

BSBWHS419

Contribute to Implementing WHS Monitoring Processes

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 Contribute to Implementing WHS Monitoring Processes 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 BSBWHS419 Contribute to Implementing WHS Monitoring Processes.

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.

BSBWHS419 Contribute to Implementing WHS Monitoring Processes – Final Assessment Checklist

Learner Name:	
Assessor Name:	
Date of Assessment:	

Evaluation Copy Only

Assessment 1 - Select Measuring Devices (Occasion 1)

Assessment Checklist:

The learner is required to create a written plan for assisting with the selection of measuring devices for an agent or condition that they think could be hazardous in their organisation. You (the assessor/supervisor) will need to be provided with a copy of the plan for approval.

In the plan, the learner will need to address the following:

a) The agent or condition to be measured.

Did the learner clearly identify an agent or condition to be measured in their plan?	Y	N
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i) Identify relevant individuals and/or parties to consult with to help identify the agent or condition.

Did the learner include details of relevant individuals and/or parties to consult with to assist with the identification of agents or conditions?	Y	N
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Did the learner explain why the identified individuals and/or parties will be able to assist with the identification of agents or conditions?	Y	N
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ii) Identify the characteristics of the agent or condition to be monitored and the effects that these could have on the human body.

Did the learner correctly identify the characteristics of the agent or condition to be monitored?	Y	N
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Did the learner correctly identify the effects that exposure to the agent or condition could have on the human body?	Y	N
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b) The relevant WHS regulatory requirements and standards that apply to monitoring in their organisation.

Did the learner correctly identify the relevant WHS regulatory requirements and standards that apply to monitoring in their organisation?	Y	N
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i) Describe the key requirements that they need to adhere to during monitoring processes.

Did the learner correctly describe the key requirements that need to be adhered to during the monitoring process?	Y	N
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ii) Outline the standards that relate to the agent or condition that they will be monitoring. Also identify the exposure standards and explain their practical use for this monitoring task.

Did the learner correctly outline the standards that relate to the agent or condition that they will be monitoring?	Y	N
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Did the learner correctly identify the exposure standards for the agent or condition that they will be monitoring?	Y	N
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Did the learner correctly explain the practical use of the exposure standards for this monitoring task?	Y	N
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c) The work area where measurements are to be taken. Explain why this is the most suitable place for monitoring.

Did the learner correctly describe the work area where the measurements are to be taken?	Y	N
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Did the learner correctly explain why the selected area is the most suitable place for monitoring?	Y	N
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i) Identify factors that may impact on sampling or data-collection processes and the health and safety of self and others including:

- ◆ Movements of people and equipment.
- ◆ Tasks or activities being undertaken.
- ◆ Number of people occupying the area.

Did the learner correctly identify factors that may impact on sampling or data-collection processes including the movements of people and equipment, the tasks or activities being undertaken and the number of people occupying the area?	Y	N
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Did the learner correctly identify factors that may impact on the health and safety of others including the movements of people and equipment, the tasks or activities being undertaken and the number of people occupying the area?	Y	N
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ii) Environmental conditions and how they may impact on measurements.

Did the learner correctly identify environmental conditions that may impact on measurements?	Y	N
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Did the learner clearly explain how the identified environmental conditions may impact on measurements?	Y	N
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Assessment 1 - Select Measuring Devices (Occasion 1)

d) The types of measuring equipment appropriate for monitoring the agent or condition and their relevant limitations and features.

i) Outline the equipment that would be the best choice for monitoring the agent/equipment.

Did the learner correctly outline the types of measuring equipment appropriate for monitoring the agent/condition?	Y	N
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Did the learner correctly explain the limitations of this equipment?	Y	N
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Did the learner correctly describe the features of this equipment?	Y	N
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ii) Explain why the selected equipment is appropriate for the work environment, the activities being carried out and the level of risk to self and others.

Did the learner correctly explain why the selected equipment is appropriate for the work environment?	Y	N
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Did the learner correctly explain why the selected equipment is appropriate for the activities being carried out?	Y	N
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Did the learner correctly explain why the selected equipment is appropriate for the level of risk to self and others?	Y	N
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iii) Explain who to consult with while selecting the appropriate equipment.

Did the learner correctly explain who is best to consult with for advice while selecting the equipment?	Y	N
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iv) Outline the units of measurement of the selected equipment.

Did the learner correctly outline the units of measurement of the selected equipment?	Y	N
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e) The people to seek assistance from if they do not have the relevant knowledge or skills to effectively monitor the hazard or to use the equipment.

Did the learner correctly identify the people to seek assistance from if they do not have the relevant skills or knowledge to effectively monitor the hazard?	Y	N
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Did the learner correctly identify the people to seek assistance from if they do not have the relevant skills or knowledge to use the equipment?	Y	N
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Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Assessment Summary

BSBWHS419 Contribute to Implementing WHS Monitoring Processes

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

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