



RPL APPLICATION

ADVANCED DIPLOMA OF OHS (BSB60607)

Student Details

Student's Name:

Assessment Details (Office Use Only)

Assessor's name:

Course number:

Student number:

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.

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.



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Before you start

Call your assessor on 1800 067 650 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 or by contacting the office on (02) 4362 2771.

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.

Received	Types of Evidence:
	Resume/work history (information regarding your career). Your CV must show application in the workplace.
	Letters of Evidence (Letters of reference)
	Diary/Journal (record of what you do)
	Certified copies of certificates including learning outcomes of courses attended.
	Email Evidence (email communication)
	Documents (documents, job descriptions, photos)
	Records of workplace activities (Relevant evidence)
	Other

Your Evidence (supplied by you)	Evidence Number
Curriculum Vitae.	1
Letters of Evidence (Letters of reference)	2
Diary/Journal (record of what you do)	3
Certified copies of certificates.	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>	
	8

How to apply

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



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

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.

Core/Elective Units

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.



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BSBOHS601B - Develop a systematic approach to managing OHS			
Analyse the workplace to identify needs			Evidence No.
1.1	<i>External motivators</i> for development of <i>systematic approaches to managing OHS</i> are identified in consultation with managers and other stakeholders		
1.2	<i>Internal motivators</i> for development of <i>systematic approaches to managing OHS</i> are identified		
1.3	<i>Workplace factors</i> that may impact on the design and development of <i>systematic approaches to managing OHS</i> are identified		
Design integrated approaches to managing OHS			Evidence No.
2.1	<i>Relevant standards</i> , codes of practice and guidance material that provide a basis for <i>systematic approaches to managing OHS</i> are reviewed, in consultation with managers and other stakeholders		
2.2	<i>Elements of systematic approaches to managing OHS</i> are defined to suit the workplace in consultation with stakeholders		
2.3	Elements are evaluated for compliance with <i>legal obligations</i>		
2.4	Situations are identified where <i>OHS specialists</i> and <i>technical advisors</i> may be required		
Plan and develop integrated approaches to managing OHS			Evidence No.
3.1	<i>Policies and procedures</i> are developed to support <i>systematic approaches to managing OHS</i> , taking account of workplace factors		
3.2	Links with <i>other functional areas and management systems</i> are identified and incorporated		
3.3	Relevant roles and responsibilities are identified and allocated		
3.4	Training needs for the introduction and ongoing maintenance of <i>systematic approaches to managing OHS</i> are identified and documented		
3.5	<i>Resources</i> necessary to introduce and maintain <i>systematic approaches to managing OHS</i> are identified and documented		
3.6	A strategic implementation plan is developed to manage OHS		
Support planning for and implementation of integrated approaches to managing OHS			Evidence No.
4.1	Priorities for action are determined in consultation with managers and employee representatives		
4.2	Action plans are developed with allocated responsibilities and time lines		
4.3	Advice and support are provided to managers and other <i>key personnel</i>		
4.4	Implementation is monitored, in consultation with stakeholders, to ensure practicality, compatibility with other management systems and management practices, and acceptance of <i>systematic approaches</i> and support of programs by all levels of the organisation		
4.5	Regular reports and feedback including recommendations for adjustment in the implementation are provided to key personnel		



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Evaluate the design and development of integrated approaches to managing OHS	Evidence No.		
5.1 Design the <i>evaluation protocol</i> 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 systematic management of OHS as a result of the evaluation findings			
5.5 A report is provided to management on the outcomes of the evaluation and the recommendations for further development and improvement			

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BSBOHS602B - Develop OHS information and data analysis and reporting and recording processes			
Identify requirements for OHS information and data			Evidence No.
1.1 <i>Relevant legislation and standards</i> are reviewed to identify obligations relevant to OHS information and data			
1.2 Policies and procedures are accessed to identify requirements for OHS information and data			
1.3 Priorities for OHS information and data collection and management are determined in consultation with relevant <i>stakeholders</i>			
1.4 <i>Workplace factors</i> that may impact on the design and development of OHS information and data processes are identified			
1.5 Recommendations are made for appropriate indicators of OHS performance			
1.6 Requirements for OHS information and data are drafted in consultation with relevant stakeholders			
Make recommendations for the design of the OHS information and data processes			Evidence No.
2.1 <i>Relevant sources and types of OHS information and data</i> are identified and accessed			
2.2 <i>Formats</i> for, and availability of, databases are investigated to identify the most appropriate format			
2.3 Legal and <i>ethical</i> requirements are addressed in recommendations			
2.4 Limits of own professional expertise are recognised and advice is sought from <i>relevant specialists</i> as required			
2.5 Specifications are prepared for the OHS information and data processes			
Develop the OHS information and data, and reporting and recording processes			Evidence No.
3.1 <i>Tools</i> for recording and collating information and data are identified and accessed or developed, recognising the limitations of information and data and measurement indices, and controlling for potential biases			
3.2 Links with <i>other functional areas and management systems</i> to ensure comprehensive information and data collection are identified and facilitated			
3.3 Relevant roles and responsibilities are identified and allocated			
3.4 Policies, procedures and tools are developed for the collection, collation and recording of workplace OHS information and data, taking account of workplace factors and system requirements			
3.5 Training needs for collection, collation and analysis of OHS information and data are identified and documented			
3.6 <i>Resources</i> necessary for the collection, collation, recording, analysis and distribution of OHS information and data are identified			
Record and analyse information and data to monitor OHS performance and evaluate methods of prevention			Evidence No.



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4.1 <i>Descriptive and analytical techniques</i> for systematic evaluation of OHS performance monitoring (including <i>positive performance indicators</i> [PPIs]) and areas for improvement are identified and applied			
4.2 <i>Information and data</i> is accessed and applied to determine potential associations between workplace hazards and their adverse effects on exposed workers			
4.3 Information and data is recorded to assist identification of patterns of occupational injury and disease within particular areas			
4.4 Information and data collection, recording, analysis and application are managed ethically			
4.5 OHS information and data is critically evaluated to ensure accuracy, reliability, relevance and <i>validity</i>			
4.6 Outcomes of information and data analysis are appropriately formatted and disseminated, considering the target audience and legal and ethical requirements			
4.7 Appropriate strategies for improvement are identified, and recommendations are formulated as a consequence of information and data analysis			
Monitor and evaluate the effectiveness of information and data collection and analysis processes	Evidence No.		
5.1 OHS information and data collection, recording, analysis and application processes are regularly reviewed to ensure relevance to the needs of the organisation in managing OHS and compliance with legislative requirements			
5.2 Frequency, method and scope of review are determined in consultation with stakeholders			
5.3 Recommendations are made for improvement to OHS information and data processes as required			
5.4 Improvement strategies arising from the review are implemented			

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BSBOHS603B - Analyse and evaluate OHS risk			
Define parameters of the OHS risk study	Evidence No.		
1.1 Information and data on the <i>hazard</i> identification process and the <i>context</i> of the OHS risk are accessed			
1.2 The <i>scope of the OHS risk study</i> is established			
1.3 The activity to be analysed is divided into logical and manageable elements			
1.4 The method of OHS risk analysis is defined and Documented			
Analyse the OHS risk of a task or process	Evidence No.		
2.1 The nature of the hazard including the process of injury or damage is clarified			
2.2 The need for further information such as <i>monitoring activities</i> is identified			
2.3 <i>Information and data about the OHS risk</i> are communicated to <i>stakeholders</i>			
2.4 A range of stakeholders is consulted and involved in the analysis			
2.5 Existing <i>controls</i> are identified and their effectiveness evaluated, taking account of <i>relevant standards</i>			
2.6 Specific scenarios to be considered are determined			
2.7 The range of possible consequences from the various scenarios is determined			
2.8 The likelihood of the occurrence of the consequence is determined			
2.9 Steps are undertaken to ensure <i>comprehensive analysis of information, data and techniques</i>			
2.10 The OHS risks are ranked in order of level of risk			
2.11 <i>OHS specialist advisors</i> are consulted if required			
Evaluate OHS risk of a task or process	Evidence No.		
3.1 Relevant legislation, codes of practice and standards are accessed and referenced			
3.2 Stakeholders are consulted in determining criteria for OHS risk evaluation			
3.3 Outcomes of OHS risk analysis are compared with criteria to identify risks requiring further risk control and risks deemed as low as reasonably achievable			
3.4 Process and outcomes of analysis and evaluation are documented in a manner that is accessible and facilitates understanding by the stakeholders			
3.5 Documentation of outcomes includes explanation of the legal ramifications of decision making based on risk prioritisation			



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BSBOHS604B - Apply ergonomic principles to control OHS risk			
Assess the degree of match between people and their activities, equipment, environment and systems	Evidence No.		
1.1 The extent of human variability in the organisation is identified			
1.2 Demands placed on people in the organisation by their activities, equipment, environment and systems are determined			
1.3 People's capacity to interact optimally with their activities, equipment, environment and systems is determined			
1.4 The match between people and their activities, equipment, environment and systems is determined			
1.5 Specialist advisors and relevant stakeholders are identified for sources of information and data, and consulted during the assessment process			
Design ergonomic interventions to enhance the match between people and their activities, equipment, environment and systems	Evidence No.		
2.1 Ergonomic interventions in the design process to optimise the match between people and their activities, equipment, environment and systems are identified			
2.2 The work environment is designed to optimise the match between people, their activities, equipment, environment and systems			
2.3 Tools and databases are used to assess tasks and designs to minimise risk			
2.4 Recommendations are made to optimise the integration of controls and displays into the decision making processes within the work system			
Implement ergonomic interventions to enhance the match between people and their activities, equipment, environment and systems	Evidence No.		
3.1 Advice on the impact of legislation, codes of practice and standards on the selection and implementation of ergonomic interventions is provided			
3.2 Key personnel, stakeholders and users are consulted when developing, selecting and implementing ergonomic interventions			
3.3 Links are made with other functional areas and management systems			
3.4 Implementation of the agreed intervention is facilitated			
3.5 Training needs are identified and documented			
3.6 Resources necessary to introduce and maintain the agreed interventions are identified and documented			
3.7 The outcomes of ergonomic assessments and interventions are reported to key personnel and stakeholders			
Evaluate ergonomic interventions	Evidence No.		
4.1 Quality and outcomes of ergonomic interventions are evaluated in consultation with stakeholders and users			
4.2 Modification of interventions is facilitated as required as a result of the evaluation findings			



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4.3 Recommendations are made regarding future interventions as a result of the evaluation			
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BSBOHS605B - Apply occupational hygiene principles to control OHS risk			
Identify health hazards that may result from features of the workplace or working environment	Evidence No.		
1.1 Workplace factors that may affect the health of workers are identified			
1.2 Health hazards that may result from work processes, work operations, equipment and work procedures are identified			
1.3 Possible routes of entry to the body and consequent effects on the body are identified for different workplace factors			
1.4 Situations are identified where OHS specialists and other advisors may be required			
Analyse the risks of worker exposure to potentially harmful agents and factors	Evidence No.		
2.1 Sources of exposure and related factors to potentially harmful agents and factors in work processes and methods are determined			
2.2 Equipment, sampling plan and techniques for assessing the exposure to selected agents and factors within a workplace are identified			
2.3 Monitoring and sampling results to provide an assessment of exposure are interpreted and evaluated			
2.4 Exposure standards are utilised in the assessment of risks			
2.5 Workplace measurements, interpretations and recommendations are reported to stakeholders in a suitable format for target group			
Design risk control strategies and advise on implementation	Evidence No.		
3.1 The hierarchy of control is applied to design risk control strategies, noting that personal protective equipment is regarded as the least satisfactory control measure			
3.2 Inadequacies in existing control measures are identified and remedial advice is provided			
3.3 Effective consultation and collaboration is undertaken with organisation, affected employees and others when developing, selecting and implementing risk control measures			
3.4 External sources of information and data and specialist advisors are accessed as required on nature of health hazard, level of risk, and risk control options			
Monitor and evaluate control strategies to minimise workplace exposures	Evidence No.		
4.1 Quality and outcomes of interventions are monitored and evaluated regularly in consultation with stakeholders and relevant employees			
4.2 Modifications to interventions are facilitated including consultations, as required, as a result of findings of regular evaluation and monitoring			
4.3 Training needs are identified in consultation with workplace stakeholders, documented and arranged if required			
4.4 Recommendations are made regarding future interventions as a result of evaluation and monitoring			



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BSBOHS606B - Develop and implement crisis management processes			
Identify sources of risk			Evidence No.
1.1 The organisational context for crisis management is established			
1.2 The environment is investigated to identify sources of risk, elements at risk and vulnerability			
1.3 Relevant key personnel, appropriate specialist advisors and emergency response agencies are identified and consulted in the identification of sources of risk			
1.4 An emergency sources of risk register is developed			
Analyse and evaluate sources of risk			Evidence No.
2.1 Sources of information and data on risk and vulnerability are accessed within the context of existing control measures to characterise the risk			
2.2 Appropriate specialist advisors and agencies are identified and consulted in the analysis and evaluation of sources of risk			
2.3 Risks are evaluated and prioritised for action			
Advise on requirements for crisis management			Evidence No.
3.1 Crisis management plan is developed and documented			
3.2 Equipment needs are identified and documented			
3.3 Emergency communication requirements and processes for internal and external stakeholders and resources are identified and documented			
3.4 Liaison and communication processes with emergency response agencies and other external stakeholders are identified and documented			
3.5 Training needs are identified and documented			
Monitor and report on the effectiveness of crisis management			Evidence No.
4.1 Crisis management is regularly audited and reviewed and actions are developed and implemented			
4.2 Emergency response equipment is routinely checked for currency and functionality			
4.3 Status of crisis management, including emergency response processes, is reported to management on a regular basis			
Participate in the emergency control organisation			Evidence No.
5.1 The emergency control organisation is structured and acts to minimise consequences			
5.2 Own role in the emergency control organisation is known and implemented during an emergency			
5.3 Appropriate liaison is undertaken with internal personnel and external agencies			



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Advise and support key personnel in the post response/recovery phase to minimise consequences	Evidence No.		
6.1 Recovery phase procedures focus on minimising consequences to the people involved, the environment and the organisation			
6.2 External support and resource services are identified and accessed as appropriate to assist recovery phase			
6.3 Debriefing is conducted including key personnel and external agencies as appropriate			
6.4 Debriefing process identifies areas requiring further attention			
6.5 Appropriate reports are disseminated internally and to relevant external agencies			

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BSBOHS607B - Advise on application of safe design principles to control OHS risk			
Advise on the OHS requirements of the design process	Evidence No.		
1.1 Inform <i>decision makers</i> about their responsibility for the safety of downstream users and beneficiaries			
1.2 Advise decision makers of their obligation under law to design and supply a safe designed product by eliminating OHS <i>hazards</i> and controlling for residual OHS risk			
1.3 Promote OHS within the design requirements and include an overall risk evaluation of the designed product's life cycle			
1.4 Source and make available to decision makers the most current information of OHS principles, materials, technology and systems for application in the design of the product			
1.5 Identify and make available required education and training to enable decision makers to have the necessary skills and knowledge to identify and eliminate OHS hazards, and to control OHS risk in the design phase			
1.6 Identify and access relevant <i>sources of information and data</i> , for equipment users in particular			
1.7 Consult potential users of the equipment during the design phase			
1.8 Identify situations where <i>specialist advisors</i> may be required			
Develop a systematic hazard identification and OHS risk evaluation system for safe design	Evidence No.		
2.1 Identify OHS hazards and conduct a risk analysis of associated risks across the life cycle of the designed product			
2.2 Guide the selection and implementation of the most appropriate OHS risk controls for the designed product from a systematic analysis of the likelihood and consequences of injury or illness arising from exposure to identified OHS hazards			
2.3 Ensure hazard identification and risk analysis includes potential alterations to the designed product during its life			
2.4 <i>Document decision making</i> during the <i>OHS risk evaluation</i> process and make accessible to all parties			
2.5 Establish a residual <i>risk register</i> , recording OHS hazards not eliminated in the design together with possible control strategies, and distribute this information to those involved in the downstream or subsequent life cycle stages			
2.6 Monitor the design as it evolves to identify potential new OHS hazards and to manage risks if they become evident			
Advise on principles of OHS risk control	Evidence No.		
3.1 Base design to minimise risk on the <i>hierarchy of control</i>			
3.2 Minimise the impact of possible failure or defect, by ensuring the designed product includes fail-to-safe action			
Advise on consultation processes between people involved in the life cycle of the designed product	Evidence No.		



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4.1 Advise decision makers to consider the needs of the range of people who will use or interact with the designed product			
4.2 Arrange consultation between all <i>parties</i> during the concept and detailed design phases to identify and eliminate OHS hazards and minimise risk			
4.3 Appropriately communicate residual OHS risk in the designed product to those who will use or interact with the designed product throughout its life cycle			
Advise on contractual arrangements and procurement systems to minimise purchased' OHS risk	Evidence No.		
5.1 Advise decision makers involved in <i>purchasing and contractual arrangements</i> to include a requirement to eliminate OHS hazards, minimise OHS risks, and provide information and data on residual OHS risk			
5.2 Include an agreement to carry out a safe design approach in the <i>design brief or draft specifications</i>			

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BSBOHS608B - Conduct an OHS audit			
Plan an OHS audit			Evidence No.
1.1	The scope, objectives and benchmark of the audit are defined		
1.2	Relevant documentation such as preliminary material on the operation of the organisation is identified and obtained		
1.3	Resources required to conduct the audit are identified and arranged		
1.4	Timing, schedule and responsibilities for the audit are assigned		
Develop an OHS audit plan			Evidence No.
2.1	Nature of information and data collected provides valid and reliable evidence of the systematic approach to managing OHS and risk controls within the context of the organisation		
2.2	Sources of evidence include key personnel and stakeholders		
2.3	Information and data collection strategies address issues of security, confidentiality, impartiality and equity		
2.4	Information and data collection strategies include opportunities for corroborating evidence		
2.5	The audit plan is developed, documented and submitted to client		
2.6	The audit plan is modified as a result of client input and to adapt to contingencies		
Develop an OHS audit tool			Evidence No.
3.1	Audit tool(s) accurately reflect the criteria of the benchmark, nature of risks and identified relevant information and data types		
3.2	Audit tools focus on evaluation of performance of the OHS management processes		
3.3	Audit tools can be used with consistent outcomes by all members of the audit team		
3.4	Audit tools enable collection of evidence in a timely and efficient manner		
3.5	Audit tools are modified as a result of preliminary trial(s)		
Gather information, data and OHS records			Evidence No.
4.1	A broad range of workplace personnel are consulted during evidence gathering activities throughout the audit		
4.2	Types and sources of evidence gathered are compared with the audit plan, and reasons for discrepancies are identified		
4.3	Alternative methods are identified and utilised when evidence is not forthcoming, using planned methods		
4.4	Information and data reliability is checked with a number of sources		



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Undertake OHS audit activities	Evidence No.		
5.1 Preliminary evaluation is undertaken			
5.2 Audit plan is re-submitted to client for comment as appropriate			
5.3 Issues concerning the audit plan are negotiated with the client and documents amended where required			
5.4 Initial meetings and worksite familiarisation are undertaken			
5.5 Progress of the audit plan is monitored with the client and/or audit team members to ensure resources are being used as planned, and that the audit objectives and audit time lines are being achieved			
5.6 Records of evidence and findings are progressively documented in an appropriate format and retained			
5.7 Hazards identified during the audit are reported promptly to the appropriate person(s), including supervisor and/or person in control of the workplace			
5.8 Own health and safety is addressed during the audit in accordance with organisational requirements and standards for safe work Information and data collection and evaluation activities comply with legal requirements and are carried out ethically practices			
5.9 Information and data collection and evaluation activities comply with legal requirements and are carried out ethically			
5.10 Exit meetings with key personnel and stakeholders are undertaken as appropriate			
Report on the outcomes of the OHS audit	Evidence No.		
5.1 Summary audit findings and recommendations are presented to the clients at the closing meeting, after consultation with key personnel and stakeholders			
5.2 Results of the evaluation are compared against the audit criteria			
5.3 Objective evidence is presented with clear and concise findings, including benefits to be achieved by adoption of the audit report recommendations			
5.4 Where challenges to the report are anticipated, further explanations to promote acceptance are prepared			
5.5 Corrective action and follow-up processes are recommended to the client			

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BSBOHS609B - Evaluate an organisation's OHS performance			
Evaluate effectiveness of systematic approaches to identifying OHS hazards	Evidence No.		
1.1 Workplace hazard identification activities being undertaken are identified and compared with organisational policies and procedures			
1.2 Products, processes and systems are examined to determine whether hazards of long latency and low frequency/high consequence are included and minimised			
1.3 Products, processes and systems are examined to determine whether risks to 'persons other than employees' are identified and minimised			
1.4 Organisational factors that impact on OHS are identified			
1.5 Outcomes of the evidence gathering are reviewed with specialist personnel, if required			
Evaluate the effectiveness of systematic approaches to OHS risk management	Evidence No.		
2.1 Appropriateness of the organisation's risk assessment tool(s) and processes are evaluated			
2.2 Outcomes of the risk assessment process are assessed for validity, reliability and inclusion of all major OHS risks, in particular demonstrated use of risk assessment methods in the organisation			
2.3 Risk controls are evaluated for suitability and effectiveness in relation to the organisation's systematic management of OHS			
Evaluate the effectiveness of systematic OHS monitoring processes	Evidence No.		
3.1 The scope of organisational processes to monitor the implementation and status of systematic approaches to managing OHS is evaluated			
3.2 The quality of information and data obtained from the monitoring processes is evaluated			
3.3 The managerial level of response to the issues raised in the monitoring process is evaluated in relation to the level of risk			
Assess whether the OHS management approaches have produced improved performance	Evidence No.		
4.1 Performance indicators (including positive performance indicators) are evaluated to determine whether they provide a true, reliable and timely measure of the effectiveness of the OHS management approaches to reducing OHS risk			
4.2 Reported performance is compared with evidence gathered, and differences are documented			
4.3 Outcomes of evaluation of performance are documented in a clear and objective manner			
Assess and advise on organisational OHS compliance against agreed benchmarks	Evidence No.		
5.1 Systematic analysis is undertaken to identify areas of OHS compliance and non-compliance with benchmarks			



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5.2 Advice on the impact of legislation and standards on the selection, suitability and implementation of a range of OHS performance interventions is provided			
5.3 Outcomes of evaluation of compliance are documented and reported to key personnel and stakeholders			

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BSBOHS508B: Participate in the investigation of incidents			
Facilitate initial assessment of the situation	Evidence No.		
1.1 Check area to ensure it is safe and that arrangements have been made to meet initial needs of those involved in the incident			
1.2 Establish and maintain integrity of the site and personnel in accordance with legal requirements and to ensure objectivity of information collected			
1.3 Identify statutory and legal obligations and, if required, advise <i>relevant government agencies</i>			
1.4 Notify <i>key persons within the organisation</i>			
1.5 Determine factors affecting the <i>complexity</i> of the investigation			
1.6 Identify <i>stakeholders and interested parties</i> , and notify as appropriate			
Participate in the establishment of investigation processes	Evidence No.		
2.1 Access and understand organisational policies and procedures for incident investigation			
2.2 Convene <i>investigation team</i> appropriate to the level of the investigation			
2.3 Define scope of the investigation taking account of legislative requirements			
2.4 Facilitate involvement of interested parties in accordance with legislative requirements			
2.5 Identify and source resources required to conduct the investigation, including the need for expert advice, if required			
2.6 Identify and address <i>barriers to investigation</i>			
2.7 Ensure action plans and time lines are developed by the investigation team			
Collect information and data for analysis	Evidence No.		
3.1 Identify and access sources of information and data			
3.2 Inspect incident site, equipment and other evidence			
3.3 Facilitate information and data gathered by others			
3.4 Take and record statements, photographs, measurements and documentary evidence, taking account of objectivity, confidentiality and legal implications			
3.5 Appropriately secure site, evidence and all necessary documentation			
3.6 Appropriately involve members of the investigation team			



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Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures	Evidence No.		
4.1 Ensure the investigation team understands and identifies the <i>conceptual basis for the analysis</i>			
4.2 Construct <i>time line of events</i> leading up to incident			
4.3 Research <i>causative event/s</i>			
4.4 Identify <i>conditions and circumstances</i> that contribute to the causative event			
4.5 Identify intervention points on the time line for prevention			
4.6 Identify strategies to prevent the re-occurrence of the incident			
Compile investigation report	Evidence No.		
5.1 Document results of analysis in a format to suit the required <i>target audience</i> and legal requirements			
5.2 Phrase report in objective terms and cite evidence and reasons for conclusions			
5.3 Include recommendations for prevention in report			
5.4 Disseminate relevant information and data to key personnel, stakeholders and external agencies as appropriate, following appropriate authorisation			
5.5 Use findings from the report 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:



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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:

BSBMGT617A Develop and implement a business plan