managing OHS</i>	
2.2 Develop an <i>OHS plan</i> in consultation with workplace stakeholders, based on agreed priorities and with measurable outcomes	
2.3 Identify <i>resources</i> required for implementation of the OHS plan	
2.4 Develop action plans with relevant responsibilities and time lines	
2.5 Communicate action plans to key personnel	
<b>Support the implementation of the systematic approach to managing OHS</b>	
3.1 Knowledge of OHS management and OHS disciplines is applied, in consultation with stakeholders, <i>OHS specialists</i> and <i>technical advisors</i> , to the development of <i>policies</i> and <i>procedures</i>	
3.2 Support is provided to managers to meet OHS responsibilities and for the implementation of action plans	
3.3 Strategies are developed to effectively integrate OHS within <i>other functional areas and management systems</i> that impact on the management of OHS	
3.4 OHS training needs are identified and recommendations for delivery formulated	
<b>Provide advice to key personnel and stakeholders</b>	
4.1 Objective advice is provided in an <i>ethical</i> and non-discriminating manner	
4.2 Situations are identified where OHS specialists may be required	
<b>Participate in monitoring OHS</b>	
5.1 Implications for the management of OHS and <i>proposed changes to the workplace</i> are identified in consultation with stakeholders	
5.2 Implications for the management of OHS, <i>external changes</i> and changes to available information and data are identified in consultation with stakeholders	
5.3 <i>Sources of workplace information and data</i> are accessed as part of regular monitoring of OHS	
5.4 Achievement against action plans is monitored and plans updated as appropriate	
5.5 Action is taken to update systematic approaches to managing OHS, taking into account proposed changes	

<b>6. Participate in reviewing the management of OHS</b>	
6.1 The effectiveness of systematic approaches to managing OHS is reviewed regularly	
6.2 Frequency, method and scope of review is determined in consultation with stakeholders	
6.3 Stakeholders have input to the review	
6.4 Targets for improvement in the management of OHS are identified and recommendations made for improvement	
6.5 Improvement strategies arising from the review are communicated to appropriate levels of authority through planning, documentation and implementation	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS502B - Participate in the management of the OHS information and data systems</b>	
<b>Access sources of OHS information and data</b>	<b>Evidence No.</b>
1.1 Relevant <i>sources of OHS information and data</i> are identified, accessed and reviewed regularly	
1.2 Information and data is critically evaluated to ensure its accuracy, currency and relevance	
1.3 <i>Appropriate formats</i> for information and data storage and retrieval are determined	
<b>Assist in the application of policies and procedures for collection of workplace information, data and records</b>	
2.1 Managers and <i>key personnel</i> are informed of <i>legal requirements</i> for information and data collection and record keeping	
2.2 OHS records are kept using <i>appropriate tools</i>	
2.3 Workplace information and data is collected according to <i>established procedures</i>	
2.4 Procedures for information and data collection, record keeping, amendments to legislation, and distribution of records are reviewed regularly to ensure their usability and relevance	
<b>Assist in maintaining an information and data management system that enable retrieval and distribution of OHS information and data</b>	
3.1 Recommendations are made for storage of OHS information and data in a manner that makes it accessible to <i>stakeholders</i> and key personnel	
3.2 <i>OHS information, data and records</i> are accurately entered, and stored <i>ethically</i>	
3.3 Purposes and appropriate uses of OHS information and data are identified for meaningful outcomes	
3.4 <i>Legislated reporting requirements</i> to external bodies are met accurately and within time limits	
3.5 Training needs relevant to the management of the information and data system for appropriate personnel are regularly assessed and actioned as appropriate	
3.6 Information and data management system is regularly evaluated to ensure its ease of use and relevance to the OHS needs of the organisation	
<b>Participate in the analysis of information and data to identify trends and actions for prevention</b>	
4.1 <i>Information and data collected</i> is evaluated for validity and reliability	
4.2 <i>Analytical techniques</i> appropriate for evaluation of OHS performance (including positive performance indicators) and identification of areas for improvement are identified	
4.3 Analytical techniques are applied appropriately and accurately	
4.4 OHS information and data analysis processes are reviewed regularly, in consultation with stakeholders, to ensure organisational and legislative requirements	

<b>Communicate OHS information and results of data analysis to stakeholders and external bodies</b>	
5.1 5.1 Outcomes of information and data analysis are appropriately formatted taking account of the <i>target audience</i>	
5.2 OHS information and data is disseminated to managers, key personnel and stakeholders taking account of legal and ethical requirements	
5.3 OHS information and data is communicated objectively and feedback sought	
5.4 Recommendations are made for improvement in prevention strategies based upon information accessed and data analysis	
<b>Communicate the effectiveness of OHS information and data systems through monitoring and evaluation</b>	
6.1 The effectiveness of the OHS information and data system is reviewed regularly	
6.2 Frequency, method and scope of review is determined in consultation with stakeholders	
6.3 Stakeholders have input to review	
6.4 Areas for improvement in the OHS information and data system are identified and recommendations made for improvement	
6.5 Improvement strategies arising from the review are communicated to appropriate levels of authority through planning, documentation and implementation	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS503B - Assist in the design and development of OHS participative arrangements</b>	
<b>Identify the need for OHS participative arrangements</b>	<b>Evidence</b>
1.1 OHS legislation is reviewed to identify legal requirements for <i>participative arrangements</i>	
1.2 <i>Factors that may impact on the design of the participative arrangements</i> are identified	
1.3 Organisational policies and procedures are reviewed to identify requirements and opportunities for OHS consultation and communication	
1.4 Effectiveness of existing workplace arrangements for OHS consultation and communication are reviewed in consultation with <i>stakeholders</i>	
1.5 Information and consultation requirements for specific roles and groups are defined in consultation with stakeholders and <i>key personnel</i>	
<b>Assist in the design of participative arrangements</b>	
2.1 Processes for providing required OHS information and data are designed in consultation with stakeholders	
2.2 Processes to enable individuals and groups to be consulted regarding workplace OHS issues and to have input to OHS decision making are designed in consultation with stakeholders	
2.3 <i>Training needs</i> to enable effective participation are identified and documented	
2.4 Recommendations for participative arrangements are reviewed, in consultation with stakeholders, to ensure they meet legislative requirements and are realistic, practical and acceptable in the workplace	
<b>Assist in developing participative arrangements</b>	
3.1 Policies and procedures for participative arrangements are developed	
3.2 Key personnel in the introduction and maintenance of the participative arrangements are identified	
3.3 Strategies for the delivery of training are developed	
3.4 <i>Resources</i> necessary to introduce and maintain the participative arrangements are identified and documented	
<b>Support the implementation of participative arrangements</b>	
4.1 Priorities for action are determined in consultation with stakeholders	
4.2 Action plans are developed with allocated responsibilities and time lines	
4.3 Advice and support is provided to key personnel	
4.4 Implementation is monitored, in consultation with stakeholders, to ensure that participatory arrangements are effective in providing information and data to all groups and providing opportunity for participation in OHS decision making	
4.5 Recommendations are made for adjustment to the implementation as required	

<b>Evaluate the design and development of participative arrangements</b>	
5.1 The <i>evaluation protocol</i> is designed in consultation with stakeholders	
5.2 A plan is developed for collection of <i>information and data</i>	
5.3 Information and data is analysed and evaluated	
5.4 Recommendations are made for improvement in the participatory arrangements as a result of the evaluation findings	
5.5 A report is provided to stakeholders and key personnel on the outcomes of the evaluation and the recommendations for further development and improvement	
5.6 Feedback is sought from stakeholders and an action plan developed for ongoing improvements	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS504B - Apply principles of OHS risk management</b>	
<b>Access external sources of information and data to identify hazards</b>	<b>Evidence</b>
1.1 <i>External sources of information and data</i> are accessed to assist in identifying <i>hazards</i>	
1.2 <i>Workplace sources of information and data</i> are reviewed to access and assist in identification of <i>hazards</i>	
1.3 Input is sought from <i>stakeholders, key personnel</i> and <i>OHS specialists</i>	
1.4 Formal and informal research is conducted to ensure currency with <i>workplace issues</i>	
<b>Analyse the work environment to identify hazards</b>	
2.1 <i>Occasions when action for hazard identification is required</i> are defined, documented and communicated	
2.2 <i>Tools</i> are sourced to assist in the analysis of identified <i>hazards</i>	
2.3 <i>Task demands</i> and <i>task environment</i> are examined for impact on the person to identify situations with a potential for injury or ill health	
2.4 Workforce structure, organisation of work and work relationships are examined to identify situations with a potential for injury or ill health	
2.5 Work environment is examined for <i>agents</i> with a potential for injury or ill health	
2.6 Input is sought from stakeholders to clarify and confirm issues	
<b>Assess risk associated with a hazard</b>	
3.1 <i>Factors contributing to risk</i> are identified	
3.2 Current risk controls for each hazard are identified	
3.3 Adequacy of current controls (if any) is evaluated taking account of <i>relevant standards</i> and knowledge	
3.4 Discrepancies between current controls and required quality of control are identified	
3.5 Hazards requiring further control action are prioritised	
3.6 Method and outcomes of <i>risk assessment</i> are documented	

<b>Control risk associated with a hazard</b>	
4.1 A range of control options is developed in consultation with stakeholders and taking account of the outcomes of the risk assessment and the <i>hierarchy of control</i>	
4.2 Potential <i>factors impacting on the effectiveness of controls</i> are identified	
4.3 Advice is sought from OHS specialists and key personnel if required	
4.4 Appropriate authority and relevant resources to initiate and maintain controls are identified and sought	
4.5 Actions required to achieve change are identified and documented	
4.6 Extent of change and reduction in risk, as a result of controls, is analysed	
<b>Maintain hazard identification and risk control processes</b>	
5.1 A <i>risk register</i> is established and maintained relevant to the workplace	
5.2 Risk management procedures are documented and communicated as appropriate to stakeholders and key personnel	
5.3 Outcomes of risk management processes are documented and communicated to stakeholders and key personnel as appropriate	
5.4 Stakeholders and operational staff are involved in the risk management processes	
5.5 Situations are identified where OHS specialists may be required	
<b>Monitor and review risk management processes</b>	
6.1 Determine frequency, method and scope of review in consultation with workplace stakeholders and key personnel	
6.2 Ensure stakeholders and key personnel have input to the review	
6.3 Identify areas for improvement in the risk management processes and make recommendations	
6.4 Prepare action plans, including allocated responsibilities and timeframes for implementation	
6.5 Regularly review effectiveness of risk management processes	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS505C - Manage hazards in the work environment</b>	
<b>Access sources of information and data and the work environment to identify hazardous tasks or conditions</b>	<b>Evidence</b>
1.1 <i>External sources of information and data</i> are accessed to assist in identifying hazardous tasks or conditions for the selected <i>hazard</i>	
1.2 <i>Workplace sources of information and data</i> are reviewed to assist in identification of hazardous tasks or conditions for the selected hazard	
1.3 <i>Appropriate tools</i> are used in identifying hazardous tasks or conditions for the selected hazard	
1.4 Workplace inspections are conducted, in consultation with stakeholders, using appropriate tools	
1.5 Input is sought from <i>stakeholders, key personnel</i> and <i>OHS specialists</i> if required	
<b>Analyse the work environment to assess the risk</b>	
2.1 <i>Equipment</i> and <i>strategies</i> required for basic workplace measurement and monitoring of the selected hazard are identified and used as appropriate	
2.2 Results of workplace measurements are interpreted in accordance with <i>recognised standards</i>	
2.3 Input is sought from stakeholders to clarify and confirm issues related to the selected hazard	
2.4 Results of workplace measurements and interpretations are reported to stakeholders in a format easily understandable by the target group	
2.5 <i>Risk</i> associated with identified hazards in the work environment is assessed in consultation with stakeholders and taking account of effectiveness of existing controls	
2.6 Hazardous tasks or conditions requiring control action are identified and prioritised in consultation with stakeholders and taking account of recognised standards	
2.7 <i>Risk register</i> is established and updated as appropriate	
<b>Control risk associated with hazard</b>	
3.1 Information and data on control options for the specific hazard is sought from external sources	
3.2 Information and data on control options for the specific hazard is sought from stakeholders and key personnel	
3.3 A range of control options is developed and advised in consultation with stakeholders and key personnel by applying the <i>hierarchy of control</i> , noting that <i>personal protective equipment</i> is regarded as the least satisfactory control measure	
3.4 <i>Factors with a potential to impact on the effectiveness of controls</i> are identified	
3.5 Control strategy for the selected hazard is developed in consultation with stakeholders	
3.6 Outcomes of hazard identification, workplace monitoring and analysis and the resultant control strategy are communicated to stakeholders and key personnel for action as appropriate	

<b>Monitor and review effectiveness of control strategy</b>	
4.1 Effectiveness of control strategy is regularly reviewed	
4.2 Frequency, method and scope of review is determined in consultation with workplace stakeholders and workplace procedures	
4.3 Input to review is sought from stakeholders	
4.4 Areas for improvement in the control of the selected hazard are identified and recommendations made for improvement	
<b>Apply professional practice</b>	
5.1 Collection of information and data, reporting of outcomes and maintenance of records are managed in an <i>ethical manner</i>	
5.2 Situations are identified where OHS specialists may be required	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS506B - Monitor and facilitate the management of hazards associated with plant</b>	
<b>Identify hazards arising from the use of plant and associated systems of work</b>	<b>Evidence</b>
1.1 Access <i>sources of information, data and advice on plant and equipment hazards</i> to assist in identifying hazards associated with plant	
1.2 Identify <i>hazards</i> in the design, manufacture, registration, supply, installation, commissioning, use, maintenance, testing, dismantling, storage and disposal of plant and <i>systems of work associated with plant</i>	
1.3 Identify and analyse work environment, tasks and circumstances that may lead to hazardous situations or exacerbate risk associated with use of plant and equipment	
1.4 In the process of hazard identification, identify and consult appropriate <i>specialist advisors, stakeholders, relevant key personnel</i> and other parties	
1.5 Establish, report and review appropriate procedures for <i>recording and reporting</i> on hazards associated with plant as part of the systematic approach to managing OHS	
<b>Analyse OHS risk associated with plant</b>	
2.1 Determine the method of <i>risk assessment</i> in consultation with operators and stakeholders and, if required, specialist advisors	
2.2 Identify and assess risks associated with hazards arising from plant in consultation with operators and stakeholders, taking into account the effectiveness of existing controls	
2.3 Develop and regularly update <i>risk registers</i> for items of plant and associated equipment	
2.4 Identify risks requiring further control action	
<b>Control risks associated with plant hazards</b>	
3.1 Source information, data and advice on risk control options for plant and machinery hazards	
3.2 Involve operators, stakeholders and key personnel in the development of controls	
3.3 Adopt control measures for ensuring the health and safety of persons accessing, using and/or maintaining plant by applying the <i>hierarchy of control</i>	
3.4 Apply <i>controls for access, egress, dangerous parts, guarding, operational controls, emergency stops and warning devices, registrations and design of plant, and operator certification risks</i> associated with plant	
3.5 Use and maintain workplace monitoring processes to eliminate or control risks properly	
3.6 Report regularly and appropriately to stakeholders	
<b>Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment</b>	
4.1 Involve stakeholders and key personnel in the development of controls	
4.2 Identify circumstances where <i>permit to work procedures or certification</i> are required to assist in ensuring a safe working environment	
4.3 Respond to and monitor, permit to work procedures or certification in liaison with relevant key personnel, ensuring a safe working environment	

4.4 Implement and monitor <i>isolation procedures</i> in liaison with relevant key personnel, to ensure continued safety of maintenance and <i>other personnel</i>	
4.5 Ensure purchasing procedures include actions to address OHS implications of plant and equipment	
4.6 Develop, document and communicate maintenance procedures to ensure plant and equipment are safe for use	
4.7 Take action to ensure that any <i>modifications to plant or equipment</i> are safe and suitable for the task, and appropriately document and modify work practices as required for safe operation	
4.8 Monitor and evaluate maintenance systems for effectiveness, suitability and accuracy to ensure safe operation of plant and equipment, and take action as appropriate	
<b>Identify and advise on licensing and certification issues associated with plant and equipment</b>	
5.1 Identify types of plant (including plant design) requiring <i>registration</i> and tasks requiring <i>operator licensing and/or certification</i> in accordance with legislative requirements	
5.2 Document and communicate to managers and relevant key personnel, <i>OHS requirements</i> to meet plant registration, operator licensing and certification, and other legal requirements	
5.3 Document and communicate to managers and key personnel, <i>training requirements</i> to meet <i>licensing, certification, registration and other legal requirements</i>	
5.4 Analyse training needs to ensure information, instruction and training prior to commencement of work on new plant and equipment and new operating methods	
5.5 Monitor and report compliance with regulatory requirements for operator licensing, registration and certification in the workplace	
5.6 Identify, document and maintain appropriate records for statutory and specialist plant and associated operator competencies	
<b>Review and evaluate risk control measures for plant</b>	
6.1 Review effectiveness of control measures and conduct risk assessments as appropriate	
6.2 Compare outcomes of OHS risk assessments with criteria to identify risks requiring further risk control and risks deemed <i>as low as reasonably achievable (ALARA)</i>	
6.3 Involve stakeholders, key personnel, operators and appropriate specialist advisors, in developing relevant risk control plans for plant	
6.4 Maintain <i>appropriate records</i> for the operating of the plant	
6.5 Recommend or implement improvements arising from the review process with appropriate key personnel including manufacturers	
6.6 Review the system of managing OHS to ensure plant safety	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS507B - Facilitate the application of principles of occupational health to control OHS risk</b>	
<b>Identify the potential for adverse effects on health from agents in the workplace</b>	<b>Evidence</b>
1.1 <i>External sources of information and data</i> are accessed to assist in identifying <i>agents</i> in the workplace with a potential to adversely affect health	
1.2 <i>Workplace sources of information and data</i> are reviewed to access information to assist in identifying agents in the workplace with a potential to adversely affect health	
1.3 The role of individual difference in susceptibility to occupational disease or injury is considered in identifying adverse effects on health	
1.4 Situations are identified where <i>health professionals</i> may be required	
<b>Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people</b>	
2.1 Apply knowledge of sources of occupational disease and injury to analyse <i>job characteristics, nature of work</i> and the <i>context of work</i> to help identify situations with potential for physical or psychological harm to employees	
2.2 Access workplace and <i>internal sources of information and data</i> , taking account of privacy requirements, to assist in identifying situations with a potential for physical or psychological harm to employees	
<b>Facilitate the control of risks to health in the workplace</b>	
3.1 The <i>hierarchy of control</i> is applied to control risks to occupational health	
3.2 Workplace policies, procedures and schedules are examined to minimise situations with a potential to adversely cause physical or psychological harm	
3.3 <i>Organisational communication processes</i> are examined to maximise clarity of roles and employee involvement	
<b>Participate in the development of strategies to communicate occupational health information and data</b>	
4.1 Research and identify <i>characteristics of target groups</i>	
4.2 Interpret and discuss health effects with <i>stakeholders</i> that may result from work and the working environment	
4.3 Implement communication strategies in accordance with <i>legal</i> and <i>ethical requirements</i>	
4.4 Evaluate and monitor the effectiveness of health communication processes	
<b>Monitor and facilitate occupational health education and training</b>	
5.1 The need for health information and data, and training is identified in consultation with workplace stakeholders	
5.2 Personnel including health professionals and <i>resources</i> to deliver the occupational health training are identified	
5.3 Roles and responsibilities for delivery of training are identified and allocated	
5.4 Health information and data, and education is provided to managers and workers in a manner that facilitates understanding and uptake	
5.5 Apply training, evaluation and monitoring processes	

<b>Review and evaluate the occupational health program</b>	
6.1 Evaluate outcomes and document the overall impact of occupational health education programs through an <i>evaluation plan</i>	
6.2 Evaluate and document the overall impact of the occupational health program	
6.3 Make recommendations for future programs as a result of the evaluation	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS508B - Participate in the investigation of incidents</b>	
<b>Facilitate initial assessment of situation</b>	<b>Evidence</b>
1.1 Area is checked to ensure that it is safe and arrangements have been made to meet initial needs of those involved in the incident	
1.2 Integrity of the site and personnel is established and maintained in accordance with legal requirements and to ensure objectivity of information collected	
1.3 Statutory and legal obligations are identified and, if required, <i>relevant government agencies</i> advised	
1.4 <i>Key persons within the organisation</i> are notified	
1.5 Determine factors affecting the complexity of the investigation	
1.6 <i>Stakeholders and interested parties</i> are identified and notified as appropriate	
<b>Participate in the establishment of investigation processes</b>	
2.1 Organisational policies and procedures for incident investigation are accessed and known	
2.2 <i>Investigation team</i> is convened appropriate to the level of the investigation	
2.3 Scope of the investigation is defined taking account of legislative requirements	
2.4 Involvement of interested parties is facilitated in accordance with legislative requirements	
2.5 Resources required to conduct the investigation, including the need for expert advice (if required), are identified and sourced	
2.6 <i>Barriers to investigation</i> are identified and addressed	
2.7 Action plans and time lines are developed by the investigation team	
<b>Collect information and data for analysis</b>	
3.1 Sources of information and data are identified and accessed	
3.2 Incident site, equipment and other evidence involved is inspected	
3.3 Information and data gathered by others is facilitated	
3.4 Statements, photographs, measurements and documentary evidence are taken and recorded, taking account of objectivity, confidentiality and legal implications	
3.5 Site, evidence and all necessary documentation is appropriately secured	
3.6 Members of investigation team are appropriately involved	

<b>Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures</b>	
4.1 <i>Conceptual basis for the analysis</i> is identified and understood by the investigation team	
4.2 <i>Time line of events</i> leading up to incident is constructed	
4.3 <i>Causative event(s)</i> is researched	
4.4 <i>Conditions and circumstances</i> that contributed to the causative event are identified	
4.5 Intervention points on the time line for prevention are identified	
4.6 Strategies to prevent the re-occurrence of the incident are identified	
<b>Compile investigation report</b>	
5.1 Results of analysis are documented in a format to suit the required <i>target audiences</i> and legal requirements	
5.2 Report is phrased in objective terms and cites evidence and reasons for conclusions	
5.3 Report includes recommendations for prevention	
5.4 Following appropriate authorisation, relevant information and data is disseminated to key personnel, stakeholders and external agencies as appropriate	
5.5 Findings from the report are used to develop further prevention strategies	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

<b>BSBOHS509A – Ensure a safe workplace</b>	
<b>Establish and maintain an OHS system</b>	<b>Evidence No.</b>
1.1 Locate and communicate OHS policies which clearly express the organisation's commitment to implement relevant <i>OHS legislation</i> 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	
<b>Establish and maintain participative arrangements for the management of OHS</b>	
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	
<b>Establish and maintain procedures for identifying hazards, and assessing and controlling risks</b>	
3.1 Develop procedures for ongoing hazard identification, and assessment and <i>control of associated risks</i>	
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	
<b>Establish and maintain a quality OHS management system</b>	
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 <b><i>OHS record keeping</i></b> 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	

**RPL decision (to be completed by the assessor)**

**Competent / Not yet competent** - requires further evidence or training

Assessor Signature:

Date:

Remarks:

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### **Additional Electives**

Please inform us if you prefer to match your experience with elective units not listed above, such as any of the following:

BSBMGT515A Manage operational plan

BSBMGT502B Manage people performance

BSBSUS501A Develop workplace policy and procedures for sustainability