

BSBWHS417

Assist with Managing WHS Implications of Return to Work Final Assessment Checklist — Assessor Only

Final Practical Test – Assessor Only Instructions

Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for the unit Assist with Managing Implications of Return to Work in the Business Services (BSB) industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency BSBWHS417 Assist with Managing WHS Implications of Return to Work.

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

Conducting the Practical Assessment

You will need a copy of this document for each learner to be assessed.

The purpose of this document is to review the assessments submitted by each learner to determine if they have successfully met the criteria outlined in the unit of competency to be considered competent.

All assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
 - Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
 - Acting in accordance with site and safety procedures, requirements, and regulations.
1. You must provide each learner with a copy of the final assessment document which outlines the assessment tasks to be completed.
 2. You need to brief learners on the assessment tasks and answer any questions that they may have.
 3. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
 4. Learners should be able to complete each assessment by the due date given. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.

Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the practical assessment, they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Where a task benchmark is marked no (N) please make appropriate notes in the section provided.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of the Final Assessment (summative assessment) tasks.

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

BSBWHS417 Assist with Managing WHS Implications of Return to Work – Final Assessment Checklist

Learner Name:	
Assessor Name:	
Date of Assessment:	

Assessment 1 - Identify Return-to-Work Requirements

Assessment Checklist:

The learner must gather relevant return-to-work information. The learner is then required to write a report identifying return-to-work requirements.

The report must contain the following information:

- ◆ Legislative requirements for return-to-work.
- ◆ Return-to-work duty holders and their responsibilities.
- ◆ Relevant workplace policies or procedures.

a) From appropriate sources, gather relevant information on return-to-work requirements. Use this information to review and summarise:

i) All WHS, workers compensation and claims management laws relevant to the return-to-work process.

Did the learner correctly locate all WHS laws relevant to the task?	Y	N
Did the learner correctly locate all workers compensation laws relevant to the task?	Y	N
Did the learner correctly locate all claims management laws relevant to the task?	Y	N
Did the learner correctly summarise the WHS, workers compensation and claims management laws relevant to the return-to-work process?	Y	N

ii) Workplace policies and procedures relevant to facilitating and monitoring the return-to-work process.

Did the learner correctly locate all workplace policies and procedures relevant to facilitating and monitoring the return-to-work process?	Y	N
Did the learner correctly summarise the workplace policies and procedures relevant to facilitating and monitoring the return-to-work process?	Y	N

b) Detail the correct procedure, and parties involved with:

i) Obtaining and confirming information from injured workers.

Did the learner correctly identify the procedure that they must follow when obtaining and confirming information from injured workers?	Y	N
Did the learner correctly explain the procedure that they must follow when obtaining and confirming information from injured workers?	Y	N
Did the learner correctly identify any other parties that may be involved in obtaining and confirming information from injured workers?	Y	N

ii) Communicating and consulting with medical professionals involved in an injured workers return to work.

Did the learner correctly identify the procedure that they must follow when communicating and consulting with medical professionals involved in an injured workers return to work?	Y	N
Did the learner correctly explain the procedure that they must follow when communicating and consulting with medical professionals involved in an injured workers return to work?	Y	N
Did the learner correctly identify any other parties that may be involved in communicating and consulting with medical professionals involved in an injured workers return to work?	Y	N

iii) The design of a return-to-work program for an injured worker.

Did the learner correctly identify the procedure that they must follow when assisting with the design of a workers return-to-work program?	Y	N
Did the learner correctly explain the procedure that they must follow when assisting with the design of a workers return-to-work program?	Y	N
Did the learner correctly identify any other parties that may be involved in designing a workers return-to-work program?	Y	N

iv) Conducting risk assessments of work environments.

Did the learner correctly identify the procedure that they must follow when conducting a risk assessment at work?	Y	N
Did the learner correctly explain the procedure that they must follow when conducting a risk assessment at work?	Y	N
Did the learner correctly identify any other parties that may be involved in conducting a risk assessment at work?	Y	N

Assessment 1 - Identify Return-to-Work Requirements

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Assessment 2 - Assist with Preparation of Return-to-Work Plan

Assessment Checklist:

Scenario: A worker has broken their wrist in a workplace accident/incident. It is the learner's responsibility to assist with assembling a return-to-work program for the injured worker.

Using the template provided (Attachment 1), the learner must prepare a return-to-work program for the injured worker. The learner will need to complete the attachment in its entirety, ensuring their answers reflect the context of their own workplace, including following all relevant policies and procedures.

The assessment involves completing a risk assessment. This will involve the learner doing a physical inspection of the injured workers work environment and consulting with relevant parties. This may include:

- ◆ The injured worker.
- ◆ The treating doctor.
- ◆ Any parties who may be impacted by the return-to-work program.

The learner must attach any relevant evidence to the assessment. This may include:

- ◆ Photos of any WHS hazards.
- ◆ Risk registers, or other workplace documentation.
- ◆ Notes from consultation with others in the workplace.

Some of the involved parties required to complete the template may be simulated using personnel from the learner's workplace (for example the injured worker and treating doctor).

Did the learner identify suitable alternative duties for the injured worker in consultation with the relevant stakeholders?	Y	N
Did the learner identify any necessary restrictions or modifications to the injured workers duties?	Y	N
Did the learner identify any possible barriers for the injured workers return-to-work in consultation with relevant stakeholders?	Y	N
Did the learner successfully consult with relevant stakeholders and agree on how to overcome any barriers to the injured workers return-to-work?	Y	N
Did the learner inspect the work environment for any WHS hazards in the injured worker's work environment?	Y	N
Did the learner correctly identify all WHS hazards present in the injured worker's work environment?	Y	N
Did the learner consult with other team members impacted by the return-to-work program to identify any additional WHS hazards associated with the proposed alternative duties?	Y	N
Did the learner correctly identify all WHS hazards to other team members impacted by the return-to-work plan?	Y	N
Did the learner correctly identify the risk level for all identified hazards?	Y	N
Did the learner determine suitable hazard controls to manage risks in consultation with relevant stakeholders?	Y	N
Did the learner successfully negotiate an agreement between all relevant stakeholders on the injured workers return-to-work program?	Y	N
Did the learner complete the template in full?	Y	N
Did the learner use clear and accurate terminology?	Y	N

Assessment 2 - Assist with Preparation of Return-to-Work Plan

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Assessment 3 - Monitoring and Evaluating Return-to-Work

Assessment Checklist:

The learner is required to explain how they would be expected to assist with the monitoring and evaluation of the return-to-work program assembled in Assessment 2.

The template the learner will use (Attachment 2) covers the following steps involved in monitoring and evaluating a return-to-work program:

- a) Gathering feedback and communicating with relevant parties.
- b) Identifying and addressing any new or unforeseen hazards and non-compliances.
- c) Modifying a return-to-work program.
- d) Implementing recommendations for improvements.

The learner should consider their workplace policies and procedures, as well as the responsibilities they have in their job role to assist with the above activities.

The learner is required to use the template provided to describe their own workplaces' process for each of the steps, and their own duties and responsibilities.

The learner should complete the attachment in its entirety, ensuring their answers reflect the context of their own workplace and the scenario provided in Assessment 2, including the completed return-to-work program.

Did the learner correctly describe their workplace process for gathering feedback on the return-to-work program?	Y	N
Did the learner correctly describe their workplace process for identifying new or unforeseen hazards/non compliances with the return-to-work program?	Y	N
Did the learner correctly describe their workplace process for modifying the return-to-work program?	Y	N
Did the learner correctly describe their workplace process for implementing recommendations for improvements to the return-to-work program?	Y	N
Did the learner correctly identify the parties involved in the workplace processes?	Y	N
Did the learner correctly describe the responsibilities and duties of all involved parties?	Y	N
Did the learner correctly list any specific workplace policies or procedures they used to inform their answers?	Y	N
Did the learner complete the template in full?	Y	N
Did the learner use clear and accurate terminology?	Y	N

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Attachment 1: Return-to-Work Plan

Date:

Plan developed for (Name):	
Job title:	
Work location:	
Supervisor:	
Suitable/Alternative Duties: <i>List the duties the worker will be able to complete during their return-to-work transition.</i>	Restrictions/Modifications <i>List the details of all restrictions caused by the workers condition, or modifications to their duties that are required.</i>
1.	
2.	
3.	
4.	
5.	

Duties to be avoided:

List any duties the worker must avoid wherever practicable during the return-to-work transition.

1.

2.

3.

4.

5.

Barriers to workers return-to-work:

List any potential concerns that may present a barrier to the success of this return-to-work plan. These may be self-identified or communicated by other involved parties.

Action taken:

List any actions taken to address barriers to the workers return-to-work.

1.

2.

3.

Risk Management Part 1

You need to reduce or manage any potential WHS-related risks to **other team members arising from the injured worker's reduced capacity.**

Hazard <i>List any things or potential situations resulting from the injured worker's return-to-work plan with the potential to cause injury, harm or damage.</i>	Risk Assessment <i>Use the 'Risk Assessment Table' at the end of this attachment to determine the level of risk associated with the identified hazard/s.</i>			Hazard Controls <i>Detail how the hazard will be managed to minimise the risk level.</i>
	Likelihood	Consequence	Risk Level	
1.				
2.				

Risk Management Part 1

*You need to reduce or manage any potential WHS-related risks to **other team members arising from injured worker's reduced capacity.***

Hazard <i>List any things or potential situations resulting from the injured worker's return-to-work plan with the potential to cause injury, harm or damage.</i>	Risk Assessment <i>Use the 'Risk Assessment Table' at the end of this attachment to determine the level of risk associated with the identified hazard/s.</i>			Hazard Controls <i>Detail how the hazard will be managed to minimise the risk level.</i>
	Likelihood	Consequence	Risk Level	
3.				
4.				

Risk Management Part 1

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	Likelihood	Consequence	Risk Level	
5.				
6.				

Risk Management Part 2

You need to reduce or manage any potential WHS-related risks **to the injured worker present in the work environment.**

Hazard <i>List any things or potential situations resulting from the injured worker's return-to-work plan with the potential to cause injury, harm or damage.</i>	Risk Assessment <i>Use the 'Risk Assessment Table' at the end of this attachment to determine the level of risk associated with the identified hazard/s.</i>			Hazard Controls <i>Detail how the hazard will be managed to minimise the risk level.</i>
	Likelihood	Consequence	Risk Level	
1.				
2.				

Risk Management Part 2

*You need to reduce or manage any potential WHS-related risks **to the injured worker present in the work environment.***

Hazard <i>List any things or potential situations resulting from the injured worker's return-to-work plan with the potential to cause injury, harm or damage.</i>	Risk Assessment <i>Use the 'Risk Assessment Table' at the end of this attachment to determine the level of risk associated with the identified hazard/s.</i>			Hazard Controls <i>Detail how the hazard will be managed to minimise the risk level.</i>
	Likelihood	Consequence	Risk Level	
3.				
4.				

Risk Management Part 2

You need to reduce or manage any potential WHS-related risks **to the injured worker present in the work environment.**

Hazard <i>List any things or potential situations resulting from the injured worker's return-to-work plan with the potential to cause injury, harm or damage.</i>	Risk Assessment <i>Use the 'Risk Assessment Table' at the end of this attachment to determine the level of risk associated with the identified hazard/s.</i>			Hazard Controls <i>Detail how the hazard will be managed to minimise the risk level.</i>
	Likelihood	Consequence	Risk Level	
5.				
6.				

The following parties have agreed to the above return-to-work plan in full. <i>Each party must provide their signature to acknowledge they have read and agree in full with this return-to-work plan.</i>		Date:
Injured worker:		
Supervisor:		
Return to work coordinator:		
Nominated treating doctor:		

Risk Assessment Table

Use the table below to determine the risk level associated with any identified hazards.

Likelihood	Consequence				
	1. Insignificant	2. Minor First Aid Required	3. Moderate Medical Attention and Time Off Work	4. Major Long Term Illness or Serious Injury	5. Catastrophic Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

Attachment 2: Monitoring and Evaluating Return to Work

Date:

Part A: Gather feedback
Detail below your workplace's process for collecting feedback on the return-to-work program. The numbers represent each step in the process. You may add or remove steps as appropriate.

Step <i>Break the process up into small steps and explain each step below.</i>	Parties involved <i>List the parties who may be involved in each step. Include yourself if you are expected to assist with any of the steps.</i>	Responsibilities/duties of each involved party <i>Explain here how each party is involved. Consider what it is that they are required to do as part of this step in the process?</i>	Relevant workplace policies/procedures <i>List below any policies or procedures your workplace has that informed your answer.</i>
1.			
2.			
3.			

Part B: Identifying and addressing any new or unforeseen hazards and non-compliances.

Detail below your workplace's process for identifying and addressing any new or unforeseen hazards and non-compliances with the return-to-work program. The numbers represent each step in the process. You may add or remove steps as appropriate.

<p>Step</p> <p><i>Break the process up into small steps and explain each step below.</i></p>	<p>Parties involved</p> <p><i>List the parties who may be involved in each step. Include yourself if you are expected to assist with any of the steps.</i></p>	<p>Responsibilities/duties of each involved party</p> <p><i>Explain here how each party is involved. Consider what it is that they are required to do as part of this step in the process?</i></p>	<p>Relevant workplace policies/procedures</p> <p><i>List below any policies or procedures your workplace has that informed your answer.</i></p>
<p>1.</p>			
<p>2.</p>			
<p>3.</p>			

Part C: Modifying a Return-to-Work Program

Detail below your workplace's process for modifying a return-to-work program. The numbers represent each step in the process. You may add or remove steps as appropriate.

<p>Step</p> <p><i>Break the process up into small steps and explain each step below.</i></p>	<p>Parties involved</p> <p><i>List the parties who may be involved in each step. Include yourself if you are expected to assist with any of the steps.</i></p>	<p>Responsibilities/duties of each involved party</p> <p><i>Explain here how each party is involved. Consider what it is that they are required to do as part of this step in the process?</i></p>	<p>Relevant workplace policies/procedures</p> <p><i>List below any policies or procedures your workplace has that informed your answer.</i></p>
<p>1.</p>			
<p>2.</p>			
<p>3.</p>			

Part D: Implementing recommendations for improvements

Detail below your workplace's process for implementing any recommendations for improvements to the return-to-work program. The numbers represent each step in the process. You may add or remove steps as appropriate.

<p>Step</p> <p><i>Break the process up into small steps and explain each step below.</i></p>	<p>Parties involved</p> <p><i>List the parties who may be involved in each step. Include yourself if you are expected to assist with any of the steps.</i></p>	<p>Responsibilities/duties of each involved party</p> <p><i>Explain here how each party is involved. Consider what it is that they are required to do as part of this step in the process?</i></p>	<p>Relevant workplace policies/procedures</p> <p><i>List below any policies or procedures your workplace has that informed your answer.</i></p>
<p>1.</p>			
<p>2.</p>			
<p>3.</p>			

Assessment Summary

BSBWHS417 Assist with Managing WHS Implications of Return to Work

Learner Name:		Assessor Name:	
RTO Name:		Assessor Contact Number:	
RTO Number:		Date of Assessment:	

Review Questions (<i>Formative Assessment</i>)		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
Final Test (<i>Summative Assessment</i>)	Theory	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
	Practical	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Outcome of Assessment		Not Yet Competent	<input type="checkbox"/>	Competent*	<input type="checkbox"/>

*Achieved satisfactory completion for all theory and practical assessments.

Comments:
This section is used for adding any comments, feedback, or notes about the assessment, further action required for additional training and re-assessment.

Assessor Declaration:

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

Assessor Name
Assessor Signature
Date

Learner Declaration:

I declare that the information contained in this Assessment Summary is accurate and is a true reflection of the assessment I have undertaken. I have been given feedback on my performance and the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.

Learner Name
Learner Signature
Date