

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

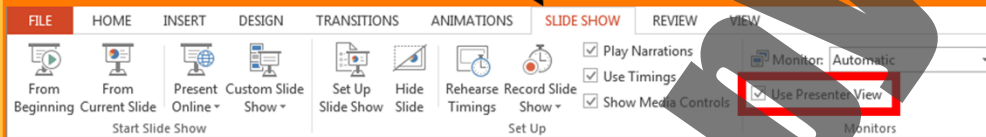
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Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



BSBWHS419

**CONTRIBUTE TO
IMPLEMENTING WHS
MONITORING PROCESSES**



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan and Prepare for Work



Section 2: Conduct Workplace Monitoring Processes

BSBWHSA10

Section 1:
Plan and Prepare for Work



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1.1 Introduction

This training course is based on the national unit of competency **BSBWHS419 Assist with Workplace Monitoring Processes**.

This unit applies to individuals who assist with using a range of measuring devices to identify hazards, assess risks and monitor the effectiveness of risk controls.

The unit applies to people who work in a broad range of WHS roles across all industries.



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1.1 Introduction

This unit describes the performance outcomes, skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).

NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. The term WHS will be used throughout this training course.



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1.2 WHS Legal Requirements

It is important that you access and stay up to date with current Commonwealth, state or territory Work Health and Safety (WHS) Acts and legislation as well as regulations and codes of practice.

Other relevant information you will need to access includes organisational WHS policies and systems, and documents such as standards, guidance publications and alerts issued by the relevant WHS regulator.



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1.2 WHS Legal Requirements

Some of the regulatory requirements and standards relevant to monitoring processes include:

- ◆ Australian and international standards, such as those produced by Standards Australia and Safe Work Australia.
- ◆ Biological exposure indices.
- ◆ Commonwealth and state or territory WHS Acts, regulations and codes of practice.
- ◆ Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for hazardous chemicals.



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Continued...

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- ◆ Guidance material, such as guidance notes, guides, fact sheets and technical reports that provide practical guidance and directions for hazard identification, risk assessment and risk controls.



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Policies, procedures, legislation, codes of practice and regulations can be challenging to read. They are often long documents and consist of complex jargon and phrases. When reading these documents, try:

- ◆ Scanning through them first to get a rough idea of what they are about.
- ◆ Reading summaries or plain English versions if they are available.
- ◆ Conduct internet searches for legislation or codes of practice to find information about them to help put it in context.



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- ◆ Pay close attention to headings as they will help guide you through.



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1.2.1 Key Elements of Acts, Regulations and Codes of Practice

It is essential that you have an understanding of the key provisions of relevant legislation from all levels of government that may affect your business operations.



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In relation to conducting measurements in the workplace, the main aspects are:

- ◆ **Industrial relations** – a multi-disciplinary field relevant to the employment relationship. It examines various employment relationships, including union and non-union arrangements.
- ◆ **Equal employment opportunity** – protects individuals from discrimination on the basis of their individual attributes.

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- ◆ **Privacy laws and confidentiality** – any personal information you acquire during your work activities must be kept confidential. This could include information relating to injuries or illnesses, occupationally acquired or not.
- ◆ **Workers compensation** – aims to provide money and other compensation to workers who are injured in the workplace.
- ◆ **Reporting of incidents.**
- ◆ **Work permits.**
- ◆ **Notification of incidents.**

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1.2.1.1 Workers Compensation

Person(s) Conducting a Business or Undertaking (PCBUs) are required to comply with all Commonwealth and state and territory legislation relevant to their workplace. In Australia, each state or territory has its own compensation legislation.

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1.2.1.1 Workers Compensation

Although the Acts are different in each state or territory, the basic obligations of PCBUs are the same. A PCBU must:

- ◆ Take out insurance with an approved insurer covering the PCBU's full liability for workers compensation and damages.
- ◆ Provide a safe and healthy workplace for workers so they are not at risk of accident or injury because of work practices.
- ◆ Make support and assistance available to a worker that suffers from work related injury or disease.
- ◆ Report incidents or injuries.
- ◆ Establish a return-to-work program.



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- ◆ Permit their nominated doctor to release information to the insurer.
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Section 1 Review Questions

1. What are three (3) of the regulatory requirements and standards that may apply to the monitoring process?



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Answer should include three (3) of the following:

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