Mapping ensures the assessment instruments cover the requirements of the unit. The observation checklist should be mapped to the relevant performance criteria and all performance evidence. The knowledge questions should be mapped to relevant performance criteria and all of the knowledge evidence.

**Assessment Mapping Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competency Code** | **BSBWHS211** | **Competency Name** | **Contribute to health and safety of self and others** | | |
| **Element** | **Performance Criteria** | | | **Assessment Tool** | |
| **Observation Checklist** | **Knowledge Questions** |
| Operate safely in own work environment | 1.1 Identify organisational WHS policies and procedures that apply to own work setting | | |  |  |
| 1.2 Carry out work tasks according to WHS instructions | | |  |  |
| 1.3 Carry out pre-start systems and equipment checks under supervision and according to organisational policies and procedures | | |  |  |
| 1.4 Participate in responding to incidents according to organisational policies and procedures | | |  |  |
| Operate safely within requirements of own role | 2.1 Identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed | | |  |  |
| 2.2 Identify existing and potential hazards relating to own role, and record and report them according to organisational policies and procedures | | |  |  |
| 2.3 Identify and contribute to implementing WHS instructions and organisational policies and procedures specific to own work area | | |  |  |
| 2.4 Identify and report incidents and injuries to required personnel according to organisational policies and procedures | | |  |  |
| Participate in WHS consultative processes | 3.1 Contribute to workplace meetings, inspections, and other WHS consultative activities | | |  |  |
| 3.2 Identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures | | |  |  |
| 3.3 Participate in actions to minimise or eliminate workplace hazards and to reduce risks | | |  |  |
| **Performance Evidence** | The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to: | | |  |  |
| * actively participate in two different work activities that contribute to the health and safety of self and others | | |  |  |
| * identify and report at least one hazard to designated personnel. | | |  |  |
| **Knowledge Evidence** | The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of: | | |  |  |
| * organisational safety policies, procedures, instructions and requirements relating to own work role in relation to: | | |  |  |
| * + checking systems and equipment | | |  |  |
| * + conducting routine work operations | | |  |  |
| * + personal protective equipment (PPE) | | |  |  |
| * + recording existing and potential WHS issues | | |  |  |
| * + responding to and reporting incidents and injuries | | |  |  |
| * + responding to fires and incident | | |  |  |
| * meaning of commonly used hazard signs and safety symbols | | |  |  |
| * duty holder responsibilities, as specified in WHS laws, including:   + self and co-workers   + persons conducting a business or undertaking (PCBUs)   + officers   + others in the workplace | | |  |  |
| * distinction between hazards and risks | | |  |  |
| * WHS hazards that may be present in the workplace, including the harm they can cause and how this harm occurs | | |  |  |
| * process of hazard identification and risk control. | | |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Foundation Skills -** *This section describes those language, literacy, numeracy, and employment skills that are essential to performance but not explicit in the performance criteria.*  Foundation skills are an integral part of a unit of competency and must be assessed. A unit’s performance criteria can explicitly include foundation skills essential for performance. Alternatively, if foundation skills are not explicit in the performance criteria they must be described in the ‘foundation skills’ field of the unit of competency. (ASQA VAC 7.4) | | | | | | |
|  | | **Assessment Tool** | | | |
| **Observation Checklist** | | **Project/**  **Other Assessment** | |
| Reading | | * Identifies and interprets short and simple information in relation to WHS and incidents | |  | |  |
| Writing | | * Uses structure and language appropriate to audience and context when giving factual information | |  | |  |
| Oral Communication | | * Uses language and non-verbal communication appropriate to audience and context in descriptions, opinions, and explanations * Extracts meaning and main ideas from verbal descriptions, opinions and explanations | |  | |  |
| Navigate the world of work | | * Follows WHS legislative requirements under supervision and with assistance * Follows protocols and procedures relating to own role * Seeks assistance from others when WHS issues are beyond scope of immediate responsibilities | |  | |  |
| Get the work done | | * Plans, organises, and implements routine tasks in order to optimise health and safety * Selects and implements actions from predetermined procedures | |  | |  |

|  |  |  |
| --- | --- | --- |
| **Does the Assessment for this unit of competency comply with the Assessment Conditions** | **YES** | **NO** |
| * Where the assessment takes place is appropriate to the assessment conditions |  |  |
| * Equipment and resource requirements are appropriate to the assessment conditions |  |  |