



Workplace Assessment

Supervisor Course

- RIICOM301D Communicate information
- RIIWHS301D Conduct safety and health investigations
- RIIRIS301D Apply risk management processes

Name:

Trainer:

Date:

A workplace assessment completes the assessment in the following unit:

RIICOM301D:

Communicate Information

RIIWHS301D:

Conduct health & safety investigations.

RIIRIS301D:

Apply risk management processes

When you have been assessed and have on site evidence gathered, a **Statement of Attainment** may be gained.

Instructions for workplace supervisors

This workplace assessment contains tasks that must be completed by the candidate and signed off by either the SSE, direct supervisor or a worksite manager.

To be deemed competent, the candidate must be observed performing each task detailed in the workplace assessment within 12 months of completing your course or refresher course will be required.

This checklist must be completed as part of achieving competence in this unit. It is required that the candidate is observed demonstrating the below skills. This checklist is to be completed by a workplace supervisor, SSE or manager and demonstration of all tasks must be observed and documented to verify the candidates' competence. If candidate satisfactorily performs each task, tick the satisfactory box. If candidate **does not** satisfactorily perform each task, tick the unsatisfactory box. For any performance that was not satisfactory, an additional opportunity must be arranged at a suitable time with the candidate. This must be completed and signed by both parties before submission. Please comment on candidates' performance.

Once completed please submit back to us via post:

Industry Pathways Pty Ltd
P O Box 2262, Burleigh BC QLD
4220

Or email:

tanya.e@industry pathways.com.au

The Candidate and an SSE, Supervisor or Manager must complete the form below before any assessment may proceed.

Site Sign off Required following completion of the workplace assessment of the below units:

RIICOM301D:

Communicate Information

RIIWHS301D:

Conduct health & safety investigations.

RIIRIS301D:

Apply risk management processes

Candidate details:			
Name		Site:	
Department		Position:	
The candidate must confirm the following before the assessment may proceed:			
I have completed a site induction and formal familiarisation of the work area			
The SSE, Supervisor or Manager has explained the assessment process to me			
SSE, Supervisor, Manager details:			
Name:		Site:	
Department:		Phone:	
Position:		Date:	

If candidate did not satisfactorily perform any of the tasks on the first occasion, a second observation will be necessary. An additional observation checklist will be provided if this is necessary.

The following Practical Activities are to be conducted and observed in the context of the work environment or appropriately simulated environment.

A simulated hazardous situation or incident is to be simulated at the worksite if a real situation is not practical where personal safety or environmental damage are limiting factors Candidates may work in small groups to perform the required tasks safely and satisfactorily.

Workplace Supervisor is to tick either Satisfactory or Not Yet Satisfactory after observation.

Candidate Name:	Date commenced:	Date completed:				
<p>I declare that: I have completed a site induction and formal familiarisation of the work area The SSE, Supervisor or Manager has explained the assessment process to me</p> <p>Candidate's signature: _____</p>						
<p>Workplace Assessment for units: RIICOM301D Communicate Information; RIIRIS301D Apply risk management processes RIIWHS301D Conduct health & safety investigations.</p>						
<p>Evidence attached:</p> <table border="0"> <tr> <td>Candidate indicate</td> <td>Supervisor to complete</td> </tr> <tr> <td>⚙ Assessment Activity 1</td> <td>Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></td> </tr> </table>			Candidate indicate	Supervisor to complete	⚙ Assessment Activity 1	Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/>
Candidate indicate	Supervisor to complete					
⚙ Assessment Activity 1	Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/>					
Comments						
<p>Unit</p> <p>RIICOM301D Communicate Information <input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p> <p>RIIWHS301D Conduct Health & Safety Investigations. <input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p> <p>RIIRIS301D Apply risk management processes <input type="checkbox"/> Competent <input type="checkbox"/> Not yet competent</p> <p>Supervisor name: _____ Supervisor signature: _____ Date: _____</p>						
<p>Re-assessment date if required: _____</p> <p>Assessor initial: _____ Candidate initial: _____</p>						

Assessment Activity 1

Workplace Supervisor is to tick either Satisfactory or Not Yet Satisfactory after observation

RIICOM301D

During the observation did the candidate satisfactorily:	Satisfactory	Not Yet Satisfactory
Use communication, literacy and technical skills communicate and interpret worksite processes and procedures		
Use appropriate terminology relevant to the work role		
Communicate orally with supervisors and other employees in informal and formal situations using clear English.		
Communicate effectively when making a formal presentation i.e. discuss issue/s at team meetings		
Demonstrated effective questioning and listening skills when communicating in meetings or when negotiating a solution		
Demonstrate planning and organising skills when managing communication processes by selecting the most appropriate communication method and resources		
Demonstrate effective problem solving skills when assessing technical, or other, issues		
Consistently communicate information in a timely manner relevant to the type of information and urgency		

RIIRIS301D

During the observation did the candidate satisfactorily:	Satisfactory	Not Yet Satisfactory
Obtains and applies relevant policies and procedures relating to the completion of risk assessments and implementation of risk control information		
Complies with techniques for effective risk management relevant to site and activities undertaken.		
Communicates and consults with other workers and management in the processes for effective risk management.		
Effectively engages others in the risk management process		
Applies planning and organising of work activities using compliance documentation where necessary to determine specific process steps.		
Uses the 'risk matrix' tool to determine the level of risk through the combination of both Consequence and Likelihood.		
Determines risk acceptability and takes reasonable steps to effectively control unacceptable risk. Communicating risk unacceptability to all relevant stakeholders		
Identifies and implements available and suitable control measures giving priority to the more effective methods in line with the hierarchy of control (WHS Reg 2011)		

RIIWH301D

During the observation did the candidate satisfactorily:	Satisfactory	Not Yet Satisfactory
Participate in the incident investigation process as part of the incident investigation team		
Determine clear and achievable objectives for incident investigations		
Gather evidence relevant to the incident and separate into primary and secondary sources		
Use active listening skills and take records during interviews and when collecting witness accounts of the incident		
Prioritise the collection of time sensitive sources of information being careful to maintain information integrity		
Establish incident investigation findings that are clearly founded in evidence, fact, reasoned argument and balance of probability		
Develop both preventative and corrective actions to eliminate or reduce potential for incident reoccurrence.		
Creating and delivering incident investigation reports to all relevant stakeholders including, representatives of the PCBU and industry regulators where necessary.		

Comments:

First Observation outcome: Satisfactory Not yet satisfactory

Date: _____

Re-assessment date (if necessary only): _____

Supervisor's Name: _____

Supervisor's Signature: _____