



MSTGN4010

(Release 1 - 04 Jul 2016)

Implement and monitor WHS and environmental systems in the workplace

Learner Assessment Workbook

Instructions to Learner

Prior to commencing the assessments, your trainer/assessor will explain each assessment task and the terms and conditions relating to the submission of your assessment task. Please consult with your trainer/assessor if you are unsure of any questions. It is important that you understand and adhere to the terms and conditions, and address fully each assessment task. If any assessment task is not fully addressed, then your assessment task will be returned to you for resubmission. Your trainer/assessor will remain available to support you throughout the assessment process.

Written Work

Assessment tasks are used to measure your understanding and underpinning skills and knowledge of the overall unit of competency. When undertaking any written assessment tasks, please ensure that you address the following criteria:

- Address each question including any sub-points
- Demonstrate that you have researched the topic thoroughly
- Cover the topic in a logical, structured manner
- Your assessment tasks are well presented well-referenced and word processed
- Your assessment tasks include your full legal name on each and every page.

Active Participation

It is a condition of enrolment that you actively participate in your studies. Active participation is completing all the assessment tasks on time.

Observation/demonstration

Throughout this unit, you will be expected to show you competency of the elements through observations or demonstrations.

Checklists have been included for all workbook and summative activities, where you are required to be observed, these will provide a list of actions or behaviours which you will need to demonstrate during the activity.

Observation is on-the-job

The observation will usually require:



- Performing a work-based skill or task
- Interaction with colleagues and/or customers.

Demonstration is off-the-job

A demonstration will require:

- Performing a skill or task that is asked of you
- Undertaking a simulation exercise.

Reasonable Adjustments

Where you are unable to complete the tasks in the methods specified due to situations beyond your control, your assessor will make reasonable adjustments depending on your needs.

Plagiarism

Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a learner's exclusion from a course. When you have any doubts about including the work of other authors in your assessment, please consult your trainer/assessor. The following list outlines some of the activities for which a learner can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another learner
- Presenting the work of another individual or group as their own work
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

If it is identified that you have plagiarised within your assessment, then a meeting will be organised to discuss this with you, and further action may be taken accordingly.

Collusion

Collusion is the presentation by a learner of an assignment as their own that is, in fact, the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more learners in plagiarism or other forms of academic misconduct and, as such, both parties are subject to disciplinary action. Collusion or copying from other learners is not permitted and will result in a '0' grade and NYC.



Assessments must be typed using document software such as (or similar to) MS Office. Handwritten assessments will not be accepted (unless, prior written confirmation is provided by the trainer/assessor to confirm).

Competency Outcome

There are two outcomes of assessments: S = Satisfactory and NS = Not Satisfactory (requires more training and experience).

Once the learner has satisfactorily completed all the tasks for this module the learner will be awarded 'Competent' (C) or 'Not yet Competent' (NYC) for the relevant unit of competency.

If you are deemed 'Not Yet Competent' you will be provided with feedback from your assessor and will be given another chance to resubmit your assessment task(s). If you are still deemed as 'Not Yet Competent' you will be required to re-enrol in the unit of competency.

Additional Evidence

If we, at our sole discretion, determine that we require additional or alternative information/evidence in order to determine competency, you must provide us with such information/evidence, subject to privacy and confidentiality issues. We retain this right at any time, including after submission of your assessments.

Confidentiality

We will treat anything, including information about your job, workplace, employer, with strict confidence, in accordance with the law. However, you are responsible for ensuring that you do not provide us with anything regarding any third party including your employer, colleagues and others, that they do not consent to the disclosure of. While we may ask you to provide information or details about aspects of your employer and workplace, you are responsible for obtaining necessary consents and ensuring that privacy rights and confidentiality obligations are not breached by you in supplying us with such information.

Assessment Appeals Process

If you feel that you have been unfairly treated during your assessment, and you are not happy with your assessment and/or the outcome as a result of that treatment, you have the right to lodge an appeal. You must first discuss the issue with your trainer/assessor. If you would like to proceed



further with the request after discussions with your trainer/assessor, you need to lodge your appeal to the course coordinator, in writing, outlining the reason(s) for the appeal.

Recognition of Prior Learning (RPL)

Candidates will be able to have their previous experience or expertise recognised on request.

Special Needs

Candidates with special needs should notify their trainer/assessor to request any required adjustments as soon as possible. This will enable the trainer/assessor to address the identified needs immediately.

Assessment Requirements

The assessment for this unit has been designed to meet the knowledge and performance requirements outlined in the unit of competency **MSTGN4010 - Implement and monitor WHS and environmental systems in the workplace** (training.gov.au).

Assessment Conditions

> Assessors must:

- satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
- have vocational competency in implementing and monitoring WHS and environmental systems, at least to the level being assessed, with relevant industry knowledge and experience.

Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

The unit is applicable to all TCF sectors and assessment must ensure it is delivered to suit the industry it is being applied to.

Performance Evidence

Candidates must demonstrate the ability to:

- reading and following work instructions, standard operating procedures and safe work practices
- applying relevant standards

- analysing the work environment to identify hazards, assess risks and judge when intervention to control risks is necessary
- locating, interpreting and applying relevant information, including work health and safety (WHS) and environmental legislation and codes of practice
- applying organisational management systems and procedures to implement and monitor WHS and environmental policies and workplace procedures
- applying risk management procedures, including hazard identification, risk assessment and risk control
- implementing procedures to deal with hazardous events and taking action to prevent recurrence
- identifying training needs, encouraging participation and arranging for training, where required, to deal with workplace WHS and environmental issues
- providing at least three (3) examples of oral or written communication that encourages consultation, conveys information and provides feedback in written and /or oral form on WHS and environmental systems, in an identified workplace
- analysing relevant workplace data and documenting practices in an identified workplace or production operation to identify hazards, assess and mitigate risks, evaluate the effectiveness of risk control measures and implement environmental management strategies.

Knowledge Evidence

Candidates must be able to demonstrate knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- the provisions of WHS and environmental legislation, regulations and codes of practice
- principles and practices of effective WHS and environmental management relevant to work context and role, such as:
 - environmental protection
 - waste reduction
 - waste disposal
 - pollution control
 - recycling
- workplace WHS and environmental management systems, policies and procedures
- the characteristics and composition of the workforce that may impact on WHS management
- WHS practices, including hazard identification and control measures
- measures to maintain healthy environment and reduce waste relevant to context (reduce, re-use and recycle)
- risks and risk control relevant to the workplace
- risk control measures, including:

- elimination of the risk
 - engineering controls
 - administrative controls
 - personal protective equipment
- sources of information suitable for communicating WHS and environmental information
- resources for assessing and providing training in WHS and environmental practices
- forms of Information, such as:
 - printed information
 - oral presentation
 - instructions
 - diagrams
 - brochures
 - signs
 - illustrations
 - flow charts
 - film or video presentations
 - web links
- workplace procedures
- recording and reporting practices.

Assessments can either be:

- Direct observation
- Product-based methods e.g. reports, role plays, work samples
- Portfolios - annotated and validated
- Questioning

The assessment activities in this workbook assess aspects of all the elements, performance criteria, skills and knowledge and performance requirements of the unit of competency.

To demonstrate competence in this unit you must undertake all activities (formative and summative) in this workbook and have them deemed satisfactory by the assessor. If you do not answer some questions or perform certain tasks, and therefore you are deemed to be Not Yet Competent, your trainer/assessor may ask you supplementary questions to determine your competence. Once you have demonstrated the required level of performance, you will be deemed competent in this unit.

Should you still be deemed Not Yet Competent, you will have the opportunity to resubmit your assessments or appeal the result.

As part of the assessment process, all learners must abide by any relevant assessment policies as provided during induction.



If you feel you are not yet ready to be assessed or that this assessment is unfair, please contact your assessor to discuss your options. You have the right to formally appeal any outcome and, if you wish to do so, discuss this with your trainer/assessor.



Candidate Details

Assessment - MSTGN4010: Implement and monitor WHS and environmental systems in the workplace

Please complete the following activities and hand in to your trainer/assessor for marking. This forms part of your assessment for MSTGN4010: Provide work skill instruction.

Name:

Address:

Email:

Employer:

Declaration

I declare that no part of this assessment has been copied from another person's work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person. I also understand the assessment instructions and requirements and consent to be assessed.

Signed:

Date:

If activities have been completed as part of a small group or in pairs, details of the learners involved should be provided below.

This activity workbook has been completed by the following persons and we acknowledge that it was a fair team effort where everyone contributed equally to the work completed. We declare that no part of this assessment has been copied from another person's work with the exception of where we have listed or referenced documents or work and that no part of this assessment has been written for us by another person.

Learner 1:



Signed:

Learner 2:

Signed:

Learner 3:

Signed:

Section 1: Activities

Complete the following activities individually or in a group (as applicable to the specific activity and the assessment environment).

Use the following case studies to help you complete the activities. Each activity will reference a case study if it is required to be used for that activity.

Case Study: CS1

GreenThread Textiles (GT) is a mid-sized textile finishing and garment assembly facility located in an Australian industrial precinct. The plant operates dyeing, drying, cutting and sewing lines, a small chemical mixing area for finishes, compressed air systems, forklift traffic, and a wastewater collection tank. The workforce includes machinists, line supervisors, a small maintenance team and casual packers; several operators speak limited English and three work night shift. GT has an environmental sustainability policy (high level) and a WHS manual but some procedures are out of date and Safety Data Sheets (SDS) for two older dye products are missing from the current register. Recent events include a minor chemical spill during a dye transfer (no injuries) and two near-miss incidents involving forklift/pedestrian interactions. The EHS Manager has asked a newly promoted line supervisor (the learner role) to: locate and bring current WHS and environmental information to the team toolbox, perform a detailed hazard inspection of their line, and prepare clear templates and records for incident reporting, risk assessments and waste reduction actions so the site can demonstrate compliance to the regional WHS regulator and support an internal audit scheduled in 8 weeks. GT uses an electronic document management system but also keeps paper registers at shift handover points. Existing documentation includes a high level WHS policy, an environmental policy draft, some outdated procedures for chemical handling, incomplete SDS folder, and an old risk assessment for the dyeing line dated three years ago.

Activity 1A: Locate & Register Sources

Estimated Time:	3 hours
Activity Type:	Written
Objective:	To provide you with the opportunity to identify, evaluate and register primary WHS and environmental information sources relevant to your workplace and jurisdiction.
Case Study:	CS1
	Using case study CS1 (GreenThread Textiles) you will investigate and document authoritative sources of WHS and environmental information relevant to the site and your line of work. Tasks: 1) Investigate and locate the primary Australian WHS legislation, relevant Regulations and Codes of Practice that apply to textile finishing/manufacturing in your state/territory (KE3, KE2). Provide references (URLs or library references) and note any state variations that affect dye handling, confined spaces around tanks, forklift operation and hazardous chemical management. 2) Locate two relevant Australian Standards that apply to materials handling, machine guarding or ventilation and explain briefly how each standard applies to your line (KE2). 3) Identify at least five reliable sources for communicating WHS/environmental information (e.g., Safe Work Australia guidance, state regulator web pages, manufacturer SDS, industry association guidance, internal WHS intranet) and evaluate their currency and reliability (KE11). Justify why each source is reliable and how you checked currency (dates, revision numbers) (Analyse, Evaluate, Justify). 4) Collect and present examples of different forms of information used in workplace communication: one SDS, one manufacturer technical data sheet or manual excerpt, one diagram/flow chart demonstrating a process, one sample signage or brochure and one recorded web link or video resource. Explain how each form suits different audiences (operators, maintenance, managers) (KE13) (Differentiate, Assess). 5) Review GT's existing workplace procedures (from CS1) and identify which procedures are current, which are out of date or missing (e.g., chemical handling, incident reporting, document control). Provide suggested revisions or immediate actions to align them with the authoritative sources you found (KE14). 6) Compile a WHS Information Sources Register (text or

	spreadsheet) that lists each source, its purpose, where it is stored (electronic/paper), currency (date/version), and a short note on how it should be used by staff. Include a short, step-by-step search procedure (4–6 steps) that another supervisor could follow to locate SDS, legislation, codes and manufacturer guidance (addresses the learning goal of a practical search process). Deliverables: - A 2–3 page summary report with referenced links and short justifications. - The WHS Information Sources Register (spreadsheet or table). - Copies (or screenshots/links) of the five information examples collected. - The step-by-step search procedure. Answer/Checklist • Provided references and links to applicable WHS Acts, Regulations and at least two Codes of Practice; assessor checks dates/versions and that state/territory variations are identified. • Identified and justified at least two relevant Australian Standards and explained their application to the workplace. • Listed at least five reliable information sources, with evaluation notes on currency and reliability (dates, revision numbers, publisher). • Supplied one SDS, one manufacturer technical/installation excerpt, one diagram/flow chart, one signage/brochure example and one web/video link; learner explains audience suitability for each. • Reviewed GT procedures and identified outdated/missing procedures with recommended immediate actions. • Completed WHS Information Sources Register with storage location and version control notes. • Supplied a clear step-by-step search procedure for locating SDS, legislation, codes of practice and manufacturer guidance. • All documents are presented in clear workplace language, correctly referenced and accessible for other staff (plain English).
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Activity 1B: Hazard Analysis Task

Estimated Time:	4 hours (including on-floor inspection and report preparation)
Activity Type:	Observation
Objective:	To provide you with the opportunity to analyse your work environment, identify and prioritise hazards, assess risks and recommend controls using the hierarchy of control.
	Standalone practical assessment (observed in real or simulated workplace). You will lead and be observed conducting a systematic hazard inspection on a designated production line (or close simulation), produce a prioritised risk register and recommend controls. Tasks: 1) Prepare for the inspection: review the GT line layout (or provided simulation plan), identify worker groups and characteristics likely to affect WHS (e.g., shift patterns, language diversity, casuals, age profile) and note how these may change controls or communication (KE6). 2) Conduct a structured walk-through inspection (assessor observation) to identify hazards across physical, chemical, biological, ergonomic and organisational categories (KE7). Use the provided or an agreed workplace checklist to ensure completeness. 3) For each identified hazard (minimum 8 hazards across categories), assess likelihood and consequence using a simple risk matrix (provided in instructions) and justify your rating (KE9) (Assess, Justify). 4) For the top 5 risks (by priority), apply the hierarchy of control to recommend specific control measures — justify why each control was selected and identify anticipated residual risk (KE10). Include one example where elimination or substitution is recommended, one where an engineering control is proposed, one administrative control and two PPE requirements. Ensure PPE recommendations are aligned to safe work practices for the task (KE1). 5) Identify training or resourcing needs necessary to implement the recommended controls (e.g., specific training modules, language translation of instructions, shift rostering changes, supervision requirements) and list resources required (KE12). Include a brief monitoring and review approach for each high-priority control (how you will check effectiveness and frequency). 6) Deliver a prioritised risk register (spreadsheet or table), a short control implementation plan for the top 3 risks (who, what, when, cost estimate) and conduct a 10-minute toolbox talk (observed) with at least two colleagues or role-players explaining one high-priority hazard and your recommended control. The assessor will observe the inspection and the toolbox talk. Deliverables: - Completed inspection notes (photographs permitted), completed risk matrix entries for all hazards

	identified. - Prioritised risk register with justification for ratings. - Control implementation plan for top 3 risks and monitoring schedule. - Evidence of toolbox talk (signed attendance or assessor statement). Answer/Checklist • Prepared inspection plan that identifies workforce characteristics and their WHS implications. • Conducted a full walk-through inspection; assessor observed learner identifying hazards across multiple categories and taking appropriate notes/evidence. • Identified at least 8 hazards and assessed each using likelihood and consequence; risk ratings are justified. • Produced a prioritised risk register that correctly ranks risks from highest to lower priority. • For the top 5 risks, applied the hierarchy of control with at least one example of elimination/substitution, engineering and administrative controls and PPE; residual risk is evaluated. • PPE recommendations align with safe work practices and are practical for the workforce. • Identified training/resources required to implement controls with realistic suggestions (KE12). • Supplied a monitoring/review plan for high-priority controls (who, how often, success criteria). • Delivered a clear 10-minute toolbox talk; assessor confirms communication to peers and records attendance/feedback.
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Activity 1C: Prepare WHS Documents

Estimated Time:	5 hours
Activity Type:	Written
Objective:	To provide you with the opportunity to prepare and adapt workplace WHS and environmental documents, implement record keeping and propose continuous improvement actions.

Case Study:	CS1
	Using case study CS1 (GreenThread Textiles) prepare and adapt core WHS and environmental documents required for common workplace events and implement record-keeping practices. Tasks: 1) Select or adapt templates for: a) an incident/near-miss report form, b) a risk assessment form for the dyeing line, and c) a short waste reduction action plan (KE5). Each template must include required legislative/organisational information (who, what, where, immediate actions, hazard classification, corrective actions, responsible person, date) and clear version control fields. Complete each template with sample entries based on the chemical spill and forklift near misses from CS1 (KE15). 2) Demonstrate application of environmental protection and waste reduction principles (reduce, re-use, recycle) to the dyeing process by preparing a concise waste reduction action plan (max 500 words) that recommends at least three practical measures (e.g., segregated rinse water capture, re-use of process water, improved inventory to reduce expired dyes) and estimates expected environmental benefits (KE4, KE8) (Recommend, Evaluate). 3) Establish document control and record-keeping procedures for the forms you prepared: specify storage (electronic/paper), access controls to protect privacy, retention timeframes aligned with legislation or company policy, version control and how corrective actions and review cycles will be captured (KE15). 4) Propose a continuous improvement schedule that uses these records to trigger reviews (e.g., after an incident, quarterly audit triggers), and show how outcomes will be tracked (e.g., corrective action log, review dates, responsible owner) (KE5). 5) Prepare a short 1–2 page guidance note for line workers and supervisors explaining when to use each form, how to complete them in plain English and how completed records will be used to improve safety and environmental outcomes (KE5, KE15). Deliverables: - Three completed templates with sample entries. - Waste reduction action plan (≤ 500 words). - Document control and record-keeping procedure note. - Continuous improvement schedule and corrective action tracking example. - Worker guidance note. Answer/Checklist

	• Selected/adapted incident, risk assessment and waste reduction templates include required legislative/organisational fields and version control. • Completed each template with realistic sample entries based on CS1 incidents; entries are clear and accurate. • Waste reduction plan recommends at least three practical measures, references expected environmental benefits and links to workplace practice (KE4, KE8). • Document control plan specifies storage, access, privacy protections, retention timeframes and version numbering. • Continuous improvement schedule links incident/assessment records to review and corrective action tracking. • Guidance note is written in plain English and explains use of forms to staff; includes who to contact for assistance. • All records are organised and ready for internal audit; assessor verifies that forms and record keeping meet simple compliance checks (completeness, traceability, responsible person identified).
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Activity 2A: Hazard Communication Pack

Estimated Time:	3 hours
Activity Type:	Observation
Objective:	To provide you with the opportunity to prepare and deliver targeted hazard communications and record the outcomes so controls and follow-up are tracked.
Case Study:	CS1
	Using the GreenThread Textiles case study (CS1) context, you will: 1) Analyse the recent dye transfer spill and forklift near-misses described in CS1 and select one specific hazard to focus on (either chemical transfer, forklift/pedestrian interaction, or wastewater handling). 2) Prepare three different communication items tailored to different workplace groups: a short (8–10 minute) toolbox talk script for operators (verbal), a one-page written safety alert or poster for the shift noticeboard (printed), and a brief digital email / instant-message alert for supervisors and the EHS manager (digital). Each item must include: a clear description of the hazard, outcomes of the latest risk assessment (key risks and residual risk rating), the required immediate

	controls and longer-term actions, and instructions for reporting and escalation. 3) Deliver the toolbox talk to a small group (role-play in the assessment if workplace delivery not available) — assessor to observe delivery and worker engagement. 4) Record the communication outcomes: update the line hazard register entry, file the safety alert in the document system, note who received the digital alert and collect immediate feedback from two participants (short verbal or written responses). 5) Evaluate effectiveness: propose and justify two simple performance indicators (eg. % staff acknowledging the message, reduction in unsafe acts observed over next two shifts) and identify potential barriers to understanding or compliance (language, shift patterns, literacy). 6) Recommend two improvements to the communication approach and document how you will escalate unresolved issues to the EHS manager or safety representative. Use at least one suitable external or internal information source (eg. SDS, site risk assessment, WHS manual) and reference it in your records. Answer/Checklist • Selected hazard is clearly identified and justified (analyse) • Toolbox talk script (8–10 min) prepared and appropriate for operator audience; delivery observed by assessor and shows clear explanation of hazard, risk outcomes and required controls • Written safety alert/poster prepared and suitable for noticeboard audience (clear headings, actions, visuals) • Digital alert prepared for supervisors/EHS manager and contains escalation/contact information • Hazard register entry updated with the new information and follow-up actions logged (assessor checks entry) • At least one source of information referenced (eg. SDS, existing risk assessment) and cited in records (KE11) • Feedback recorded from at least two participants and used to evaluate understanding (KE15) • Two practical performance indicators recommended and justified (evaluate) • Barriers to understanding identified and mitigation strategies proposed (investigate) • Escalation pathway documented for unresolved issues with named personnel and timeframes (assessor verifies completeness) • Assessor verifies that communication materials use at least two different forms of information (eg. printed, oral, digital) (KE13) • All documentation filed
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	or saved to the workplace system as per instructions and assessor verifies entries (KE15)
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Activity 2B: Control Plan & Demonstration

Estimated Time:	4 hours
Activity Type:	Observation
Objective:	To provide you with the opportunity to develop, justify and demonstrate a hazard control plan using the hierarchy of controls and relevant workplace procedures.
	This standalone practical activity requires you to select a common manufacturing hazard (options: manual handling of heavy rolls, exposure to dye chemicals during transfer, or entanglement risk on cutting machines). You must: 1) Analyse the hazard and produce a short written hazard control plan (1–2 pages) that: a) states the hazard and consequence(s); b) applies the hierarchy of controls to identify at least three control options (elimination, engineering, administrative, PPE) and justifies the selected controls (justify and prioritise); c) assigns responsibilities, sets timeframes and specifies monitoring actions and success criteria; d) references the relevant workplace procedure(s) to be updated. 2) Prepare or list resources needed to deliver training and supervision for the control (training materials, PPE, competency checks) and identify internal/external resources to support delivery (KE12). 3) Demonstrate correct selection and use of PPE and safe work practices for the chosen hazard to an assessor or simulate demonstration (observed) — assessor to use a checklist to confirm correct PPE choice, donning/doffing and safe work method. 4) Provide a short training brief (one A4 handout or slide) that could be used to deliver a 10–15 minute session for operators, including a short practical check or question set. 5) Explain how the new control will be recorded and embedded in workplace procedures (update example wording for the relevant procedure) and how its effectiveness will be monitored using routine activities (inspections, toolbox checks, incident reviews). Answer/Checklist

	• Hazard description and consequences clearly stated (analyse) • Hazard control plan includes at least three options using the hierarchy of controls; chosen controls are justified with reasoned explanation (justify) (KE10) • Responsibilities, timeframes and monitoring actions specified and realistic • Training/resources listed with sources and estimated quantities & training method (KE12) • Demonstration of PPE and safe work practices observed and assessed as correct (assessor checks donning/doffing, suitability and explanation) (KE1) • Training brief/handout prepared and suitable for a 10–15 minute delivery; includes learning checks • Example procedure wording provided to update workplace procedure and references existing procedure numbers (KE14) • Monitoring methods identified (inspections, checks, KPIs) and linked to control effectiveness evaluation • Assessor verifies documentation completeness and that evidence demonstrates planned implementation and monitoring
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Activity 2C: Consultation Planning & Facilitation

Estimated Time:	4 hours
Activity Type:	Observation
Objective:	To provide you with the opportunity to plan and run WHS consultation activities that engage the workforce, remove participation barriers and document outcomes.
Case Study:	CS1
	Using the GreenThread Textiles scenario (CS1), prepare and facilitate a short consultation session (observed role-play or workplace meeting) that addresses the site's recent issues (chemical spill, missing SDS, forklift near-misses) and seeks worker input on control measures and environmental improvements. Tasks: 1) Analyse the workforce characteristics (shift patterns, language needs, skill mix) and design an inclusive consultation plan that details methods to engage all members (face-to-face meeting, staggered sessions for shifts, translated briefings, use of safety rep). Demonstrate how barriers (limited English, night shift, casuals) will be removed or mitigated. 2) Prepare an agenda and meeting pack (includes a short problem statement, risk information summary, proposed options, and a blank issue log template). 3) Facilitate a 20–30 minute consultation session

	(role-play if needed) — assessor observes facilitation skills: encourages input, records concerns, manages time and ensures respectful participation. 4) Record and follow up: produce completed meeting minutes, an issue log with priorities, assigned actions and timeframes, and a record of any issues escalated to the EHS manager or other authority with justification referencing relevant WHS legislation or codes (KE3) and workplace WHS system/policy references (KE5). 5) Demonstrate how environmental principles (waste reduction, pollution control) were considered and how worker suggestions were incorporated or reasoned why they were not (evaluate). 6) Propose a schedule for reviewing agreed actions and describe how outcomes will be communicated back to the workforce (eg. sign-off sheet, demo, short quiz). Answer/Checklist • Workforce characteristics analysed and an inclusive consultation plan produced (analyse) (KE6) • Agenda and meeting pack prepared and appropriate for the audience • Consultation session facilitated effectively (assessor observes): encourages participation, manages barriers, records contributions • Issue log completed with clear priorities, responsible persons and timeframes • Evidence of escalation for unresolved issues with reason and nominated recipient (referencing workplace system) (KE5) • Meeting minutes and action list produced and filed • Legal/contextual justification included for decisions where relevant (references to WHS legislation or code of practice) (KE3) • Environmental considerations documented and worker suggestions addressed or explained (KE4) • Communication method to report outcomes back to workforce described and includes verification step (eg. sign-offs, demo, short quiz) • Assessor verifies that documents are legible, stored in the workplace system and suitable for audit
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Activity 3A: Implement Risk Controls

Estimated Time:	4 hours (including planning, toolbox talk and observed implementation)
Activity Type:	Observation
Objective:	To provide you with the opportunity to interpret and apply workplace risk control procedures and supervise implementation using the hierarchy of controls.
Case Study:	CS1
	Context: Use GreenThread Textiles (CS1) materials and your own workplace environment (or simulated production line) to plan and implement a set of control measures for an identified hazard on a production line (for example: chemical transfer/dye line, machine guarding, or forklift/pedestrian interaction). Tasks (these will be observed and documented): 1. Investigate and Analyse: Review the workplace WHS and environmental management system documents and current procedures relevant to the selected hazard (KE5). Identify the specific PPE, permits and lockout/tagout procedures that apply (KE1). Consider workforce characteristics (e.g. limited English, night shift, casual staff) and evaluate how these characteristics will influence communication, supervision and implementation of controls (KE6). 2. Prioritise and Plan using the hierarchy of controls: Using the hierarchy of controls (elimination, substitution, engineering, administrative, PPE) (KE10), develop a step-by-step control plan that sequences actions from most to least effective. Justify and prioritise which controls will be implemented immediately, which require escalation and why (Analyse, Prioritise, Justify). 3. Implement and Supervise: Conduct a pre-start check and lead a short supervised implementation (this can be a live task in the workplace or a simulated activity). Apply engineering or administrative controls as planned, ensure PPE is issued and worn correctly and that any permits or LOTO are completed before starting work. Demonstrate how you would supervise and verify that controls are functioning and being followed (KE1, KE5).

	4. Training and Resources: Identify and document the resources and training materials required to support the implemented controls (toolbox talk notes, translated material, demonstration aids) and schedule a brief toolbox talk or short training session for affected workers (KE12). Provide an outline of the training content and how it will be delivered to the workforce segments identified earlier (KE6). 5. Record and Escalate: Complete the appropriate workplace implementation record and note any immediate corrective actions or items requiring escalation to management (this is a short handover to the assessor/supervisor). Explain when you would stop work and escalate if controls prove inadequate (KE10, KE5). Submission / Evidence to be produced during the activity: - Completed pre-start checklist and LOTO/permitting (or simulated permit) for the hazard. - The control plan that shows sequencing using hierarchy of controls with justification. - Toolbox talk/training outline and resource list. - Completed workplace implementation record (signed and handed over to assessor/supervisor). Answer/Checklist • Demonstrates review of relevant workplace WHS and environmental management systems and identifies applicable procedures (KE5) • Identifies correct PPE types and demonstrates understanding of correct PPE usage and enforcement methods (KE1) • Analyses workforce characteristics (languages, shifts, skill levels) and explains how these affect the implementation and communication of controls (KE6) • Produces a control plan that sequences actions using the hierarchy of controls and provides clear justification for chosen measures (KE10)
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	• Performs pre-start checks and applies or simulates lockout/tagout and permit requirements where relevant (KE1, KE5) • Leads/simulates supervision of the activity and verifies control measures are in place and functioning (observed) (KE5, KE10) • Prepares a toolbox talk/training outline and lists resources required to support the control measures (KE12) • Completes and hands over implementation records to the assessor/supervisor and explains any items requiring escalation (KE5) • Assessor to verify authenticity of observation, sign off completed checklists/permit forms and record any non-conformances
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Activity 3B: Monitoring Plan & Analysis

Estimated Time:	3 hours (design, field monitoring/observation or simulated data collection, analysis and reporting)
Activity Type:	Observation
Objective:	To provide you with the opportunity to design, operate and evaluate a monitoring plan that checks the effectiveness of risk controls and produces documented findings and recommendations.
	Stand-alone practical assessment (no CS1). You will design and operate a monitoring activity in a real or simulated workplace to assess the effectiveness of existing risk controls for one selected hazard. Tasks: 1. Design the monitoring plan: Prepare a short monitoring plan (inspection/observation checklist, measurement points and frequency, and responsibilities). The plan must state what will be monitored (specific controls or behaviours), which methods will be used (visual inspection, measurements, observations, log review), and the performance indicators or standards against which results will be compared (KE7, KE9). 2. Conduct monitoring and collect data: Carry out one monitoring session (observed) or use provided simulated monitoring data. Record findings using checklists and logs. Identify and classify hazards or non-compliances found during monitoring and assess associated risks using a simple risk-rating approach (Analyse, Assess) (KE7, KE9).

	3. Use appropriate information sources and formats: Demonstrate how you used workplace information sources to support your monitoring (SDS, permits, maintenance logs, procedures) and prepare the monitoring record using at least two different information forms (e.g. checklist plus photographic evidence, short written log or flow chart) (KE11, KE13). 4. Analyse and recommend corrective actions: Collate and analyse the data, compare results to performance indicators/standards to identify trends or failures requiring corrective action. Prioritise identified issues and recommend corrective actions, including temporary controls or stopping work if necessary. Describe follow-up monitoring to verify the effectiveness of corrective actions (Recommend, Prioritise, Evaluate) (KE9, KE7). 5. Reporting and record keeping: Produce a short monitoring report (1–2 pages or equivalent) that includes summary findings, risk ratings, recommended corrective actions, and follow-up schedule. Ensure records are completed in the required format and explain how they would be escalated through workplace channels (KE15). Submission / Evidence: - Monitoring plan document and completed checklist/logs from monitoring session (or simulated dataset with completed analysis) - Photographs or other forms of evidence used in monitoring (if available) - Monitoring report that includes risk ratings, analysis, recommendations and follow-up plan Answer/Checklist • Prepares a monitoring plan that states methods, frequency, persons responsible and performance indicators (KE7, KE9)
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	• Conducts monitoring (observed) or uses provided data and completes inspection checklists/logs accurately (KE7, KE9) • Uses suitable information sources to support findings (SDS, logs, procedures) and presents findings using at least two information forms (KE11, KE13) • Analyses monitoring data, compares to standards/indicators and identifies trends, failures or immediate hazards (KE9) • Prioritises corrective actions and justifies recommendations; includes temporary measures or stop-work actions if required (Prioritise, Recommend) (KE7, KE9) • Produces a clear monitoring report and completes recording/reporting forms to workplace standard (KE15) • Assessor to observe monitoring activities, verify records/copies and sign off on the monitoring report
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Activity 3C: Evaluate Control Adequacy

Estimated Time:	2 hours (analysis and written report with checklist)
Activity Type:	Written
Objective:	To provide you with the opportunity to investigate and document inadequacies in existing risk control measures against legislative, standards and workplace requirements and to prepare prioritized corrective recommendations.
Case Study:	CS1
	Context: Use the GreenThread Textiles scenario (CS1) incident history, existing procedures and available documentation. This is a written analysis and reporting task. Tasks: 1. Investigate: Review the site's incident reports, the out-of-date procedures, missing SDS entries and the old dye-line risk assessment supplied in the CS1 package. Investigate inspection, audit and incident information to identify signs and data indicators that controls are inadequate (e.g., repeated near misses, missing SDS, outdated procedures, frequent rework) (KE3, KE14).

	2. Compare to legal and standards requirements: Analyse the identified inadequacies against WHS legislation, regulations and codes of practice and relevant Australian Standards. Identify where the workplace falls short and what statutory or standards obligations are not being met (Analyse, Evaluate) (KE2, KE3). 3. Complete risk control inadequacy checklist: Complete a basic risk control inadequacy checklist that documents each inadequacy, the likely consequence, recommended corrective action, the preferred hierarchy-of-control upgrade and priority rating. Provide clear, evidence-based justification for each recommended upgrade (KE14). 4. Communicate and follow-up: Prepare a concise report for designated personnel (EHS Manager / supervisor) summarising findings, recommended corrective actions ranked by priority, estimated resource implications and proposed verification/monitoring actions to confirm effectiveness after implementation. Explain how you would communicate these inadequacies to safety representatives and the work team and how you would contribute to follow-up monitoring (KE14, KE3). Submission / Evidence: - Completed risk control inadequacy checklist (template provided or workplace form) - Written report (2–3 pages) that references WHS legislation, relevant Australian Standards and workplace procedures and provides prioritized recommendations and follow-up plan Answer/Checklist • Reviews incident, audit and inspection records and identifies specific signs/data indicating inadequate controls (e.g. missing SDS, repeated near misses) (KE3, KE14) • References relevant WHS legislation, regulations and codes of practice and identifies non-compliances (KE3)
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	• Identifies and cites relevant Australian Standards and explains how current controls differ from those standards (KE2) • Completes risk control inadequacy checklist for each identified issue including recommended corrective actions, preferred hierarchy of control solution and priority rating (KE14) • Produces a concise report to designated personnel summarising findings, resource implications and follow-up monitoring actions; justification for recommendations must be evidence-based (Analyse, Evaluate, Recommend) (KE2, KE3, KE14) • Demonstrates how communication to supervisors, safety reps and team will occur and outlines role in follow-up monitoring • Assessor to verify written documents reference the correct standards/legislation and that recommendations are prioritised and justified
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Activity 4A: Procedure Activation & Toolbox

Estimated Time:	3 hours (including 30 minute toolbox demonstration and 2.5 hours preparation)
Activity Type:	Observation
Objective:	To provide you with the opportunity to apply workplace hazardous event procedures promptly and lead an initial response while preparing clear communications and training resources.
Case Study:	CS1
	Using case study CS1 (GreenThread Textiles) you will prepare for and lead a real/simulated toolbox meeting and initial control action for a hazardous event scenario. Tasks: 1) Review the GT site documents (WHS manual, environmental policy draft, existing procedures, electronic registers) and locate relevant sources of WHS information (SDS register, contact lists, regulator guidance). Document where information is missing or out of date. (Assesses KE5, KE11, KE14). 2) Select a hazardous event scenario from CS1 (choose either a chemical spill during dye transfer or a forklift near-miss) and immediately apply the workplace procedure steps in a simulated response: activate alarms/notifications, assign containment/evacuation roles, select immediate PPE and isolation measures from SDS/available equipment and confirm handover steps if emergency services are required.

	Record your immediate actions in the incident log. (Assesses KE1, KE14). 3) Prepare a 15-minute toolbox presentation and job aid (one page) for your team that: a) explains the activation steps, notifications and roles; b) uses at least two forms of information (diagram, flow chart, signage example or short script) to communicate actions; c) lists training and resource needs to maintain readiness (trainers, equipment checks, PPE stocks, SDS availability). (Assesses KE13, KE12, KE11). 4) Deliver the toolbox to at least 3 colleagues (observed) and collect brief feedback (verbal or simple form). 5) Submit: the reviewed document list with gaps highlighted, the incident log of the simulated activation, the toolbox slides/job aid, and a short reflection (300–400 words) evaluating the effectiveness of the response and what immediate improvements are required to procedures and resources. (Assesses KE5, KE14, KE12). Assessment requirements that directly assess mapped KEIs: • KE1 — choose appropriate PPE and document selection decisions tied to the scenario and SDS (name PPE, justification). • KE5 — demonstrate application of the workplace WHS and environmental system by locating relevant procedures and using their steps in the activation. • KE11 — list and use source documents and contacts (SDS, emergency services, supplier contacts) and explain how they informed decisions. • KE14 — follow and reference workplace procedures in the activation and note any inconsistencies. • KE12 — create a short training/resource plan and list resources required for training and drills. • KE13 — produce at least two forms of communication (diagram and flow chart, or signage and slide) used in the toolbox. Answer/Checklist • Locate and list all WHS/environmental documents checked (electronic and paper) and identify missing or out-of-date items (assessor verifies list). • Demonstrate correct initial activation steps for the chosen scenario using workplace procedures (assessor observes completion). • Identify and justify specific PPE selected from SDS or workplace register (assessor checks PPE named and justification). • Prepare a toolbox job aid that uses at least two forms of information
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	(e.g., flow chart, diagram, signage) (assessor checks artifacts). • Deliver a 15-minute toolbox session and capture colleague feedback (assessor observes and confirms attendance and feedback). • Provide a short evaluation (300–400 words) that analyses response effectiveness and recommends immediate and medium term improvements (assessor checks reasoning and links to documents). • Provide a simple training/resource plan that lists required trainers, equipment checks, PPE restock actions and estimated costs/timelines (assessor verifies feasibility). • Evidence submitted: document list with gaps, incident log of activation, toolbox materials, feedback, reflection and training plan.
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Activity 4B: Incident Investigation Report

Estimated Time:	5 hours (evidence collection, analysis and report writing; plus 30 minute observed debrief)
Activity Type:	Observation
Objective:	To provide you with the opportunity to investigate a hazardous event, analyse causes and prepare a compliant investigation report with corrective actions and responsibilities.
Case Study:	CS1
	Using CS1, complete a full investigation of one of the recent events (choose the minor chemical spill or a forklift near-miss). This activity focuses on securing evidence, analysing causes and producing a formal investigation record. Tasks: 1) Immediately following the chosen simulated event, list the immediate actions to be taken to secure and preserve the scene and explain why each is necessary (reference relevant legislation and workplace procedure). (Assesses KE3, KE15). 2) Plan and conduct evidence collection: prepare witness interview questions (consider workforce composition — limited English, shift differences — and note how you will adapt interviews), take or collate photographs, collect records (shift logs, maintenance records, SDS, training records). Include sample interview notes or transcripts (simulated). (Assesses KE6, KE7). 3) Analyse the evidence using two recognised techniques (5 Whys and fishbone). Produce a clear causation table identifying immediate, underlying and root causes and explicitly reference any relevant Australian Standards or codes of practice that apply (cite the standards used). (Assesses KE7, KE2). 4) Prepare an investigation report (max 1,500 words) that contains:

	executive summary, timeline of events, evidence list, analysis findings, recommended corrective actions with timeframes and nominated responsible person(s), required records for compliance and any regulator notification requirements (identify if reportable under WHS legislation). (Assesses KE15, KE3). 5) Deliver a 30 minute observed debrief to supervisor/assessor summarising findings and proposed actions and collect immediate debrief notes. 6) Provide implementation monitoring suggestions (how you will confirm corrective actions are effective) and identify any training or resource implications. Submit: evidence pack (photos, interview notes, records), analysis worksheets (5 Whys and fishbone diagrams), final investigation report and debrief notes. Assessment requirements that directly assess mapped KEIs: • KE3 — reference WHS legislation/regulatory obligations and indicate if notification is required. • KE6 — demonstrate adaptation of interviews/communications for workforce diversity (examples provided). • KE7 — use hazard identification and root cause techniques and show linkage from evidence to causes. • KE15 — complete incident records and show correct reporting pathways and files for compliance. • KE2 — reference applicable Australian Standards and explain relevance to findings. Answer/Checklist • List immediate scene preservation actions and link each to legislative or procedural requirement (assessor verifies). • Provide evidence pack: photos, copies of logs/records, and at least two witness interview notes adapted for workforce characteristics (assessor checks completeness). • Submit 5 Whys worksheet and a fishbone diagram that clearly identify immediate, underlying and root causes (assessor checks logic). • Reference relevant Australian Standards and codes of practice in the report (assessor verifies citations). • Produce investigation report (≤ 1,500 words) that includes findings, corrective actions, timeframes and named responsible persons (assessor verifies clarity and completeness). • Provide a monitoring plan to confirm corrective actions and a note on regulator notification requirements if
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	applicable (assessor checks compliance alignment). • Deliver a 30 minute debrief/hand-over to supervisor/assessor and produce debrief notes (assessor observes and confirms content).
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Activity 4C: Control Design & Implementation

Estimated Time:	4 hours for design and documentation; monitoring evidence collected over 2 shifts (can be simulated) — total up to 8 hours across days
Activity Type:	Observation
Objective:	To provide you with the opportunity to analyse investigation findings and design, implement and monitor corrective measures using the hierarchy of control to prevent recurrence.
	Following your investigation (Activity 2), you will design and implement a set of controls to address root causes using the hierarchy of control. Tasks: 1) Analyse the investigation findings and produce a prioritised list of risks that require action. For each risk, justify the chosen control approach by explicitly referencing the hierarchy of control (elimination, engineering, administrative, PPE). Use risk ranking to prioritise actions. (Assesses KE9, KE10). 2) For the top three priority risks, design at least one control from different hierarchy levels (e.g., one engineering control, one administrative control and one PPE/behavioural measure). For each control, provide: description, expected risk reduction, implementation steps, responsible person, resource needs and an estimated timeline and cost. (Assesses KE10). 3) Implement at least one control (real or simulated implementation acceptable if workplace constraints exist) and develop simple monitoring criteria (checklist, performance indicators and review dates). Collect initial monitoring evidence over two shifts (could be photos, completed checklists, supervisor notes or simulation logs). 4) Communicate the changes to the team through a short memo and an on-floor demonstration, and embed learning by drafting a short training brief (one page) and a supervision checklist. 5) Submit a control implementation pack: prioritised risk list, control designs, implementation record (including evidence of implementation and monitoring), communication materials and training brief. In your submission justify why controls selected are preferable to alternatives and how they prevent recurrence.

	Assessment requirements that directly assess mapped KEIs: • KE9 — produce a risk prioritisation and show how selected controls reduce risk. • KE10 — demonstrate design and selection of controls across the hierarchy and justify choices with expected outcomes and resource considerations. Evidence of implementation/monitoring must be provided. Answer/Checklist • Provide a prioritised risk list linked to investigation findings (assessor verifies prioritisation logic). • For the top three risks, present controls from different hierarchy levels with description, responsibilities, resources, timeframe and cost estimate (assessor checks feasibility). • Implement at least one control and provide evidence (photos, completed checklist or supervisor note) of implementation (assessor observes/validates). • Provide monitoring criteria/indicators and at least two monitoring records collected over two shifts or simulated equivalents (assessor checks records). • Produce communication materials (memo and demonstration notes) and a one-page training brief and supervision checklist (assessor checks clarity). • Justify selection of controls against alternatives and explain how they prevent recurrence (assessor evaluates argument).
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Activity 5A: Training needs & plan

Estimated Time:	6 hours (can be completed over 2 working days)
Activity Type:	Written
Objective:	To provide you with the opportunity to Analyse training needs, Justify priority gaps and Plan WHS/environmental training for your team.
Case Study:	CS1
	Using the GreenThread Textiles case study (CS1) and workplace records supplied by your assessor, you will: 1) Conduct a short training needs analysis (TNA) for a specific work group or line from CS1 (select the dyeing line or sewing line). Follow a step-by-step TNA process: collect evidence (incident reports, near misses, current job tasks, hazard inspection notes), compare required competencies (from

	workplace procedures and SDS) with those held by team members, and document gaps. 2) Prioritise the training needs using risk criteria (likelihood and consequence), competence gap magnitude and business constraints; produce a simple prioritisation table (text format) that lists the training topic, justification, priority rating (High/Medium/Low) and target completion timeframe. 3) Prepare a training delivery plan for the top three priorities which includes: delivery mode options (face-to-face toolbox, practical on-the-job coaching, short e-learning module), session aims and objectives, suggested learning resources and materials (identify at least three sources of information and forms of information appropriate for communication), trainer competency requirements, attendance logistics and basic evaluation method(s) (how you will judge effectiveness). 4) Provide completed sample templates: a basic TNA table, a prioritisation/action plan and one sample session plan (toolbox talk) ready for immediate use. 5) Justify your choices in short written responses (approx. 300–500 words total) using evidence from the case study (incidents, hazards, workforce characteristics), citing the workplace procedure(s) or legislation that inform your training priorities. Tasks that directly assess each KEI (explicitly): • KE1 (safe work practices & PPE): identify which safe work practices are required on the chosen line, show which are not being met and list them in the TNA and session plan. • KE3 (WHS legislation, regs and codes): cite the specific legislative duties that require training (e.g., training for hazardous chemicals handling, manual handling) and reference them in the justification. • KE5 (workplace WHS/environmental management systems): use GT's WHS manual/environmental policy to show required competencies and where gaps exist. • KE6 (characteristics and composition of workforce): describe workforce factors (shift work, ESL workers, casuals) and adapt training modes accordingly in your plan. • KE7 (WHS practices, hazard ID & controls): use hazard inspection/incident evidence from CS1 to identify hazards and link them to training needs.
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	• KE9 (risks and risk control): use risk criteria to prioritise training and include a brief risk-based justification for each selected training topic. • KE11 (sources of information for communicating WHS): list at least three sources (SDS, procedures, regulator guidance) you will use to develop training content and communication. • KE12 (resources for assessing and providing training): identify internal/external trainer options and learning materials, and justify choices with resource constraints. • KE13 (forms of information): specify which forms (diagrams, toolbox talk, video, translated fact sheet) will be used for each learner group and include samples or mock-ups in attachments. • KE14 (workplace procedures): identify which procedures are relevant to each training topic and where procedure updates are required. • KE15 (recording and reporting practices): describe how attendance, assessment outcomes and follow-up actions will be recorded and how records will be stored and reported. Submission requirements: TNA table, prioritisation/action plan, one completed session plan with attached sample resource (e.g., draft toolbox talk sheet or diagram), short written justification (300–500 words), and copies or references to the source documents used (extracts from CS1 evidence). Answer/Checklist • Completed TNA table that: identifies evidence sources (incidents, hazard assessments, job tasks), lists current vs required competencies and clearly states competency gaps. • Prioritisation/action plan showing risk-based priority for each training need and timeframes. • One session plan (toolbox talk or short e-learning outline) that includes learning objectives, delivery mode, required materials, trainer competency and an evaluation method. • Evidence of workforce characteristics considered (shift patterns, language, skill levels) and justification of adaptations. • At least three named sources of WHS/environmental information and at least three forms of information selected for communication. • Reference to workplace
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	procedures and one example of where a procedure needs amendment or updating. • Recordkeeping method described for attendance and outcomes (who records, where stored, retention). • Written justification (300–500 words) linking identified training needs to incidents/hazards and legislative or procedural requirements. • Assessor to verify documents are legible, relevant to CS1, and that priorities are risk-based and justified.
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Activity 5B: Records completion task

Estimated Time:	2 hours (plus observation where required)
Activity Type:	Observation
Objective:	To provide you with the opportunity to Demonstrate accurate completion, storage and routing of WHS and environmental records in accordance with workplace and legal requirements.
	This is a practical, stand-alone records completion activity using supplied sample forms from the workplace (or the assessor's simulated forms). You will be given: an incident scenario (based on a minor chemical spill and a forklift near-miss from CS1), the relevant workplace procedure extracts and one incident report form, hazard register entry form, inspection checklist and a sample retention schedule. Your tasks: 1) Complete an incident report form for the chemical spill scenario using correct terminology, factual evidence, and appropriate categorisation (no more than 400 words). 2) Enter the hazard identified into the hazard register with initial risk rating and proposed immediate control. 3) Complete a sample inspection checklist for the dyeing line (identify any missed items and immediate corrective action). 4) Identify where each completed record must be stored (electronic folder name and paper register location), list the minimum retention timeframe (using the supplied retention schedule and one relevant Australian Standard), and state who has access rights. 5) Answer short written/oral questions (maximum 6) from the assessor to explain why each record is important for compliance and continuous improvement (brief 1–2 sentence answers). Tasks that directly assess KE2 (explicitly): • Use the relevant Australian Standard referenced by the assessor (e.g., records management or incident reporting standard) to

	complete retention timeframe and storage location entries and cite the specific clause used. Practical requirements: use correct terminology, maintain confidentiality in how you record personal details, show timeliness (date/time entries) and include factual evidence (witness names, photos referenced or attached). Answer/Checklist • Incident report completed with accurate date/time, location, factual sequence of events, witness details and immediate actions. • Hazard register entry completed with clear description, initial risk rating and immediate control proposed. • Inspection checklist completed and corrective actions recorded. • Storage and routing plan: electronic folder name, paper register location, named responsible person for filing, and retention timeframe cited with reference to the Australian Standard (KE2). • Oral/written answers to assessor questions demonstrating understanding of why the records are important for compliance and improvement. • Assessor to observe or inspect completed records for accuracy, confidentiality, timeliness and correct referencing to standards.
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Activity 5C: Aggregate & report

Estimated Time:	4 hours (data consolidation and short presentation/report)
Activity Type:	Observation
Objective:	To provide you with the opportunity to Analyse area WHS/environmental records, Calculate key metrics, and Recommend priority actions for risk control and continuous improvement.
Case Study:	CS1
	Using consolidated (simulated) raw data supplied by the assessor based on CS1 (a four-week set of incident/near-miss/inspection/training-attendance logs and waste-disposal records), you will: 1) Identify and list the key data

	sources you will use for monitoring (describe each source in one sentence). 2) Clean and consolidate the supplied data into a simple spreadsheet (the assessor provides a template) and calculate at least two WHS metrics (for example, Lost Time Injury Frequency Rate (LTIFR) and incident rate per 100 employees) and one environmental metric (e.g., waste per shift or spills per month). Show the calculation steps in the spreadsheet and state any assumptions. 3) Produce a short aggregated report (maximum 800 words) with one dashboard-style page (spreadsheet or single-page PDF): include chart(s) showing trend(s), interpret key findings (identify at least three trends or priority issues), link findings to likely root causes and recommend three prioritized actions (including appropriate risk control measures using the hierarchy of controls). 4) Present your findings in a brief verbal debrief (5–10 minutes) to the assessor or small group and justify how your recommendations address the identified trends and how they will be recorded and monitored. Tasks that directly assess each KEI (explicitly): • KE4 (principles of effective WHS/environmental management): interpret environmental trend data (waste or spills) and recommend waste reduction/pollution control measures consistent with good practice. • KE10 (risk control measures): apply the hierarchy of controls when recommending actions (elimination, engineering, administrative, PPE) and justify the preferred choice for each priority issue. Deliverables: completed spreadsheet with raw and cleaned data, calculation steps for metrics, one-page dashboard, short written report (max 800 words) and a 5–10 minute verbal debrief to assessor. Answer/Checklist • List and description of data sources used for monitoring. • Spreadsheet with cleaned consolidated data and visible calculation steps for each metric (LTIFR example or equivalent). • At least two WHS metrics and one environmental metric calculated correctly with
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	stated assumptions. • One-page dashboard showing trend(s) (chart/graph) and a short written interpretation identifying at least three trends or priority issues. • Three prioritized recommendations that apply the hierarchy of control (each recommendation mapped to the specific trend/issue). • Verbal debrief delivered to assessor, with ability to justify recommendations and explain how actions will be monitored and recorded. • Assessor to verify calculations, check that hierarchy of controls is used correctly and confirm the logic from data → trend → recommendation is sound.
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Section 2: Knowledge Questions

Objective: To provide you with an opportunity to show you have the required knowledge for this unit.

Instructions: Please write short answers to all questions below in the space provided. Once completed, submit your responses together with this workbook to your trainer.

1. You notice increasing build-up of lint and fibre dust around cutting machines in a textile production bay. Analyse the hazards and risks this creates, and recommend a hierarchy of control measures (including specific examples of PPE) you would implement. Justify why you prioritised each control.

2. Identify at least four Australian Standards or codes of practice that would be relevant to safety and environmental controls in a textile/manufacturing workplace, and explain how you would locate and apply these standards in the workplace.

3. As a supervisor, explain your primary legal and practical responsibilities under WHS and environmental legislation when implementing and monitoring systems. Give two examples of consequences for non-compliance.

4. Given a workplace goal to reduce waste and pollution in a textile facility, analyse and recommend practical measures covering reduction, reuse, recycling and pollution control. Explain how these measures would be integrated into the workplace WHS and environmental management system.

5. Consider a manufacturing workforce that includes apprentices, non-English speakers, casuals and shift workers. Analyse how these workforce characteristics might impact WHS management and recommend training and resource approaches to ensure effective understanding and compliance.

6. Select suitable sources and formats for communicating a new machine safety procedure to all staff in a factory including managers, operators and cleaners. Justify your choices and outline an implementation plan for the communication.

7. Describe a practical step-by-step process you would use to identify, assess and prioritise risks in a manufacturing area. Provide an example of a simple risk scoring method and explain how records from this process should be maintained and used.

8. A new solvent with different hazard properties is being introduced. Evaluate the steps you would take to update workplace procedures, ensure staff competency, and verify that existing controls remain effective.

9. List what records and reports you must keep for WHS and environmental activities (for example incidents, inspections, training and waste disposal). For each type, state who should receive the report, typical retention timeframes and how these records support continuous improvement.

Section 3: Project/Observations

Objective: To provide you with an opportunity to demonstrate your performance of the tasks outlined in the unit of competency and elements and performance criteria. The Foundation Skills are covered in this section of the assessment.

Learner Instructions:

To complete your observation assessment, you must follow all of the steps outlined in each task. Your assessor will observe you as you demonstrate the required skills and knowledge in a practical setting.

Make sure you:

- Prepare thoroughly by reviewing all relevant training content
- Follow each step as described
- Demonstrate your understanding through your actions, communication, and decision-making
- Ask your assessor if you are unsure about any part of the process

Your performance will be assessed against the criteria outlined in this unit. Ensure you complete the demonstration safely, accurately, and professionally.

Activity 1: Identify, Locate and Confirm WHS and Environmental Legislation, Codes and Standards in the Workplace

For this activity, you are required to:

Context

You are a supervisor or technical worker in a manufacturing/textiles workplace. Assessment must be completed in a real or simulated workplace with access to workplace procedures, sustainability documentation, industry standards and basic equipment. You will investigate, interpret and apply WHS and environmental legislation, regulations, Australian Standards and codes of practice relevant to your workplace and work role. You will evaluate current workplace procedures, confirm which policies and codes apply to your role, and communicate and implement at least one control or improvement.

Task 1: Investigate and compile a Legislation, Standards and Codes Register

You must:

- Analyse your workplace context (processes, materials, waste streams, machinery, work areas and typical tasks) and identify the WHS and environmental legislative instruments, regulations, Australian Standards and codes of practice that could apply. Consider national and state/territory legislation, relevant Codes of Practice and AS/NZS standards.
- Locate primary sources of information (official web pages, published standards, workplace policy documents, codes of practice). Save copies or record exact references/URLs and publication details.
- Prepare a Legislation, Standards and Codes Register that: identifies each legislative or standards item; summarises its key provisions in plain language; explains why it is relevant to your workplace; and prioritises obligations based on risk and frequency of exposure. Use terms such as Assess, Prioritise and Justify in your analysis.
- Produce a short analytical summary (2 pages) that evaluates how the identified legislation and standards interact with existing workplace procedures and where immediate compliance attention is required.

Deliverables for Task 1:

- Legislation, Standards and Codes Register (electronic or printed)
- Copies or full references/URLs to primary sources located
- 2-page analytical summary that prioritises obligations and justifies the prioritisation

Task 2: Confirm applicability and conduct a workplace gap analysis

You must:

- Review workplace procedures, safe work method statements (SWMS), standard operating procedures (SOPs) and environmental management documents and map them against the Register from Task 1.
- Conduct a targeted workplace audit (observed by your assessor in a real or simulated workplace) on at least one work area or process that represents typical hazards and environmental impacts for your site (for example: dyeing, chemical mixing, cutting/pressing, storage and waste handling).
- Prepare a Gap Analysis Table that lists each legislative or standard requirement, the corresponding workplace procedure or document, evidence of compliance or non-compliance identified during the audit, and a recommended corrective or improvement action. Use Investigate, Assess and Recommend when preparing corrective actions.
- Identify and recommend at least three measures to maintain a healthy environment and reduce waste relevant to the audited process (reduce, re-use, recycle). For each measure provide an evaluation of expected outcomes and resources required.

- Implement or supervise the implementation of one low-to-medium complexity control or improvement (for example: update a signage location, adjust chemical storage labelling, introduce segregated waste bins and instruct staff on use, or adopt an improved housekeeping routine). Document the implementation with photographs, signed checklists or supervisor notes. This step will be observed by your assessor.

Deliverables for Task 2:

- Gap Analysis Table with evidence entries
- Evidence of the workplace audit (audit checklist, photographs, assessor observation notes)
- Documentation and evidence of the implemented control (photos, signed checklist, brief log of activities)
- Recommendations for further improvements including cost or resource considerations

Task 3: Communicate, justify and record outcomes; demonstrate underpinning knowledge

You must:

- Prepare a short communication pack to share with workers and management that describes the priority legislative obligations, the identified gaps and the improvement implemented. The pack must include a one-page toolbox talk script or slide, a one-page instruction for affected workers, and an attendance/acknowledgement record.
- Deliver a toolbox talk or small training briefing to at least two colleagues (observed by the assessor) that: explains the relevant WHS and environmental obligations, describes the implemented control, demonstrates correct practice where applicable, and outlines worker responsibilities.
- Submit a Final Report (3–4 pages) that evaluates the overall process: summarise findings from Tasks 1 and 2, justify chosen priorities and the implemented control, assess likely effectiveness, and recommend a timetable for completing remaining corrective actions. Use Evaluate, Justify and Recommend in your conclusions.
- Participate in a short oral questioning session with the assessor to confirm knowledge of key provisions of WHS and environmental legislation, the purpose and application of relevant Australian Standards you located, and the rationale for your waste reduction measures.

Deliverables for Task 3:

- Communication pack (toolbox talk script/slide, worker instruction, attendance record)
- Evidence of delivery (assessor observation notes, photos, signed attendance)
- Final Report (3–4 pages)

- Completed oral questioning with assessor (assessor records responses)

Assessment conditions and timeframe

- You have one week to locate sources and prepare Task 1 documentation, then one week to complete Task 2 and implement the selected control. Task 3 should follow within a further week. Total activity may be completed in an integrated workplace project if assessor agrees.
- Use relevant workplace resources and industry references (e.g., Safe Work Australia, state WHS regulator websites, EPA, Standards Australia). Where the workplace subscribes to Australian Standards, obtain and reference the relevant standard numbers and clauses.
- All written submissions must be clear, professional and referenced. Photographic evidence should include date and location labels where possible.

Evidence to be submitted

- Legislation, Standards and Codes Register and source references
- Analytical summary (Task 1)
- Gap Analysis Table and audit evidence (Task 2)
- Evidence of implemented control (Task 2)
- Communication pack and evidence of delivery (Task 3)
- Final Report and assessor's oral questioning record

Assessment methods used

- Document analysis and register compilation
- Workplace audit and observed practical implementation
- Supervision/delivery of a toolbox talk (observed)
- Portfolio of workplace documentation, photographs and reports
- Oral questioning to confirm underpinning knowledge

Submission Checklist

Attach the following documents to your workbook and submit to your assessor:

- Legislation, Standards and Codes Register with primary source references
- Analytical summary (2 pages) evaluating applicability and priorities



- Gap Analysis Table with audit evidence and recommended corrective actions
- Evidence of implemented control (photos, checklists, supervisor notes)
- Communication pack (toolbox talk script/slide, worker instruction, attendance record)
- Final Report (3–4 pages) and assessor oral questioning record

Activity 2: Analyse, Assess and Manage Hazards in a Manufacturing Work Area

For this activity, you are required to:

Task 1: Prepare and gather workplace information and conduct a physical inspection

You are required to plan and complete a focussed hazard identification activity for a designated area of your workplace (or a simulated production area if workplace access is not available). This task requires you to:

- Select a production or work area typical of textile or light manufacturing operations (for example cutting room, dyeing area, finishing line or maintenance workshop). State your choice and reasons.
- Gather and aggregate relevant WHS and environmental information for the area, including: incident/near-miss records, maintenance logs, equipment service records, previous risk assessments, chemical data sheets (SDS), and waste or emissions records.
- Liaise with at least two workplace contacts (supervisor, safety rep, operator) to collect informal observations and confirm current controls. Record the consultation (meeting minutes or annotated emails).
- Conduct a systematic physical inspection of the area. Identify and document existing and potential hazards across physical, chemical, biological, ergonomic and psychosocial domains. Use photographs, annotated diagrams or floor plans as supporting evidence.
- Create or update a hazard register for the area that lists each hazard, its source, and immediate observations that indicate risk presence.

You must submit:

- The assembled source documents (copies or screenshots) and consultation records;
- Annotated inspection evidence (photos, diagrams, checklists);
- A completed hazard register for the chosen area.

Task 2: Analyse risks, prioritise and recommend control measures; implement a control trial

Using the information gathered in Task 1, you are required to analyse and assess risks and propose controls. This task requires you to:

- Use a documented risk assessment method (risk matrix provided by the workplace or a standard matrix) to assess likelihood and consequence for each hazard identified. Record scoring and rationale to justify each assessment.

- Prioritise hazards for intervention using your risk ratings and workplace priorities (production continuity, legislative compliance, severity). Prepare a short priority list (top 6 hazards) with justification.
- For each high-priority hazard, recommend at least one control measure following the hierarchy of control (elimination, substitution, engineering, administrative, PPE). Provide cost, feasibility and time-to-implement estimates for each recommendation.
- Select one recommended control (engineering or administrative) and implement a short trial in the workplace or as a simulated implementation. During the trial, monitor immediate effects on risk (observations, measurements, operator feedback) over a minimum of one shift or simulation run. Keep an implementation log.

You must submit:

- Completed risk assessment worksheets with justification;
- Prioritised interventions list with cost/feasibility notes;
- Implementation plan and trial log (including photos, measurements or operator statements).

Task 3: Evaluate the effectiveness of controls, report findings and recommend long-term actions

Following the control trial, you are required to evaluate outcomes and prepare a formal report for supervision and WHS personnel. This task requires you to:

- Analyse monitoring data and feedback collected during the trial to evaluate whether the control reduced the risk and whether any unintended hazards or environmental impacts occurred.
- Compare pre-trial and post-trial risk ratings and provide an evidence-based judgement on effectiveness.
- Recommend adjustments, further controls or maintenance actions and identify training or communication required to embed the control. Include environmental management strategies where relevant (waste handling, emissions reduction, resource use).
- Prepare a 3–5 page report for your supervisor that includes: executive summary, background, aggregated data sources, hazard and risk analysis, control trial outcomes, recommendations (with prioritisation and timeline), and record-keeping requirements. Attach supporting documents (hazard register, assessment worksheets, trial log, consultation records, photos).
- Present your findings in a 10–15 minute oral briefing to your assessor or workplace WHS representative and respond to structured questioning to demonstrate underpinning knowledge of hazard identification and control measures.



You must submit:

- The written report and attachments;
- Evidence of the oral briefing (presentation slides or meeting minutes) and answers to oral questions.

Assessment and evidence requirements

- Assessment must occur in a real or simulated workplace environment with access to workplace procedures, SDS and records.
- Evidence must demonstrate consistent application of hazard identification, risk assessment and control across the selected area and include both practical observation (inspector activity and trial implementation) and documented analysis.
- Be prepared for assessor observation during the inspection and trial implementation and for oral/written questioning to confirm knowledge of WHS practices and hazard control measures.
- Where workplace access is limited, simulation documentation and annotated photographic evidence must convincingly demonstrate equivalent practical application.

Submission Checklist

Attach the following documents to your workbook and submit to your assessor:

- Aggregated WHS and environmental source documents (incident logs, maintenance records, SDS)
- Consultation records with workplace contacts (minutes or annotated emails)
- Annotated inspection evidence (photos, diagrams, checklists)
- Completed hazard register for the chosen area
- Completed risk assessment worksheets with justification and prioritised hazards list
- Implementation plan and trial log with monitoring evidence
- Written evaluation report (3–5 pages) with attachments
- Evidence of oral briefing and responses to structured questioning

Activity 3: Manage Hazardous Events, Risk Controls and Follow-up in a Manufacturing Workplace

For this activity, you are required to:

Task 1: Investigate a Simulated or Real Hazardous Event and Complete Immediate Response

You are a supervisor in a manufacturing work area. A hazardous event has occurred (choose a real recent event from your workplace or use the assessor-provided simulated scenario). You must:

- Immediately read and follow relevant work instructions, standard operating procedures (SOPs) and safe work practices for the area (including emergency response procedures and incident reporting forms)
- Implement prompt control action to make the area safe, using available resources and PPE. Where an immediate elimination or engineering control is possible and within your scope, apply it; otherwise apply administrative controls and PPE and notify designated personnel
- Secure the scene, preserve evidence and gather initial information (time, location, people involved, equipment, immediate cause, injuries, hazard exposures)
- Complete an incident report and a preliminary incident control log within the shift and submit to the assessor or designated person
- Conduct initial interviews with involved workers and witnesses, and collect photographic evidence or sketch the scene
- Notify and hand over to designated personnel where further action or higher-level controls are required

Deliverables for Task 1:

- Incident report (completed)
- Preliminary incident control log and photographic/sketch evidence
- Copies of the SOPs, emergency procedures and PPE checklists referenced during the response

Task 2: Investigate Root Cause, Analyse Risk and Recommend Controls Using the Hierarchy of Control

Using the information from Task 1, you must investigate the hazardous event in accordance with workplace investigation procedures and produce a formal investigation report. The investigation and report must:

- Analyse and evaluate likely root and contributing causes of the event using structured investigation techniques (for example, 5 Whys or fault-tree logic)

- Differentiate between immediate, underlying and latent causes and assess how existing risk controls performed
- Conduct a risk assessment for the identified hazard(s) using the workplace risk matrix and document risk ratings before and after proposed controls
- Prioritise and recommend a set of control measures to prevent recurrence, using the hierarchy of control (elimination, substitution, engineering controls, administrative controls, PPE). For each recommended control, assess required resources (staff, equipment, materials), estimate costs, and identify implementation timeframe and responsible person(s)
- Where controls are outside your scope, clearly identify and refer to designated personnel with justification and supporting evidence

Deliverables for Task 2:

- Formal investigation report with root cause analysis
- Risk assessment worksheet showing current and residual risk ratings
- Control recommendation table including resource assessment and cost/time estimates

Task 3: Implement and Monitor Controls, Communicate with Work Group and Maintain Records

Implement controls that are within your scope or supervise/coordinate their implementation. For this task you must:

- Apply or supervise the agreed controls (engineering adjustments, administrative procedures, PPE allocation, signage, work practice changes) and keep photographic and/or documented evidence of the changes made
- Develop and deliver a short toolbox talk or training briefing to the work group that explains the hazard, outcomes of the investigation, the controls introduced, safe work procedures and required PPE. Record attendance and any immediate feedback
- Monitor the effectiveness of implemented controls for a minimum of one week (or a timeframe agreed with assessor) using a monitoring log. Record observations of compliance, non-compliance, incidents, near misses and any control failures
- Identify inadequacies in existing risk control measures or resource allocation, justify alternative measures where necessary and report these to designated personnel with recommendations based on the hierarchy of control
- Update relevant workplace procedures and risk registers or provide draft updates for approval

Deliverables for Task 3:

- Evidence of implemented controls (photos, work orders, purchase requests) and monitoring log entries
- Toolbox talk notes, attendance sheet and briefing materials
- A written report of monitoring results with recommendations for further action

Task 4: Reflect, Justify and Demonstrate Knowledge

To confirm underpinning knowledge and supervisory judgement you must:

- Prepare a 1–2 page reflective evaluation that justifies the controls chosen, evaluates their effectiveness, and identifies lessons learned for future prevention
- Complete a short oral or written questioning session with the assessor to explain procedures used to manage the hazard, outcomes of the risk assessment and why certain control measures were prioritised (be prepared to justify resource assessments and referrals)
- Submit all records, forms and reports from Tasks 1–3 in a portfolio for assessment

Deliverables for Task 4:

- Reflective evaluation (1–2 pages)
- Answers to oral/written questioning (recorded by assessor)
- Portfolio of all documentation produced across tasks

Assessment context and methods:

- Assessment must occur in a real workplace or a realistic simulated workplace setting with access to workplace procedures, SOPs, risk registers, PPE and basic tools
- Assessment methods include observation of practical response and implementation, review of documentation and reports, oral questioning and examination of monitoring logs and records
- Timeframes: initial response and incident report within the shift; investigation report within 48 hours; control implementation and monitoring as specified above
- Expected performance: demonstrate safe work practices, correct application of the hierarchy of control, effective communication with the work group, timely reporting and clear justification of recommendations

Skills emphasised: Investigate, Analyse, Evaluate, Recommend, Implement, Monitor and Communicate in a supervisory manufacturing environment.

Submission Checklist

Attach the following documents to your workbook and submit to your assessor:



- Incident report and preliminary control log submitted
- Formal investigation report with root cause analysis
- Risk assessment with current and residual risk ratings
- Control recommendation table with resource and cost estimates
- Evidence of implemented controls and monitoring log (minimum one week of entries)
- Toolbox talk/training materials and attendance sheet
- Monitoring results report and recommendations for further action
- Updated or draft workplace procedure/risk register entries
- Reflective evaluation document
- Portfolio of all records and assessor questioning notes

Activity 4: Implement and Communicate WHS and Environmental Consultation Outcomes

For this activity, you are required to:

Task 1: Develop a WHS and Environmental Consultation Plan and Communication Materials

You are required to develop a documented consultation plan and a set of communication materials for an identified workplace (real or simulated). Your work must:

- Identify the workplace area, the work group, stakeholders and responsibilities relevant to WHS and environmental systems
- Analyse and list sources of information you will use to prepare communications (e.g. legislation, codes of practice, manufacturer SDS, industry guidance, corporate policies, intranet resources)
- Investigate and document identified hazards and summarise outcomes from recent risk assessments and existing risk controls
- Prepare a consultation plan that ensures all members of the work group have the opportunity to contribute; include methods, timings, locations, and monitoring arrangements
- Prepare at least three (3) different communication artefacts that encourage consultation, convey information and provide feedback. At least one must be oral and one written; include combinations of the following formats where relevant: printed notices, brochures, flow charts, diagrams, instructions, illustrations, signs, film/video link, web link or an oral presentation script
- Justify the choice and format of each communication artefact, explaining how it meets the needs of the work group and how it communicates hazards, risk assessment outcomes and risk control procedures
- Document referral pathways and procedures for issues that cannot be resolved at work group level, and specify timeframes for prompt resolution or referral in accordance with workplace procedures

Deliverables for Task 1 (submit to assessor):

- Consultation plan (2–3 pages) including stakeholder list, consultation methods, monitoring approach and referral pathways
- Copies or originals of the three communication artefacts (brochure/notice, oral presentation script/slide summary, and one digital/visual or sign/flowchart)
- A short sources list referencing where WHS/environmental information was obtained and why each source is suitable

Task 2: Implement Consultation and Communicate Outcomes

Using the plan and materials from Task 1, implement a live consultation process in the workplace (or simulated workplace) and demonstrate communication of outcomes. During this task you must:

- Conduct an oral consultation session (presentation and facilitated discussion) with the work group, using at least one prepared oral communication artefact
- Display and distribute the written communication artefact(s) and make any digital/visual materials available to the group (provide web links or play videos where applicable)
- Record attendance, contributions, issues raised and any immediate actions taken
- Promptly attempt to resolve issues raised during consultation where they fall within your scope; where issues require escalation, refer them to the appropriate personnel and document the referral
- Provide prompt feedback to the work group on the outcomes of consultation and on outcomes of any risk assessment or risk control adjustments made as a result

Evidence required for Task 2 (submit to assessor):

- Meeting minutes/attendance sheet and a copy of the oral presentation notes or slides
- Completed feedback forms, observation notes or a recording of the consultation (if consent obtained)
- Records of issues raised, actions taken, and referrals made (including dates and responsible persons)

Task 3: Monitor, Review and Update Communication and Consultation Practices

Over a defined monitoring period (suggest one working week or two consecutive shifts), implement monitoring activities to ensure consultation practices remain effective and inclusive. You must:

- Monitor participation to ensure all members had opportunity to contribute and note any barriers to participation
- Assess whether the communication formats used conveyed hazard information, risk assessment outcomes and control procedures effectively to the work group
- Update risk control communications or signage, or reissue materials if they are unclear or not effective
- Prioritise unresolved issues and follow up with referral points or corrective actions; record progress and outcomes
- Differentiate your communication approach where required to meet diverse needs in the work group (language, literacy, role differences) and document adjustments made

Deliverables for Task 3 (submit to assessor):

- Monitoring log showing participation, barriers identified and adjustments made
- Updated risk control summary or revised communication artefacts (if changes made)

- Follow-up records for unresolved issues, including progress notes and final outcomes or referrals

Task 4: Evaluate and Report on Consultation Effectiveness

Prepare a written evaluation report (2–3 pages) that analyses and evaluates the overall consultation and communication activities. Your report must:

- Assess the effectiveness of each communication artefact (provide the three required examples) and justify why each was effective or not
- Analyse the extent to which consultation provided opportunity for all members to contribute and evaluate the inclusiveness of processes used
- Investigate how hazards and risk assessment outcomes were communicated and whether control procedures were understood and adopted
- Recommend improvements to consultation methods, communication formats and reporting/referral mechanisms
- Attach supporting evidence from Tasks 1–3 (meeting minutes, feedback forms, monitoring logs, revised materials)

Submission notes and assessment conditions

- Assessment must occur in a real or simulated workplace with access to workplace procedures, risk assessments, WHS and environmental documentation and basic communication tools (printer, whiteboard, projector, video link, intranet)
- Evidence must demonstrate consistent application across multiple contexts (preparation, delivery, follow-up and monitoring)
- Assessor may observe implementation, review submitted documentation and conduct oral questioning to verify underpinning knowledge and sources used
- Use clear, professional language suitable for a supervisory/technical role in manufacturing; where digital evidence is submitted, provide accessible formats or screenshots

Submission Checklist

Attach the following documents to your workbook and submit to your assessor:

- Consultation plan (2–3 pages) with stakeholder list, consultation methods, monitoring approach and referral pathways
- Three communication artefacts (at least one oral and one written): brochure/notice, oral presentation script/slide summary, and one digital/visual material or sign/flowchart



- Sources list showing WHS and environmental information references
- Meeting minutes/attendance sheet and evidence of consultation delivery (recording or observation notes)
- Feedback forms, issue register and records of actions taken or referrals made
- Monitoring log showing participation, barriers and adjustments
- Updated communication materials or risk control summaries (if revised)
- Written evaluation report (2–3 pages) with recommendations and supporting evidence

Activity 5: Plan, Arrange and Record WHS and Environmental Training for the Workplace

For this activity, you are required to:

Task 1: Analyse workforce WHS and environmental training needs and identify competency gaps

You are to conduct a workplace analysis to identify WHS and environmental training needs for a supervisory work group in a manufacturing/textiles environment. Your analysis must:

- Investigate current workforce composition and characteristics that may impact WHS management (e.g. experience, language, shift patterns, contractor use)
- Review existing documentation: job descriptions, current training records, licences and certifications, incident/near-miss reports, hazard/risk assessments, environmental monitoring results and legislative requirements
- Assess practical skills and knowledge required for safe environmental practices relevant to the workplace, including waste reduction, waste disposal, recycling, pollution control and general environmental protection
- Differentiate between competencies currently held and those required by the work group; prioritise gaps using risk and business impact criteria
- Consult with relevant parties (supervisors, HR/training officers, health and safety representatives, selected workers and external providers as required) and record these consultations
- Produce a concise Training Needs Analysis (TNA) report (2–4 pages) that justifies priorities and recommends on-job and off-job training options, resources required, and timing

Your evidence for Task 1 must include:

- The completed TNA report
- Copies or extracts of the key documents you reviewed and notes from at least two consultations
- A short annotated justification (up to 1 page) explaining how you prioritised training needs and how workforce characteristics influenced your decisions

Task 2: Make arrangements for fulfilling identified WHS and environmental training needs

Using the TNA outcomes, prepare and document arrangements to deliver the identified training. Your arrangements must:

- Recommend and select suitable delivery methods (on-the-job coaching, toolbox talks, formal off-job courses, external providers, e-learning) and justify choices based on workforce characteristics and workplace needs
- Identify resources and budgets required (trainers, materials, PPE, time allowances) and propose a schedule that ensures minimal disruption to production while meeting learning needs
- Draft a training plan/schedule that shows who will be trained, the learning objectives, mode of delivery, duration, assessment method and success criteria
- Make and document arrangements with relevant parties: obtain approvals, confirm trainer availability (internal or external), prepare enrolment or purchase orders, and record agreed dates and responsibilities
- Design simple on-the-job assessment/checklist items and post-training monitoring actions to verify application of learning in the workplace

Your evidence for Task 2 must include:

- The training plan/schedule and resource list
- Copies of communications/approvals or signed agreements with trainers or managers
- At least one completed on-the-job assessment checklist template you will use to confirm competency

Task 3: Complete and maintain accurate WHS and environmental training and work area records

You must demonstrate completing and maintaining records in accordance with workplace policy and legal requirements. Using real or simulated workplace templates, you must:

- Accurately complete sample training records for at least two workers (attendance, assessment outcomes, competency status, refresher dates) and update relevant personnel/training registers
- Complete or update at least two environmental/WHS records for the work area (for example: waste disposal log, recycling register, pollution incident report, environmental inspection checklist, WHS incident/near-miss record) in line with organisational recording and reporting practices
- Store records securely in the workplace record system (electronic or physical), demonstrate correct file naming, version control and retention actions, and outline access permissions and privacy considerations
- Prepare a short report (1–2 pages) that explains how records satisfy workplace and legislative requirements and how they will be used to monitor training effectiveness and environmental performance

Assessment for Task 3 will include direct observation or simulated demonstration of record completion and a review of submitted documents.

Task 4: Evaluate and recommend improvements

Reflect on the planning, arrangement and recordkeeping activities and produce an evaluation report (2–3 pages) that:

- Analyses the likely effectiveness of the proposed training in addressing the identified WHS and environmental risks
- Evaluates the adequacy of resources, timing and chosen delivery modes; justify any deviations you would make and why
- Recommends at least three improvements to training, recordkeeping or monitoring systems (for example: more frequent site audits, tailored language support, revised waste tracking methods)
- Explain how you will monitor and report training outcomes and environmental performance over the next 6–12 months, including key indicators and responsible persons

You must also be prepared to: answer oral questions from the assessor on the principles and practices used, and to participate in a short workplace discussion to justify your prioritisation and chosen training arrangements.

Assessment conditions and context

- Assessment must occur in a real or simulated workplace environment with access to workplace procedures, incident and training records, and environmental documentation
- Evidence must demonstrate application across multiple contexts: work with at least two different workers or two different work areas/shifts
- Use workplace templates where available. If templates are not available, use assessor-provided simulated templates
- Assessment methods include: workplace project (TNA and training plan), documentation review, practical demonstration/observation of record completion, report writing and oral questioning

Submission Checklist



Attach the following documents to your workbook and submit to your assessor:

- Training Needs Analysis (TNA) report and supporting document extracts
- Consultation notes and communications showing stakeholder engagement
- Training plan/schedule, resource list and budget or resource justification
- Communications/approvals or signed agreements with trainers or managers
- Completed on-the-job assessment checklist template(s)
- Completed training records for at least two workers and updated personnel/training registers
- Completed environmental/WHS records for the work area (minimum two types)
- Record storage evidence and short report on legislative compliance and monitoring
- Evaluation report with recommendations and monitoring plan
- Readiness for oral questioning and workplace discussion



