



**Australian Government**

# **BSBWHS409 Assist with workplace monitoring processes**

**Release: 1**

## BSBWHS409 Assist with workplace monitoring processes

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

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

It applies to individuals working in a broad range of WHS roles across all industries who assist with using a range of measuring devices to collect, interpret, evaluate and report on workplace information and data in relation to physical agents and conditions.

It does not extend to hazard identification, risk assessment or developing control measures based on the outcomes of monitoring, which are covered in BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.

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. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Assist with selecting measuring devices	1.1 Assist with identifying regulatory requirements and standards that apply to monitoring 1.2 Identify agent and/or condition to be measured through consultation with relevant individuals and parties 1.3 Identify characteristics of agent and/or condition 1.4 Determine the area where measurements are to be taken 1.5 Assist with identifying types of appropriate measuring equipment 1.6 Assist with the selection of measuring equipment according to the agent and/or condition, the environment, the activities being carried out and the level of risk to self 1.7 Recognise limits of own expertise and available equipment and seek expert advice and equipment as required
2 Assist with preparations to collect workplace information and data	2.1 Determine a sampling process 2.2 Consult with and advise those involved in workplace activities to collect information and data about the requirements, nature and purpose of the monitoring 2.3 Assist with defining a sampling plan after inspecting area and consulting with workers and affected parties about the nature of the problem 2.4 Assist with checking the operability of equipment
3 Assist with collecting workplace information and data	3.1 Assist with selecting and calibrating monitoring equipment, and selecting appropriate scale 3.2 Assist with tests 3.3 Assist with correct use and maintenance of equipment to collect information and data 3.4 Ensure own health and safety while collecting information and data, and record readings using expert support and advice as required 3.5 Assist with dismantling and cleaning equipment and parts, or dispose of appropriately 3.6 Assist with correctly storing equipment or making it ready for re-use as required

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
4 Assist with documenting and evaluating results of monitoring	4.1 Assist with interpreting and evaluating results against a recognised standard and documenting results 4.2 Assist with preparing reports on the monitoring process, including any regulatory requirements, and consider purposes of report and the target audiences 4.3 Assist with presenting required information and data clearly and logically 4.4 Assist with retaining results and records in a format that enables them to be readily retrieved according to regulatory requirements and standards

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.3	<ul style="list-style-type: none"> <li>Interprets and analyses complex legal organisational and technical texts relevant to monitoring</li> </ul>
Writing	1.2, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>Uses appropriate structure, layout and language for reporting and recording information about WHS monitoring</li> </ul>
Oral communication	1.2, 1.7, 2.2, 2.3, 3.4	<ul style="list-style-type: none"> <li>Uses structure and language suitable for audience to present or seek information about monitoring</li> </ul>
Numeracy	3.1, 3.2, 3.3, 4.1, 4.3	<ul style="list-style-type: none"> <li>Selects and flexibly uses a range of tools, hand-held devices, computers and technological processes to perform calculations</li> <li>Collects, represents, summarises and interprets a range of statistical data appropriately</li> <li>Uses a range of informal and formal oral and written mathematical language and symbols to communicate mathematically</li> </ul>
Navigate the world of work	1.1, 4.1, 4.2	<ul style="list-style-type: none"> <li>Takes responsibility for adherence to legal and regulatory responsibilities in relation to WHS role and responsibilities</li> <li>Keeps up to date on changes to WHS legislation or regulations</li> </ul>
Interact with others	1.1,1.2, 1.7, 2.2, 2.3, 3.2, 3.3, 3.4, 3.5, 3.6, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>Understands what to communicate, with whom and how in context of WHS monitoring</li> <li>Cooperates with others as part of WHS monitoring processes, and contributes to specific activities requiring joint responsibility and accountability</li> <li>Collaborates with others to achieve individual and team outcomes</li> <li>Offers assistance and shares information and resources voluntarily</li> </ul>
Get the work done	1.4, 1.5, 1.6, 1.7, 2.1, 2.3, 2.4, 3.1, 4.1, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>With assistance, determines priorities and sequences the steps in clearly defined tasks and identifies and assembles the resources required in relation to planning for WHS monitoring</li> <li>Uses formal decision making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria</li> <li>Uses familiar digital systems and tools to access,</li> </ul>

		<p>organise, analyse and display information relevant to role</p> <ul style="list-style-type: none"> <li>Manages and maintains files securely in appropriate storage media and formats to enable retrieval according to regulations and standards</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS409 Assist with workplace monitoring processes	BSBWHS409A Assist with workplace monitoring processes	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)