

# HLTWHS003

## Maintain Work Health and Safety

### Final Practical Test — 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 Maintain Work Health and Safety in the Health industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency HLTWHS003 Maintain Work Health and Safety.

The assessment for this unit has been divided into two parts:

1. Theory Assessment (*see Final Theory Test*).
2. Practical Assessment (*This document*).

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

Evidence other than that collected through the use of this assessment tool may be considered provided that it is in line with the rules of evidence, the training package requirements, and the training organisation's policies and procedures. Any evidence, including evidence gathered through the use of this assessment tool, must follow the rules of evidence in order to be considered as contributing to a learner's demonstration of competency.

## Conducting the Practical Assessment

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

The purpose of this assessment is to gather evidence relating to a unit of competency to determine whether or not the learner has demonstrated the skills and knowledge required by the unit to be considered competent.

All practical 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.
- Completing assessments regardless of weather conditions and responding appropriately to the environment.
- Acting in accordance with site and safety procedures, requirements, and regulations.

**Details specific to each assessment are recorded in the Assessment Plan document. Please refer to this plan in preparation for any assessments.**

1. You must direct each learner to the practical assessment section at the back of the Learner Guide which outlines the practical assessments to be completed, before the assessment begins.
2. You need to brief learners on the assessment tasks contained in the practical assessment. Answer any questions that they may have.
3. You must supervise learners at all times during the assessment. Each learner must be observed to satisfactorily complete each task, even in situations where the work is completed by a team.
4. Learners may not use any references, books, or course notes during assessments, unless these resources are common to completing the task when performed in the workplace.
5. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
6. Learners should be able to complete the test in **199 minutes**. The time stated is a guide only. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.
7. You may ask questions during the practical assessment to ascertain the knowledge of learners and reasoning for specific action required by the task. Learners may also be required by the task to explain what they are doing. You must record these comments and any other observations in the Notes & Observations section of the practical assessment.

## Assessment Safety Considerations

You must make sure all required Personal Protective Equipment (PPE) is available, and that all learners are correctly fitted with PPE before the practical assessment begins.

You should ensure that any faulty or defective equipment intended for the purpose of hazard identification or equipment checks are secured away from serviceable equipment to prevent an unsafe situation occurring during the test.

## Grounds for Stopping the Assessment

If, at any time during the practical test, any learner acts in a manner that endangers themselves, others, equipment or property, the assessment must be stopped immediately. You are required to identify the dangerous act to the learner and re-schedule the test for a later time.

## 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 both the theory and practical parts of the Final Test (summative assessment).

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.

# HLTWHS003 Maintain Work Health and Safety Practical Assessment

<b>Learner Name:</b>	
<b>Assessor Name:</b>	
<b>Date of Assessment:</b>	
<b>Location of Assessment:</b>	

### Pre-Assessment Checklist:

- Assessment plan reviewed and validated.
- All resources required to conduct assessment are available.
- Site and weather conditions are appropriate and suitable for assessment.
- Learner is wearing appropriate clothing to participate safely in the assessment.
- Learner has completed adequate training prior to attempting this assessment.
- Assessor qualifications are current and relevant to the assessment.

Notes/Comments:

## Assessment 1 - Contribute to Workplace Procedures for Identifying Hazards and Controlling Risks (Occasion 1)

### Assessment Checklist:

The learner is required to complete a risk assessment and implement hazard controls in accordance with workplace and legislative requirements.

The learner is also required to respond to a simulated emergency (using the assessment scenario to be completed by the assessor) and complete a WHS incident report in accordance with workplace procedures.

This will include:

#### a) Identifying existing and potential hazards and recording them in accordance with workplace procedures including:

Did the learner correctly identify an existing hazard?	Y	N
Did the learner correctly identify a potential hazard?	Y	N
Did the learner correctly record identified existing and potential hazards in accordance with procedures?	Y	N
Did the learner use clear and accurate terminology?	Y	N

#### i) Completing a risk assessment.

Did the learner correctly complete a risk assessment?	Y	N
Did the learner use clear and accurate terminology?	Y	N

**Attach copies of any documentation as evidence of this assessment.**

#### b) Contributing to the development of strategies to implement risk controls and minimise risk.

Did the learner successfully contribute to the development of strategies to implement risk controls and minimise risk?	Y	N
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#### c) Implementing risk controls in accordance with the Hierarchy of Hazard control.

Did the learner correctly implement risk controls in accordance with the hierarchy of hazard control?	Y	N
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#### d) Identifying, recording and reporting any issues with risk controls, including residual risk.

Did the learner correctly identify issues with risk controls, including residual risk?	Y	N
Did the learner correctly record issues with risk controls, including residual risk?	Y	N
Did the learner correctly report issues with risk controls, including residual risk?	Y	N
Did the learner use clear and accurate terminology for this task?	Y	N

**Attach copies of any documentation as evidence of this assessment.**

#### e) Responding to a simulated emergency situation in accordance with workplace procedures.

Did the learner correctly respond to a simulated emergency in accordance with procedures?	Y	N
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#### f) Maintaining WHS incident records in the work area including:

Did the learner correctly maintain WHS records in the work area in accordance with procedures?	Y	N
Did the learner use clear and accurate terminology?	Y	N

#### i) Completing a workplace incident report.

Did the learner complete the workplace incident report correctly?	Y	N
Did the learner use clear and accurate terminology?	Y	N

**Attach copies of any documentation as evidence of this assessment.**

**Assessment 1 - Contribute to Workplace Procedures for Identifying Hazards and Controlling Risks (Occasion 1)**

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

