### RPL Standard



### HLTWHS004 – Manage Work Health and Safety

### *This unit is clustered with CHCLEG003 Manage legal and ethical compliance and HLTINF004 Manage the prevention and control of infection, as all units have the performance requirement of the development of policies and procedures for work environments.*

**How to complete this form:**

Complete all areas in **blue** on the following pages by providing information on your previous skills and qualifications using the information below as a guide.

**Unit Description:**

This unit of competency describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. To gain RPL for this unit of competency the applicant must meet the following benchmarks along with providing evidence that their current level of knowledge and skills is relevant to all performance criteria, knowledge and **performance evidence**. This unit applies to community services or health workers who have defined responsibilities to work independently with clients within broad but established guidelines.

**The applicant must provide evidence of the following to gain RPL for this unit:**

* Applicants will have completed a similar unit within a health course where they have implemented WHS policies and procedures within the work place and trained staff in the implementation of the PP’s
* Applications must have experience in implementing workplace policies and procedures, running WHS meetings and evaluating the PP’s
* Experience in completing hazard identification and risk assessment of the work environment
* The applicant must demonstrate knowledge of all Performance Criteria, Essential Knowledge and Skills

**Example Evidence:**

* Relevant transcript & certificate along with unit summaries
* Completion of ACFB e-learning quiz/oral questioning related to personal development plans and the reflection process

**Evidence documents MUST include, but not limited to:**

### Evidence of the current completion of hazard identification and risk assessment activities and documentation/reports

### Evidence of completed consultative meetings with staff relating to workplace policies and procedures and outcomes of workplace risk assessments

* Evidence of developing WHS action plans
* Evidence of coordinating workplace procedures for a simulated emergency situations

### 

### *Unit Evidence Description*



|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name** |  |  |  |



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HLT42015 | | Certificate IV in Massage Therapy | | **HLTWHS004** | **Manage work health and safety** | **Office Use Only** | |
| HLT52015 | | Diploma of Remedial Massage | |
| **Type of Unit:** Core | | **Prerequisite:** None | | **Sufficient** | **F.E.R.** |
| **Elements / Performance Criteria** | | | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | | |  |  |
| **1.** **Establish work health and safety practices** | | | | | | | |
| 1.1 | Access and interpret legislation, regulations, code of conduct and workplace policies and procedures for WHS | |  | | |  |  |
| 1.2 | Develop procedures for ongoing hazard identification, and assessment and control of associated risks | |  |  |
| 1.3 | Ensure risk controls and hazard-specific procedures are consistent with the hierarchy of control and are monitored to support compliance with legislative and regulatory requirements | |  |  |
| 1.4 | Identify requirements for expert WHS advice, and request this advice as required | |  |  |
| **2. Facilitate consultation, cooperation and communication** | | | | | | | |
| 2.1 | Develop and provide consultative WHS activities to provide advice in relation to work health and safety issues | |  | | |  |  |
| 2.2 | Monitor processes for ensuring that workers have an opportunity to contribute feedback on health and safety issues | |  |  |
| 2.3 | Document outcomes of consultation and communicate to workers | |  |  |
| 2.4 | Develop and implement processes to ensure that responsibilities and duties are documented and accountability processes are in place | |  |  |
| 2.5 | Implement and monitor training programs to ensure identified WHS training requirements are addressed, including induction process | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Monitor compliance with risk control processes** | | | | |
| 3.1 | Develop WHS record-keeping policies and procedures and provide information to workers |  |  |  |
| 3.2 | Monitor hazard, incident and injury reporting processes to meet legislative requirements and to inform future prevention strategies |  |  |
| 3.3 | Evaluate WHS record-keeping policies and procedures for compliance with legislative requirements |  |  |
| **4. Evaluate and maintain WHS** | | | | |
| 4.1 | Determine WHS priorities in consultation with work group |  |  |  |
| 4.2 | Develop a WHS action plan taking account of priorities and training needs |  |  |
| 4.3 | Identify potential barriers to improvement |  |  |
| 4.4 | Establish processes to monitor achievement against the plan and update plans as required |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence** | **EVIDENCE** *(Applicant; Explain in detail how your evidence relates to the required knowledge listed)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| **State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including:** | | | |
| State/territory WHS authorities |  |  |  |
| Rights and responsibilities of persons conducting a business or undertaking (PCBUs), officers and workers, including duty of care |  |  |
| Legislative requirements for record-keeping and reporting |  |  |
| Due diligence and general duty requirements |  |  |
| Regulatory requirements relevant to the particular industry/type of work site |  |  |
| Legislative requirements for consultation |  |  |
| Hazardous manual tasks |  |  |
| Infection control |  |  |
| Hazards common to the work environment and strategies for minimisation |  |  |
| **Requirements for WHS policies, including:** | | | |
| Hazard, incident and injury reporting |  |  |  |
| Hazard identification, risk assessment and control |  |  |
| Human resources policies and procedures |  |  |
| Consultation and participation |  |  |
| Incident investigation and record-keeping |  |  |
| Quality system documentation |  |  |
| Designated person/s for raising issues |  |  |
| Workplace support services |  |  |
| Use of personal protective equipment (PPE) |  |  |
| Emergency procedures |  |  |
| **Principles of hazard and risk management, including:** | | | |
| Risk analysis |  |  |  |
| Hazard identification procedures |  |  |
| Hierarchy of control and its application |  |  |
| Principles of risk assessment |  |  |
| Examples of health and safety benchmarks |  |  |
| Principles of safe design processes |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Evidence** | **EVIDENCE***(This evidence will be collected via documents outlined on first page)* | **Office Use Only** | |
|  | | **Sufficient** | **F.E.R.** |
| Conducted a workplace risk assessment and recorded the results, including:   * Identification of hazards and potential hazards * Risk assessment * Evaluation of policy/procedure in line with state/territory legislation and industry guidelines * Development of risk controls and measures | *This evidence will be collected via submission of documentation requested on the first page.* |  |  |
| Conducted the following consultative activities with at least two workers:   * Information session about workplace policies and procedures, including demonstration of personal protective equipment (PPE) where required for the job role * Consultative discussion regarding outcomes of a workplace risk assessment, including risk controls and measures developed as part of the risk assessment process | *This evidence will be collected via submission of documentation requested on the first page.* |  |  |
| Monitored workplace compliance with WHS procedures | *This evidence will be collected via submission of documentation requested on the first page.* |  |  |
| Developed a WHS action plan, including strategies for monitoring and review |  |  |
| Coordinated workplace procedures for a simulated emergency situation |  |  |

**Office Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RPL Outcome** | | | | |
| **RPL Achieved** | Yes □ | No □ | |
| **Further Evidence Required** | Yes □ | No □ | |
| **Further Evidence *(list of required evidence)*** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| *RPL Assessor Name:* | | | *Date:* | |