 MSAPMOHS200A: Work safely

Sample assessment tool

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| **Candidate’s name** |  | **Contact** |  |

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| **Assessor’s name** |  | **Contact** |  |

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| **Supervisor’s name** |  | **Contact** |  |

### Summary of evidence

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| **‘Safety at work’ workbook** – satisfactorily completed |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Safe work procedures | ❑ | 1: Safe work procedures | ❑ |
| Section 2: Laws and systems | ❑ | 2: Laws and systems | ❑ |
| Section 3: Managing risks | ❑ | 3: Managing risks | ❑ |
| Section 4: Dealing with emergencies | ❑ | 4: Dealing with emergencies | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – general performance evidence | ❑ |
| **Third party sign-off** – confirming the candidate’s consistent on-the-job performance | ❑ |
| **RPL evidence** – listing previous accreditations, portfolios or other RPL evidence | ❑ |

| **Assessment result** |
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| **Competent** ❑ **Not yet competent** ❑ |

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| **Statement:** I agree that I was ready to be assessed and the assessment process was explained to me |
| **Candidate’s signature** |  | **Date** |  |

| **Assessor’s comments** |
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| Assessed in conjunction with: *MSFFL3002: Establish and maintain a safe flooring technology work environment* Yes ❑ No ❑ |
| **Assessor’s signature** |  | **Date** |  |

Practical demonstrations

The assessor should tick the appropriate boxes below to confirm that that the candidate has physically demonstrated each of the performance requirements described. Where a candidate does not satisfactorily demonstrate one or more of these criteria, the assessor should mark the corresponding box with a cross, and provide further comments underneath in the ‘Assessor’s comments’ section.

This checklist of ‘General performance evidence’ is adapted from the elements and performance criteria listed in the unit of competency.

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| General performance evidence – the candidate has demonstrated their ability to: | **Confirmed** |
| 1. Identify hazards in the work area before and during work
 | ❑ |
| 1. Assess risks and identify control measures to minimise risks
 | ❑ |
| 1. Review effectiveness of controls and identify and report remaining risks
 | ❑ |
| 1. Follow workplace procedures to implement controls and use appropriate PPE
 | ❑ |
| 1. Handle and store hazardous materials safely
 | ❑ |
| 1. Recognise emergency situations and follow emergency workplace procedures
 | ❑ |
| 1. Follow workplace procedures for dealing with a range of emergencies
 | ❑ |
| 1. Raise WHS issues with designated personnel according to workplace procedures
 | ❑ |
| 1. Contribute to safety in the workplace within scope of responsibility by providing input in: WHS arrangements, control measures, opportunities for development and reporting of non-routine hazards
 | ❑ |
| 1. Follow workplace safety procedures, WHS laws and regulations
 | ❑ |
| 1. Identify the rights and responsibilities of employees and employers under WHS law
 | ❑ |
| 1. Complete hazard, incident or accident reports (with assistance, if necessary)
 | ❑ |

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| **Assessor’s comments** |
| Date/s: Location/s:Description: |

Third party sign-off

The candidate’s workplace supervisor or line manager should tick the boxes below to verify that the candidate has consistently demonstrated these performance criteria over a period of time and in a range of contexts. If any of the performance criteria have not been properly demonstrated, the supervisor should discuss the matter with the assessor and decide on an appropriate course of action.

This checklist is adapted from the ‘Critical aspects for assessment’ section in the ‘Evidence guide’ for the unit of competency.

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| **Performance evidence** – Supervisor’s statement:I acknowledge that the candidate has confirmed their competence in the workplace by demonstrating their ability to: | **Confirmed** |
| 1. Recognise potential situations requiring action
 | ❑ |
| 1. Implement appropriate corrective action
 | ❑ |
| 1. Follow procedures to identify hazards and control potential risks in the workplace
 | ❑ |
| 1. Participate in the workplace consultation process
 | ❑ |
| 1. Access WHS information
 | ❑ |
| 1. Apply WHS policies and procedures
 | ❑ |

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| **Supervisor’s comments** (including period of observation in the workplace) |
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| **Supervisor’s signature** |  | **Date** |  |

Recognition of prior learning

The assessor should list any recognition of prior learning (RPL) evidence that has been used to support a judgement of competency in this unit. Evidence may include previous training, accreditations, work experience or other pursuits where the candidate has gained relevant skills or knowledge.

The assessor must sight all original documents or certified copies being presented as evidence, and keep a copy on file with this assessment tool.

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| **RPL evidence presented** |
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