

Government of Western Australia Department of Commerce





BSBWHS201A Assessment Mapping

	Modu	Ie – SmartMove Safety Passport
Unit(s) of competency	BSBWHS201A	Contribute to Health & Safety of Self and Others

Performance Criteria

	Element title	Performance criteria	Lo	ocation where assess	sable
BS	BWHS201A – Co	ontribute to Health & Safety of Self and Others	Manual Reference	Lesson / Activity	Question Number
1.	Work safely	1.1 Follow provided <i>safety procedures and</i> <i>instructions</i> when conducting work	Pg. 12-17 Pg. 18-25	Lesson 2/Direct Lesson 4/Demo Work Evidence	GM: 5, 12, 18-23, 25, 27, 28 IM: 1-10
		1.2 Carry out pre-start systems and equipment checks according to workplace procedures	Pg. 12-17 Pg. 18-25	Lesson 2/Demo Lesson 4/Demo Work Evidence	GM: 11, 24, 25, 27, 28
		1.3 Follow workplace procedures for responding to <i>emergency incidents</i>	Pg. 49-61 Pg. 62-66	Lesson 6/Review Lesson 7/Demo Work Evidence	GM: 34, 35
2.	Implement workplace safety	2.1 Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace	Pg. 5-11 Pg.18-25	Lesson 1/Analysis Lesson 3/Direct Work Evidence	GM: 8, 9, 12, 25, 30, 31
	requirements	2.2 Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures	Pg. 5-11 Pg. 12-17	Lesson 1/Analysis Lesson 2/Demo Work Evidence	GM: 12, 26, 28, 31, 32
		2.3 Identify and implement WHS procedures and work instructions	Pg. 18-25 Pg. 67-72	Lesson 4/Demo Lesson 8/Direct Work Evidence	GM: 5, 12, 13, 14, 15, 17, 24, 25, 33 IM: 1-10
		2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures	Pg. 18-25 Pg. 49-61	Lesson 4/Demo Lesson 6/Review Work Evidence	GM: 10, 31, 35
		2.5 Identify WHS <i>duty holders</i> in own work area and their duties	Pg. 18-25 Pg. 67-72	Lesson 3/Direct Lesson 8/Direct Work Evidence	GM: 6, 7, 8, 25
3.	Participate in WHS consultative	3.1 Contribute to workplace meetings, inspections and other WHS consultative activities	Pg. 26-48 Pg. 67-72	Lesson 5/Demo Lesson 8/Direct Work Evidence	GM: 4, 12, 17, 28 IM: 11-16
	processes	3.2 Raise WHS issues with designated persons according to organisational procedures	Pg. 18-25 Pg. 18-25	Lesson 3/Direct Lesson 4/Demo Work Evidence	GM: 7, 8, 9, 25, 30, 31, 32
		3.3 Take actions to eliminate workplace hazards and reduce risks	Pg. 5-11 Pg. 12-17	Lesson 1/Analysis Lesson 2/Demo Work Evidence	GM: 5, 11, 13, 15, 17, 18-23, 26, 28

Required skills and knowledge

ltem	Required skills	Manual	Location when	e assessed
BSBWH	IS201A – Contribute to Health & Safety of Self and Others	Reference	Lesson / Activity	Question Number
а	communication skills to contribute to workplace meetings	Pg. 18-25 Pg. 26-48	Lesson 4/Demo Lesson 5/Demo	GM: 1, 2, 7, 9, 12, 28, 29, 30, 32
b	 literacy skills to: contribute to workplace meetings, inspections and other WHS consultative activities interpret safety signs, symbols, notices and other WHS documents record and report hazards, risks, emergency incidents and injuries 	Pg. 5-11 Pg. 12-17 Pg. 26-48 Pg. 49-61	Lesson 1/Analysis Lesson 2/Demo Lesson 5/Demo Lesson 6/Review	GM: 3, 4, 11, 12, 17, 18- 23 IM: 1-16
с	problem-solving skills to follow procedures in an emergency	Pg. 49-61 Pg. 62-66	Lesson 6/Review Lesson 7/Demo	GM: 31, 34, 35
ltem	Required knowledge	Manual	Location when	e assessed
BSBWH	IS201A – Contribute to Health & Safety of Self and Others	Reference	Lesson / Activity	Question Number
а	emergency procedures, including procedures for fires and incidents	Pg. 62-66 Pg. 67-72	Lesson 7/Demo Lesson 8/Direct	GM: 34, 35
b	meaning of commonly used hazard signs and safety symbols	Pg. 5-11 Pg. 12-17	Lesson 1/Analysis Lesson 2/Demo	GM: 18-23
С	 responsibilities, as specified in WHS Acts, regulations and codes of practice, of: self persons conducting businesses or undertakings (PCBUs) or their officers fellow workers 	Pg. 18-25 Pg. 18-25	Lesson 3/Direct Lesson 4/Demo	GM: 4, 5, 6, 7, 8, 12, 14, 16, 24, 27, 28, 30, 31, 33 IM: 11-16

Critical aspects for evidence

ltem	Critical aspects for evidence	Manual	Location wher	e assessed
BSBW	HS201A – Contribute to Health & Safety of Self and Others	Reference	Lesson / Activity	Question Number
1	following all relevant safety procedures and instructions	Pg. 12-17 Pg. 18-25	Lesson 2/Demo Lesson 4/Demo Work Evidence	GM: 5, 12, 15, 18-23, 25, 27, 35 IM: 1-10
2	identifying and reporting hazards to designated personnel	Pg. 18-25 Pg. 67-72	Lesson 4/Demo Lesson 8/Direct Work Evidence	GM: 8, 11, 12, 25, 28, 32
3	knowledge of relevant materials, equipment and work processes	Pg. 26-48 Pg. 67-72	Lesson 5/Demo Lesson 8/Direct Work Evidence	GM: 13, 15, 17, 25, 27, 33 IM: 1-10

Manual Reference: The page numbers where each lesson can be found in its offline format

Lesson/Activity: The relevant SmartMove lesson appropriate to the competency, either in its online or offline format. The activity is the type of assessable activity within each lesson (explained below);

Analysis -	analysis of responses to case studies and scenarios
Demo -	demonstration of techniques
Direct -	direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
Review -	review of documentation identifying and reporting emergency incidents
Work Evidence -	refers to the Workplace Evidence Checklist to be completed by a work supervisor when a student attends their work placement

Ouestion Number: The relevant question from the SmartMove Modules quizzes that relates to the competencies listed above;

GM -	relates to the questions that appear in the General Module
IM-	relates to the questions that appear in the Industry Modules, (questions 1 to 10 in the Industry Modules relate to general safety knowledge related to the specific industry and questions 11 to 16 in the Industry Modules
	to the specific industry, and questions 11 to 16 in the Industry Modules address general OSH knowledge that is not industry specific)

SmartMove Safety Passport Lessons	BSBWH	S201A Col	mpetencie	es							
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3
Lesson 1											
SAM											
Lesson 2											
SAM in the Workplace											
Lesson 3											
Employer Responsibilities											
Lesson 4											
Employee Responsibilities											
Lesson 5											
Worksite Inspections											
Lesson 6											
Incident Reports											
Lesson 7											
Emergency Response Plan											
Lesson 8											
OSH Induction											

BSBWHS201A Competencies Addressed by Proposed SmartMove Tasks: Summary

Many of the lessons can be used to demonstrate competencies not indicated above.

It is recommended that educators use the above matrix to give students the chance to provide evidence at least twice for each competency, and to focus on specific competencies for each lesson.

Unit(s) of competency	BSBWHS201A	Contribute to Health & Safety of Self and Others
Element title	Performance criteria	Relevant Examples of Workplace Evidence
4. Work safely	1.4 Follow provided <i>safety procedures</i> <i>and instructions</i> when conducting work	 Acknowledging and reading safety posters/checklists Applying safe work practices and precautions to eliminate injury Wearing appropriate clothing
	1.5 Carry out pre-start systems and equipment checks according to workplace procedures	 Correctly using personal protective clothing and equipment Using equipment safely following verbal or written instruction Selecting the appropriate equipment for a work task
	1.6 Follow workplace procedures for responding to <i>emergency incidents</i>	 Follow evacuation procedures Identify and explain procedures for reporting emergency situations Demonstrate correct use of emergency equipment
5. Implement workplace safety requirements	2.6 Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace	 Report any incidents to appropriate OSH officer/workplace supervisor Identify and explain procedures for reporting hazardous situations Participate in OSH workplace meetings
	2.7 Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures	 Identify and explain procedures for reporting hazardous situations Complete appropriate workplace documentation such as worksite inspection checklist Report any incidents to appropriate OSH officer/workplace supervisor
	2.8 Identify and implement WHS procedures and work instructions	 Apply safe working practices and precautions to eliminate injury or damage to self or others Correctly use personal protective clothing and equipment Follow recommended procedures when handling waste products
	2.9 Identify and report emergency incidents and injuries to designated persons according to workplace procedures	 Identify and explain procedures for reporting emergency situations Report any emergency incidents to appropriate OSH officer/workplace supervisor Follow recommended procedures when dealing with an emergency situation
	2.10 Identify WHS <i>duty holders</i> in own work area and their duties	 Report any incidents to appropriate OSH officer/workplace supervisor Observe the safety precautions that must be followed as demonstrated by a supervisor Identify and explain procedures for reporting hazardous situations
6. Participate in WHS consultative	3.4 Contribute to workplace meetings, inspections and other WHS consultative activities	 Participate in OSH workplace meetings Complete appropriate workplace documentation such as worksite inspection checklist Participate in emergency evacuation drills
processes	3.5 Raise WHS issues with designated persons according to organisational procedures	 Report any incidents to appropriate OSH officer/workplace supervisor Complete appropriate workplace documentation such as worksite inspection checklist Identify and explain procedures for reporting hazardous situations
	3.6 Take actions to eliminate workplace hazards and reduce risks	 Apply safe working practices and precautions to eliminate injury or damage to self or others Correctly use personal protective clothing and equipment Use equipment safely following verbal or written

ltem	Required skills	Relevant Examples of Workplace Evidence
BSBWH	S201A – Contribute to Health & Safety of Self and Others	
а	communication skills to contribute to workplace meetings	 Acknowledging and reading safety posters/checklists Using equipment safely following verbal or written instruction Participate in OSH workplace meetings
b	 literacy skills to: contribute to workplace meetings, inspections and other WHS consultative activities interpret safety signs, symbols, notices and other WHS documents record and report hazards, risks, emergency incidents and injuries 	 Acknowledging and reading safety posters/checklists Using equipment safely following verbal or written instruction Participate in OSH workplace meetings Report any incidents to appropriate OSH officer/workplace supervisor Complete appropriate workplace documentation such as worksite inspection checklist
С	problem-solving skills to follow procedures in an emergency	 Identify and explain procedures for reporting emergency situations Report any emergency incidents to appropriate OSH officer/workplace supervisor Follow recommended procedures when dealing with an emergency situation
ltem	Required knowledge	Relevant Examples of Workplace Evidence
BSBWH	S201A – Contribute to Health & Safety of Self and Others	
а	emergency procedures, including procedures for fires and incidents	 Identify and explain procedures for reporting emergency situations
		 Report any emergency incidents to appropriate OSH officer/workplace supervisor
		 Follow recommended procedures when dealing with an emergency situation
b	meaning of commonly used hazard signs and safety symbols	Acknowledging and reading safety posters/checklists
С	 responsibilities, as specified in WHS Acts, regulations and codes of practice, of: self persons conducting businesses or undertakings (PCBUs) or their officers fellow workers 	 Applying safe work practices and precautions to eliminate injury Wearing appropriate clothing Correctly using personal protective clothing and equipment Using equipment safely following verbal or written instruction Selecting the appropriate equipment for a work task
Item	Critical aspects for evidence	
BSBWH	S201A – Contribute to Health & Safety of Self and Others	Relevant Examples of Workplace Evidence
1	following all relevant safety procedures and instructions	 Correctly using personal protective clothing and equipment Using equipment safely following verbal or written instruction Selecting the appropriate equipment for a work task
2	identifying and reporting hazards to designated personnel	 Identify and explain procedures for reporting hazardous situations Complete appropriate workplace documentation such as worksite inspection checklist Report any incidents to appropriate OSH officer/workplace supervisor
3	knowledge of relevant materials, equipment and work processes	 Apply safe working practices and precautions to eliminate injury or damage to self or others Correctly use personal protective clothing and equipment Follow recommended procedures when handling waste product

SmartMove Safety Passport Assessment Guid	e for BSBWHS201A
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Overview of Assessment	Assessment Criteria	Addressing the Criteria
Critical aspects for assessment and evidence required to demonstrate competency in this unit	 Evidence of the following is essential following all relevant safety procedures and instructions identifying and reporting hazards to designated personnel knowledge of relevant materials, equipment and work processes 	 Lesson 1 & 2 – Demonstration of Spot the Hazard, Assess the Risk, Make the Change Student's work supervisor can assess the student's demonstrated OSH knowledge using the Workplace Evidence Guide Lesson 3 & 4 – Student learns about and assessed upon their knowledge and understanding of workplace responsibilities Lesson 8 – Student develops their own OSH Induction procedure for a relevant workplace
Context of and specific resources for assessment	 Assessment must ensure safety processes, hazards and risks are relevant to area of work 	 Student conducts practical Safety Passport tasks in a school work environment relevant to their area of interest of employment Student is placed in a work placement for their Workplace Learning, Traineeship or Apprenticeship where their work supervisor can assess the student's demonstrated OSH knowledge using the Workplace Evidence Guide
Method of assessment	 A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit analysis of responses to case studies and scenarios demonstration of techniques direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate review of documentation identifying and reporting emergency incidents 	 Lesson 1 & 2 – Demonstration of Spot the Hazard, Assess the Risk, Make the Change Lesson 5 & 7 – Review of worksite inspection and emergency response plan completed by student Lesson 6 – Response to case studies and scenarios utilising incident report forms Evidence of third-party workplace reports completed by work supervisor via the Workplace Evidence Guide Direct questioning via the SmartMove Certificate online quizzes
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended	• Student enrolled in a Certificate II school-based traineeship, a Certificate III apprenticeship, a WACE (<i>Western Australian Certificate of Education</i>) Workplace Learning or Career & Enterprise course



Candidate Name

Date____

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This card is evidence that	ersons, and record them according to w lace procedures 3. Take actions to eliminate workplace	2.2. Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to work-	Identify <i>designated persons</i> for reporting ries and concerns about safety in the kplace	Competencies of Lesson 1 (Spot the Hazard, Assess the Risk)
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Candidate Name

Date____

BSBWHS201A Elements	С	NYC	Comments
1.1 Follow provided safety procedures and instructions when conducting work			
1.2 Carry out pre-start systems and equipment checks according to workplace procedures			
2.2 Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures			
3.3 Take actions to eliminate workplace hazards and reduce risks			
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SAFETY PASSPORT CERTIFICA	TE (For	Students	s) – LESSON 2
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WORKSAFE OF TO for more details	<ul> <li>(SAM in the Workplace)</li> <li>1.1. Follow provided safety proced instructions when conducting work</li> <li>1.2. Carry out prelistart systems an ment checks according to workplac dures</li> <li>2.2. Identify existing and potential J the workplace, report them to desip persons, and record them accordin, place procedures</li> <li>3.3. Take actions to eliminate work ards and reduce risks</li> </ul>	o
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Safety Passport program		Lesson 2
Educator Signature	) ( c e proce- e proce- gnated gnated gto work- place haz-	
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Candidate Name

Date

Record the results of the assessment in the boxes below, with additional comments as required. Indicate whether the student has been assessed as "Competent" (C) or "Not Yet Competent" (**NYC**). Multiple attempts can be permitted.

SBWHS201A Elements	С	NYC		Comment	5
1 Identify <i>designated persons</i> for reporting queries					
nd concerns about safety in the workplace					
5 Identify WHS duty holders in own work area and					
eir duties					
2 Raise WHS issues with designated persons			_		
ccording to organisational procedures					
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Candidate Name

Date____

Record the results of the assessment in the boxes below, with additional comments as required. Indicate whether the student has been assessed as "Competent" (**C**) or "Not Yet Competent" (**NYC**). Multiple attempts can be permitted.

BSBWHS201A Elements	С	NYC	Comments
1.1 Follow provided safety procedures and instructions when conducting work			
1.2 Carry out pre-start systems and equipment checks according to workplace procedures			
2.3 Identify and implement WHS procedures and work instructions			
3.2 Raise WHS issues with designated persons according to organisational procedures			
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SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 4

Once **all the competencies** have been met for this lesson, students can have their teacher/trainer sign the certificate below, then cut out and insert the certificate into their personal Safety Passport.

Competencies of Lesson 4 (Employee Responsibilities) 1.1. Follow provided <i>safety procedures and</i> <i>instructions</i> when conducting work 1.2. Carry out prestart systems and equip- ment checks according to workplace proce- dures 2.3 Identify and implement WHS procedures and work instructions 3.2 Raise WHS issues with designated person according to organisational procedures
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Candidate Name

Date

Record the results of the assessment in the boxes below, with additional comments as required. Indicate whether the student has been assessed as "Competent" (C) or "Not Yet Competent" (NYC). Multiple attempts can be permitted.

BSBWHS201A Elements	С	NYC		Comment	S
2.4 Identify and report emergency incidents and					
njuries to designated persons according to					
workplace procedures 3.1 Contribute to workplace meetings, inspections					
and other WHS consultative activities					
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Candidate	Date				
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Once all the competencies have been met for this le	sson, stu	<b>Students)</b> Idents can ha into their pe	- LE ave the rsonal	<b>SSON 5</b> eir teacher/tra	
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Educator Signature_



Candidate Name_

Date____

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Candidate Name

Date____

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Record the results of the assessment in the boxes below, with additional comments as required. Indicate whether the student has been assessed as "Competent" (**C**) or "Not Yet Competent" (**NYC**). Multiple attempts can be permitted.

BSBWHS201A Elements	С	NYC	Comments
<b>1.3</b> Follow workplace procedures for responding to <i>emergency incidents</i>			
<b>2.4</b> Identify and report emergency incidents and injuries to designated persons according to workplace procedures			
The candidate has been informed of the assessment re reasons for the decision.	esult and t	he	
Assessor	Date		
I have been informed of the assessment result and the decision.	reasons f	or the	
Candidate	Date		



Once **all the competencies** have been met for this lesson, students can have their teacher/trainer sign the certificate below, then cut out and insert the certificate into their personal Safety Passport.

WORKSAFE OF TO for more details	Com (Eme 1.3. Follow wo sponding to <i>er</i> 2.4. Identify ar and injuries to to workplace p
This card is evidence that	Competencies of Lesson 7 (Emergency Response Plan) w workplace procedures for to <i>emergency incidents</i> to <i>emergency incidents</i> to designated persons ac es to designated persons ac ace procedures
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Safety Passport program	Lesson onse Pla edures f <i>dents</i> ersons ersons
Date	n 7 for re- y incidents s according
Educator Signature <b>move</b>	ਲੋਂ ਲੱ



Candidate Name

Date____

3SBWHS201A Elements	С	NYC		Commer	nts	
<b>.3</b> Identify and implement WHS procedures and vork instructions						
2.5 Identify WHS duty holders in own work area and						
heir duties						
3.1 Contribute to workplace meetings, inspections						
and other WHS consultative activities						
The candidate has been informed of the assessment re	esult and t	he				
easons for the decision.						
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# SmartMove Safety Passport Workplace Evidence Checklist



Student Name	

Teacher Name_____

Year	Level	

School_____

Supervisor Name_____

Company_____

Workplace Evidence & BSBWHS201A Related Competencies	Supervisor Signature	Date
Acknowledging and reading safety posters/checklists -		
1.1		
Applying safe work practices and precautions to eliminate		
injury or damage to self or others - 1.1/2.3/3.3		
Wearing appropriate clothing -		
1.1		
Correctly using personal protective clothing and		
equipment - 1.2 / 2.3 / 3.3		
Using equipment safely following verbal or written		
instruction - 1.2 / 3.3		
Selecting the appropriate equipment for a work task -		
1.2		
Follow evacuation procedures -		
1.3		
Identify and explain procedures for reporting emergency		
situations - 1.3 / 2.4		
Demonstrate correct use of emergency equipment -		
1.3		
Report any incidents to appropriate WHS		
officer/workplace supervisor - 2.1/2.2/2.5/3.2		
Identify and explain procedures for reporting hazardous		
situations - 2.1 / 2.2 / 2.5 / 3.2		
Participate in WHS workplace meetings -		
2.1/3.1		
Complete appropriate workplace documentation such as		
worksite inspection checklist - 2.2 / 3.1 / 3.2		
Follow recommended procedures when handling waste		
products - 2.3		
Report any emergency incidents to appropriate WHS		
officer/workplace supervisor - 2.4		
Follow recommended procedures when dealing with an		
emergency situation - 2.4		
Observe the safety precautions that must be followed as		
demonstrated by a supervisor - 2.5		
Participate in emergency evacuation drills -		
3.1		