

Competency Unit: RABQSA-OH –OHS Management Systems

Training Provider: _____

Date: _____

EXAMINATION PROFILE

Competency: *Understand OHS laws, principles, codes of practices, and standards.*

Performance Criteria	Evidence Guide	Examination Method	Location in Examiners' Guide	Examination Day and Time	RABQSA Use Only Verification/remarks
1.1) OHS laws, codes of practices, and standards relevant to an industry or business type are known, understood and applied.	a. In accordance with relevant national OHS standard guidelines, with omission or deviation justified.				
	b. Presented verbally, written or other via means; accurate, concise and within context.				
	c. The evidence of 'understanding' must be measurable and relate directly to the requirements of the Standard.				
1.2) The intent and requirement of each clause of AS 4801, or equivalent applicable OHS standard, can be described in the context of a given business/industry sector.	a. OHS laws, principles, codes of practice and standards applicable in an industry sector and organizational situation are accurately identified and applied.				
	b. The intent and requirements of the national OHS standard are accurately reflected in audit outcomes, with omission or deviation justified.				

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Competency: *Identify OHS hazards that are reasonably expected to occur for that business type or industry.*

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2.1) Actual and potential OHS hazards are identified throughout the auditee business.	Actual and potential OHS hazards are accurately identified.				
2.2) The procedures used to identify hazards are relevant to the industry sector, and are based on evidence, business records, or industry practice.	Procedures used to identify hazards within the organizational context are accurately described.				
2.3) Specific OHS issues are identified for defined industry processes.	The appropriateness of procedures used to identify hazards within the organizational context is accurately evaluated.				

Competency: *Assess the risk of identified hazards in the context of the organization's OHS management system.*

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3.1) The level of risk for each hazard is assessed to determine significance.	All risks of identified hazards using scientifically based and relevant methodologies are accurately assessed.				
3.2) The risk examination methodology used is soundly and scientifically based, and is documented within the OHS system.	Procedures used to assess risk within the organizational context are accurately described.				
3.3) The risk examination methodology used is appropriate to the business type or industry sector.	Appropriateness of procedures used to assess risk within the organizational context is accurately evaluated.				

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Competency: *Assess the effectiveness of methodologies to control OHS hazards.*

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4.1) Control measures are in place for all identified OHS hazards.	Relevant and effective control measures for identified hazards are effectively applied.				
4.2) The appropriateness and effectiveness of controls based on legislative requirements, industry codes, and other technical information is clearly established.	a. Appropriateness and effectiveness of controls based on legislative requirements is accurately evaluated.				
	b. Appropriateness and effectiveness of controls within the organizational context is accurately evaluated.				
	c. All steps in the process at which control must be applied are accurately identified.				
4.3) Control measures are known by all relevant personnel, and applied in practice.	The extent to which control measures are known and applied within the auditee organisation is accurately assessed.				
4.4) The control measures are effective in eliminating or reducing the identified hazards.	Effectiveness of control measures used in reducing hazards within the auditee organisation is accurately assessed.				

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Competency: *Assess the OHS roles and responsibilities within the context of the organizational environment.*

Performance Criteria	Evidence Guide	Examination Method	Location in Examiners' Guide	Examination Day and Time	<i>RABQSA Use Only Verification/remarks</i>
5.1) The roles and responsibilities of auditee personnel responsible for OHS are clearly identified and applied.	The competence of personnel with responsibility for OHS within the auditee organisation is accurately evaluated.				
5.2) The inter-relationship between the OHS hierarchy and the corporate organizational structure is clearly identified.	a. The location of OHS in the corporate structure is accurately identified.				
	b. The organizational influence available in identified OHS roles is accurately evaluated.				
5.3) Barriers to the effective implementation of the OHS management system are identified and eliminated.	Any organizational barriers to the effective implementation of the OHS system are accurately identified and suitable proposals made for elimination of barriers.				

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Competency: *Determine the adequacy and effectiveness of an OHS management system.*

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6.1) Appropriate verification procedures are in place to establish the currency, relevance, and effectiveness of the OHS system.	a. Appropriate verification activities within the context of the organizational situation are accurately described.				
	b. Appropriateness of verification procedures that are in place is accurately assessed.				
6.2) Omissions in the OHS management system that could affect personal safety are identified.	Effectiveness of verification activities that are in place is accurately determined.				
6.3) The adequacy of the OHS management system in preventing, reducing, or eliminating OHS hazards is established.	The adequacy of the OHS management system in terms of protection of health and safety is accurately determined.				
6.4) The auditee has the organizational and process capability to ensure that documented controls are met.	a. Effectiveness of the document control system in the context of legal and other requirements is accurately determined.				
	b. Methodologies for hazard identification, risk assessment and hierarchy of controls used to mitigate them are identified.				
	c. Appropriate methods to handle and investigate accidents and incidents are handled is accurately determined.				
	d. Accurately determine whether				

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	plans and procedures for emergency preparedness are effectively implemented.				
	e.The appropriate use of requirements versus guidance as presented in the in the relevant national standard (including appendices) is determined.				