



Government of Western Australia  
Department of Commerce



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# BSBWHS201A

# Assessment Mapping

## Module – SmartMove Safety Passport

Unit(s) of competency	BSBWHS201A	Contribute to Health & Safety of Self and Others
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### Performance Criteria

Element title	Performance criteria	Location where assessable		
BSBWHS201A – Contribute to Health & Safety of Self and Others		Manual Reference	Lesson / Activity	Question Number
1. Work safely	1.1 Follow provided <i>safety procedures and 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 requirements	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
	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 processes	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
	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

Item	Required skills	Manual Reference	Location where assessed	
BSBWHS201A – Contribute to Health & Safety of Self and Others			Lesson / Activity	Question Number
a	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: <ul style="list-style-type: none"><li>contribute to workplace meetings, inspections and other WHS consultative activities</li><li>interpret safety signs, symbols, notices and other WHS documents</li><li>record and report hazards, risks, emergency incidents and injuries</li></ul>	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
c	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
Item	Required knowledge	Manual Reference	Location where assessed	
BSBWHS201A – Contribute to Health & Safety of Self and Others			Lesson / Activity	Question Number
a	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
c	responsibilities, as specified in WHS Acts, regulations and codes of practice, of: <ul style="list-style-type: none"><li>self</li><li>persons conducting businesses or undertakings (PCBUs) or their officers</li><li>fellow workers</li></ul>	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

Item	Critical aspects for evidence	Manual Reference	Location where assessed	
BSBWHS201A – Contribute to Health & Safety of Self and Others			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

Question 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 address general OSH knowledge that is not industry specific)

## BSBWS201A Competencies Addressed by Proposed SmartMove Tasks: Summary

SmartMove Safety Passport Lessons	BSBWS201A Competencies										
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3
<b>Lesson 1</b> <i>SAM</i>											
<b>Lesson 2</b> <i>SAM in the Workplace</i>											
<b>Lesson 3</b> <i>Employer Responsibilities</i>											
<b>Lesson 4</b> <i>Employee Responsibilities</i>											
<b>Lesson 5</b> <i>Worksite Inspections</i>											
<b>Lesson 6</b> <i>Incident Reports</i>											
<b>Lesson 7</b> <i>Emergency Response Plan</i>											
<b>Lesson 8</b> <i>OSH Induction</i>											

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.

## Module – SmartMove Safety Passport

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 and instructions</i> when conducting work	<ul style="list-style-type: none"> <li>Acknowledging and reading safety posters/checklists</li> <li>Applying safe work practices and precautions to eliminate injury</li> <li>Wearing appropriate clothing</li> </ul>
	1.5 Carry out pre-start systems and equipment checks according to workplace procedures	<ul style="list-style-type: none"> <li>Correctly using personal protective clothing and equipment</li> <li>Using equipment safely following verbal or written instruction</li> <li>Selecting the appropriate equipment for a work task</li> </ul>
	1.6 Follow workplace procedures for responding to <i>emergency incidents</i>	<ul style="list-style-type: none"> <li>Follow evacuation procedures</li> <li>Identify and explain procedures for reporting emergency situations</li> <li>Demonstrate correct use of emergency equipment</li> </ul>
5. Implement workplace safety requirements	2.6 Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace	<ul style="list-style-type: none"> <li>Report any incidents to appropriate OSH officer/workplace supervisor</li> <li>Identify and explain procedures for reporting hazardous situations</li> <li>Participate in OSH workplace meetings</li> </ul>
	2.7 Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures	<ul style="list-style-type: none"> <li>Identify and explain procedures for reporting hazardous situations</li> <li>Complete appropriate workplace documentation such as worksite inspection checklist</li> <li>Report any incidents to appropriate OSH officer/workplace supervisor</li> </ul>
	2.8 Identify and implement WHS procedures and work instructions	<ul style="list-style-type: none"> <li>Apply safe working practices and precautions to eliminate injury or damage to self or others</li> <li>Correctly use personal protective clothing and equipment</li> <li>Follow recommended procedures when handling waste products</li> </ul>
	2.9 Identify and report emergency incidents and injuries to designated persons according to workplace procedures	<ul style="list-style-type: none"> <li>Identify and explain procedures for reporting emergency situations</li> <li>Report any emergency incidents to appropriate OSH officer/workplace supervisor</li> <li>Follow recommended procedures when dealing with an emergency situation</li> </ul>
	2.10 Identify WHS <i>duty holders</i> in own work area and their duties	<ul style="list-style-type: none"> <li>Report any incidents to appropriate OSH officer/workplace supervisor</li> <li>Observe the safety precautions that must be followed as demonstrated by a supervisor</li> <li>Identify and explain procedures for reporting hazardous situations</li> </ul>
6. Participate in WHS consultative processes	3.4 Contribute to workplace meetings, inspections and other WHS consultative activities	<ul style="list-style-type: none"> <li>Participate in OSH workplace meetings</li> <li>Complete appropriate workplace documentation such as worksite inspection checklist</li> <li>Participate in emergency evacuation drills</li> </ul>
	3.5 Raise WHS issues with designated persons according to organisational procedures	<ul style="list-style-type: none"> <li>Report any incidents to appropriate OSH officer/workplace supervisor</li> <li>Complete appropriate workplace documentation such as worksite inspection checklist</li> <li>Identify and explain procedures for reporting hazardous situations</li> </ul>
	3.6 Take actions to eliminate workplace hazards and reduce risks	<ul style="list-style-type: none"> <li>Apply safe working practices and precautions to eliminate injury or damage to self or others</li> <li>Correctly use personal protective clothing and equipment</li> <li>Use equipment safely following verbal or written instructions</li> </ul>

Item	Required skills	Relevant Examples of Workplace Evidence
<b>BSBWHS201A – Contribute to Health &amp; Safety of Self and Others</b>		
a	communication skills to contribute to workplace meetings	<ul style="list-style-type: none"> <li>• Acknowledging and reading safety posters/checklists</li> <li>• Using equipment safely following verbal or written instruction</li> <li>• Participate in OSH workplace meetings</li> </ul>
b	literacy skills to: <ul style="list-style-type: none"> <li>• contribute to workplace meetings, inspections and other WHS consultative activities</li> <li>• interpret safety signs, symbols, notices and other WHS documents</li> <li>• record and report hazards, risks, emergency incidents and injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledging and reading safety posters/checklists</li> <li>• Using equipment safely following verbal or written instruction</li> <li>• Participate in OSH workplace meetings</li> <li>• Report any incidents to appropriate OSH officer/workplace supervisor</li> <li>• Complete appropriate workplace documentation such as worksite inspection checklist</li> </ul>
c	problem-solving skills to follow procedures in an emergency	<ul style="list-style-type: none"> <li>• Identify and explain procedures for reporting emergency situations</li> <li>• Report any emergency incidents to appropriate OSH officer/workplace supervisor</li> <li>• Follow recommended procedures when dealing with an emergency situation</li> </ul>
Item	Required knowledge	Relevant Examples of Workplace Evidence
<b>BSBWHS201A – Contribute to Health &amp; Safety of Self and Others</b>		
a	emergency procedures, including procedures for fires and incidents	<ul style="list-style-type: none"> <li>• Identify and explain procedures for reporting emergency situations</li> <li>• Report any emergency incidents to appropriate OSH officer/workplace supervisor</li> <li>• Follow recommended procedures when dealing with an emergency situation</li> </ul>
b	meaning of commonly used hazard signs and safety symbols	<ul style="list-style-type: none"> <li>• Acknowledging and reading safety posters/checklists</li> </ul>
c	responsibilities, as specified in WHS Acts, regulations and codes of practice, of: <ul style="list-style-type: none"> <li>• self</li> <li>• persons conducting businesses or undertakings (PCBUs) or their officers</li> <li>• fellow workers</li> </ul>	<ul style="list-style-type: none"> <li>• Applying safe work practices and precautions to eliminate injury</li> <li>• Wearing appropriate clothing</li> <li>• Correctly using personal protective clothing and equipment</li> <li>• Using equipment safely following verbal or written instruction</li> <li>• Selecting the appropriate equipment for a work task</li> </ul>
Item	Critical aspects for evidence	Relevant Examples of Workplace Evidence
<b>BSBWHS201A – Contribute to Health &amp; Safety of Self and Others</b>		
1	following all relevant safety procedures and instructions	<ul style="list-style-type: none"> <li>• Correctly using personal protective clothing and equipment</li> <li>• Using equipment safely following verbal or written instruction</li> <li>• Selecting the appropriate equipment for a work task</li> </ul>
2	identifying and reporting hazards to designated personnel	<ul style="list-style-type: none"> <li>• Identify and explain procedures for reporting hazardous situations</li> <li>• Complete appropriate workplace documentation such as worksite inspection checklist</li> <li>• Report any incidents to appropriate OSH officer/workplace supervisor</li> </ul>
3	knowledge of relevant materials, equipment and work processes	<ul style="list-style-type: none"> <li>• Apply safe working practices and precautions to eliminate injury or damage to self or others</li> <li>• Correctly use personal protective clothing and equipment</li> <li>• Follow recommended procedures when handling waste product</li> </ul>

## SmartMove Safety Passport Assessment Guide for BSBWHS201A

Overview of Assessment	Assessment Criteria	Addressing the Criteria
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential</p> <ul style="list-style-type: none"> <li>• following all relevant safety procedures and instructions</li> <li>• identifying and reporting hazards to designated personnel</li> <li>• knowledge of relevant materials, equipment and work processes</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson 1 &amp; 2 – Demonstration of Spot the Hazard, Assess the Risk, Make the Change</li> <li>• Student's work supervisor can assess the student's demonstrated OSH knowledge using the Workplace Evidence Guide</li> <li>• Lesson 3 &amp; 4 – Student learns about and assessed upon their knowledge and understanding of workplace responsibilities</li> <li>• Lesson 8 – Student develops their own OSH Induction procedure for a relevant workplace</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure</p> <ul style="list-style-type: none"> <li>• safety processes, hazards and risks are relevant to area of work</li> </ul>	<ul style="list-style-type: none"> <li>• Student conducts practical Safety Passport tasks in a school work environment relevant to their area of interest of employment</li> <li>• 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</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit</p> <ul style="list-style-type: none"> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques</li> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate</li> <li>• review of documentation identifying and reporting emergency incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson 1 &amp; 2 – Demonstration of Spot the Hazard, Assess the Risk, Make the Change</li> <li>• Lesson 5 &amp; 7 – Review of worksite inspection and emergency response plan completed by student</li> <li>• Lesson 6 – Response to case studies and scenarios utilising incident report forms</li> <li>• Evidence of third-party workplace reports completed by work supervisor via the Workplace Evidence Guide</li> <li>• Direct questioning via the SmartMove Certificate online quizzes</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p>	<ul style="list-style-type: none"> <li>• 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 &amp; Enterprise course</li> </ul>



## ASSESSMENT RECORD (For Educators) – LESSON 1



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	C	NYC	Comments
<b>2.1</b> Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace			
<b>2.2</b> Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures			
<b>3.3</b> Take actions to eliminate workplace hazards and reduce risks			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor _____ Date _____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate _____ Date _____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 1

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.

 <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 1</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p> 	<p><b>Competencies of Lesson 1</b> (Spot the Hazard, Assess the Risk)</p> <p><b>2.1.</b> Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace</p> <p><b>2.2.</b> Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures</p> <p><b>3.3.</b> Take actions to eliminate workplace hazards and reduce risks</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 2



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	C	NYC	Comments
1.1 Follow provided <i>safety procedures and instructions</i> 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			
The candidate has been informed of the assessment result and the reasons for the decision.  Assessor_____Date_____  I have been informed of the assessment result and the reasons for the decision.  Candidate_____Date_____			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 2

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.

 <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 2</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p> 	<p>Competencies of Lesson 2 (SAM in the Workplace)</p> <p>1.1. Follow provided <i>safety procedures and instructions</i> when conducting work</p> <p>1.2. Carry out prestart systems and equipment checks according to workplace procedures</p> <p>2.2. Identify existing and potential <i>hazards</i> in the workplace, report them to designated persons, and record them according to workplace procedures</p> <p>3.3. Take actions to eliminate workplace hazards and reduce risks</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 3



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	C	NYC	Comments
2.1 Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace			
2.5 Identify WHS <i>duty holders</i> in own work area and their duties			
3.2 Raise WHS issues with designated persons according to organisational procedures			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor _____ Date _____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate _____ Date _____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 3

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.

 <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that _____  from _____  has successfully completed <b>Lesson 3</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p> 	<p><b>Competencies of Lesson 3</b> (Employer Responsibilities)</p> <p>2.1. Identify <i>designated persons</i> for reporting queries and concerns about safety in the workplace</p> <p>2.5. Identify WHS <i>duty holders</i> in own work area and their duties</p> <p>3.2. Raise WHS issues with designated persons according to organisational procedures</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 4



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	C	NYC	Comments
1.1 Follow provided <i>safety procedures and instructions</i> 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			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor _____ Date _____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate _____ Date _____</p>			



## 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.

  <p>PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 4</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p>	<p style="text-align: center;"><b>Competencies of Lesson 4 (Employee Responsibilities)</b></p> <p>1.1. Follow provided <i>safety procedures and instructions</i> when conducting work</p> <p>1.2. Carry out prestart systems and equipment checks according to workplace procedures</p> <p>2.3 Identify and implement WHS procedures and work instructions</p> <p>3.2 Raise WHS issues with designated persons according to organisational procedures</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 5



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	C	NYC	Comments
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures			
3.1 Contribute to workplace meetings, inspections and other WHS consultative activities			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor _____ Date _____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate _____ Date _____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 5

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.

<p style="text-align: right;"><small>PTO for more details</small></p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 5</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p>	<p><b>Competencies of Lesson 5 (Worksite Inspections)</b></p> <p>2.4. Identify and report emergency incidents and injuries to designated persons according to workplace procedures</p> <p>3.1. Contribute to workplace meetings, inspections and other WHS consultative activities</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 6



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	C	NYC	Comments
1.3 Follow workplace procedures for responding to <i>emergency incidents</i>			
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor_____Date_____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate_____Date_____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 6

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.

 <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 6</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p> 	<p><b>Competencies of Lesson 6</b> (Incident Reports)</p> <p>1.3. Follow workplace procedures for responding to <i>emergency incidents</i></p> <p>2.4. Identify and report emergency incidents and injuries to designated persons according to workplace procedures</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 7



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	C	NYC	Comments
1.3 Follow workplace procedures for responding to <i>emergency incidents</i>			
2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor_____Date_____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate_____Date_____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 7

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.

  <p>PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 7</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p>	<p><b>Competencies of Lesson 7</b> <b>(Emergency Response Plan)</b></p> <p>1.3. Follow workplace procedures for responding to <i>emergency incidents</i></p> <p>2.4. Identify and report emergency incidents and injuries to designated persons according to workplace procedures</p>
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## ASSESSMENT RECORD (For Educators) – LESSON 8



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	C	NYC	Comments
2.3 Identify and implement WHS procedures and work instructions			
2.5 Identify WHS <b>duty holders</b> in own work area and their duties			
3.1 Contribute to workplace meetings, inspections and other WHS consultative activities			
<p>The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor _____ Date _____</p> <p>I have been informed of the assessment result and the reasons for the decision.</p> <p>Candidate _____ Date _____</p>			



## SAFETY PASSPORT CERTIFICATE (For Students) – LESSON 8

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.

 <p style="text-align: right; font-size: small;">PTO for more details</p> <p>This card is evidence that _____ from _____ has successfully completed <b>Lesson 8</b> of the SmartMove Safety Passport program</p> <p>Date _____</p> <p>Educator Signature _____</p> 	<p><b>Competencies of Lesson 8</b> (WHS Induction)</p> <p>2.3. Identify and implement WHS procedures and work instructions</p> <p>2.5. Identify WHS <b>duty holders</b> in own work area and their duties</p> <p>3.1. Contribute to workplace meetings, inspections and other WHS consultative activities</p>
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## SmartMove Safety Passport Workplace Evidence Checklist

Student Name \_\_\_\_\_

Year Level \_\_\_\_\_

Teacher Name \_\_\_\_\_

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		