 MSMWHS200: 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 | ❑ |
| Section 5: Hazardous sub./dangerous goods | ❑ | 5. Hazardous sub./dangerous goods | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – including performance and knowledge 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** |
| --- |
| Assessed in conjunction with: *MSFFL3002: Establish and maintain a safe flooring technology work environment* Yes ❑ No ❑*TLID2003: Handle dangerous goods/ hazardous substances* Yes ❑ No ❑ |
| **Assessor’s signature** |  | **Date** |  |

Practical demonstrations

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

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| Performance evidence – the candidate has demonstrated their ability to: | **Confirmed** |
| 1. Identify hazards
 | ❑ |
| 1. Follow procedures to:
* assess risks associated with the hazards
* identify and apply standard controls
* check that controls are in place and operational
* select and use personal protective equipment (PPE)
 | ❑ |
| 1. Identify and interpret signs and symbols, including emergency alarms
 | ❑ |
| 1. Correctly handle and store items/materials relevant to the job
 | ❑ |
| 1. Interpret and apply relevant material safety data sheets (MSDS)
 | ❑ |

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| Knowledge evidence – the candidate has demonstrated their understanding of: | **Confirmed** |
| 1. Organisational work health and safety (WHS) procedures, including procedures for reporting WHS problems and taking action
 | ❑ |
| 1. Rights and responsibilities of employees and employers under the relevant WHS legislation
 | ❑ |
| 1. Hazards that may arise in the job/work environment, including:
* their possible causes
* potential consequences
* appropriate risk controls
 | ❑ |
| 1. Hierarchy of controls
 | ❑ |
| 1. Types and application of PPE
 | ❑ |
| 1. Hazard and emergency signs, labels and alarms
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| 1. Appropriate responses to non-standard situations.
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| **Assessor’s comments** |
| Date/s of demonstrations: 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 taken from the ‘Performance Evidence’ criteria in the ‘Assessment requirements’ section of 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. Identify hazards
 | ❑ |
| 1. Follow procedures to:
* assess risks associated with the hazards
* identify and apply standard controls
* check that controls are in place and operational
* select and use personal protective equipment (PPE)
 | ❑ |
| 1. Identify and interpret signs and symbols, including emergency alarms
 | ❑ |
| 1. Correctly handle and store items/materials relevant to job
 | ❑ |
| 1. Interpret and apply relevant material safety data sheets (MSDS)
 | ❑ |

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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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