

## OHS Professional Certification

### OHS Practitioner Portfolio Report

*Completion of a OHS Practitioner Portfolio Report demonstrating application of a range of knowledge and skills is a requirement for certification as a Certified OHS Practitioner.*

*The number of reports required will depend on the duration and scope of the projects/activities that are the subject of the reports. The objective is to demonstrate that you have been involved in OHS activities at the practitioner level which have required you to apply professional skills and OHS knowledge.*

*The entry boxes in this form are expandable so the size is no indication of suggested length.*

*You should complete the Portfolio Report, obtain the verification and have the document ready to upload as part of your application. You may submit the document in MS Word or in pdf format. Please note that individuals who report to, have reported to or are in a junior position to the applicant are not acceptable verifiers. Clients and Customers are acceptable as a reference for Consultants.*

*Applicants are advised to read the [Guide to completing OHS Practitioner Portfolio Report and Sample document](#).*

Personal Details	
Name	Member No.
Email	Phone

*All Portfolio Reports will be treated as confidential documents for the purposes of assessment.*

## OHS Practitioner Portfolio Report

<b>1 Summary Details</b>			
Activity/project title:			
Duration:	Date from:	Date to:	Duration (months):
Brief description of organisation where activity undertaken			
Nature of workplace			
Nature of workforce			
Objective(s) of activity			
Team/people involved in activity/supervision			
Summary of activity (100 words or less)			

<b>2 Competencies</b>	
<p><i>The competency areas reflect the competencies in the Diploma of Work Health and Safety which provide a <u>general guide</u> for describing the nature of activities against the competency. Details on the competencies are available at <a href="http://training.gov.au/Training/Details/BSB51315">http://training.gov.au/Training/Details/BSB51315</a>.</i></p> <p><i>Please note that achievement of the competency from an RTO is <u>not</u> required to demonstrate capability here. Alternatively achievement of the competency through an RTO is <u>not</u> evidence of the competency for the purpose of certification. This section is about how <u>you</u> describe your competency as related to activities you undertake in the workplace.</i></p> <p><i>For certification activity must be recorded for each of the competency areas designated by an asterix plus at least one other area. You may demonstrate these competencies over a number of portfolio reports.</i></p>	
<b>Competency area</b>	<b>Comment on how this competency was demonstrated</b> <i>Depending on the nature of the activity 50 to 100 words per competency area is a guide</i>
*Hazard identification, risk assessment and risk control	
*Workplace monitoring and risk management activities <sup>1</sup>	
*OHS consultation and participation	

<sup>1</sup> Includes activities such as inspections, job safety analyses, basic noise or gas monitoring  
A06: OHS Practitioner Portfolio Report



*(Elements of) an OHS management system	
* OHS information and documentation systems/processes	
OHS training	
Incident response/ investigation	
Management of contractors	
Emergency preparedness	
<i>Other activities of note</i>	

<b>3 Capabilities</b>	
<i>The capabilities reflect the learning outcomes for qualifications at Level 5 of the Australian Qualification Framework. For certification activity must be recorded for each capability. This may be over a number of portfolio reports.</i>	
<b>Capability</b>	<b>Comment on how this capability was demonstrated</b> <i>Depending on the nature of the activity 50 to 100 words per capability is a guide</i>
Access and analyse OHS information from a range of sources to develop knowledge as a basis for action.	
Analyse, plan, implement and evaluate approaches to sometimes unpredictable OHS problems and/or OHS issues.	
Communicate OHS information and knowledge to others in the workplace demonstrating an understanding of the knowledge.	
Coach/train others in the workplace in OHS skills.	
Apply personal responsibility, initiative and judgment to organisation of own work	

<b>4 Declaration</b>	
I certify that the project activity description is a true and correct description and analysis of the OHS practice undertaken.	
Signature of candidate	
Date	

<b>5 Verification</b>	
<i>This section should be completed by a person who is familiar with the applicant's work related to this project/activity. Ideally this will be an experienced OHS professional or peer but may be a manager, client or other person with whom applicant interacted as part of the activity. Individuals who report to, have reported to or are in a junior position to you are not acceptable as verifiers. Clients and Customers are acceptable as verifiers for Consultants. If verification is not possible the applicant should include a statement to that effect and why it is not possible.</i>	
Name	



Contact information	Email
Phone	
Position	
Relationship to candidate	
Involvement in activity/project	
OHS qualifications (as relevant)	
I verify that to the best of my knowledge this is a true account of the candidate's work	
Signature	
Date	