



# OHS Professional Certification

## Example OHS Practitioner Portfolio Reports

The following examples of OHS Practitioner Portfolio Reports are provided to demonstrate how to complete the report. This is a guide only. Reports should be developed and written to suit the style and approach of the applicant and their project/activity.

### Example 1

<b>Personal Details</b>			
Name: EXAMPLE			
Contact information	Email: EXAMPLE	Phone: EXAMPLE	
<b>1 Summary Details</b>			
<b>Activity/project title: Regular (Weekly) inspections of a commercial construction site</b>			
Duration: 1-2 hours / week	Date from: February 2015	Date to: July 2015	Duration (months): 6 months
Brief description of organisation where activity undertaken: The organisation is a large national construction and civil and mining services company listed on the Australian Securities Exchange. The company employs more than 1,350 people in Brisbane, Sydney, Melbourne, Adelaide, Perth, Townsville and elsewhere throughout Australia. They act as Principal Contractor for large commercial construction projects.			
Nature of workplace: A commercial construction site for a 34-storey office tower, located in the central business district in Brisbane.			
Nature of workforce: Being a commercial construction site, the workforce is made up of the Principal Contractor's management team and various subcontractors depending on the stage of the project.			
Objective(s) of activity: To identify potential hazards as part of tasks being performed and/or the work environment. To identify potential non-compliances with legislative requirements for construction work. Assess any identified hazards / non-compliances and make recommendations for correction.			
Team/people involved in activity/supervision: As the Work Health and Safety Advisor for the project, I carried out weekly inspections of the project site over a 6-month period. I would also include others member of the Project Management Team in aspects of the inspection, as required.			
Summary of activity: The regular (weekly) formal inspections were carried out using a pre-defined inspection checklist and involved a walk through survey of the site and discussions with members of the Project Management Team and subcontractors on site. The inspection checklist was written up as a report and a copy provided to the Project Manager. A copy was also kept on file for the Project. Any hazards or non-compliance issues identified were raised verbally with the relevant persons at the time of the inspection and were dealt with immediately and/or a Corrective Action Request was issued to the relevant subcontractor's representative on site.			
<b>2 Competencies</b>			
Competency area	Comment on how this competency was demonstrated Depending on the nature of the activity 50 to 100 words per competency area is a guide		



*Hazard identification, risk assessment and risk control	<p>The weekly inspections involved identification of potential hazards in the work being undertaken and/or present due to the work environment. The checklist assisted in prompting the types of hazards / non-compliances to be inspected/checked.</p> <p>Where hazards or cases of non-compliance were identified, the level of risk presented by the hazard was assessed either informally or formally using a 4 x 4 risk matrix during completion of a Corrective Action Request form and/or Hazard Report Form.</p> <p>Corrective actions were devised through consultation with the stakeholders and were documented in the Corrective Action Request form and/or Hazard Report Form. Examples of the types of hazards that were identified include, fall from height hazards involved with scaffolding issues, housekeeping issues, unlabelled chemical containers, failures to follow SWMS requirements, etc.</p>
*Workplace monitoring and risk management activities	As discussed above, the weekly inspection task involved monitoring the work environment and work activities to identify potential hazards as well as the completion of risk assessments and corrective action requests for identified hazards.
*OHS consultation and participation	In order to carry out the site inspections effectively, it was vital that I communicated with members of the Project Management Team as well sub- contractor Supervisors and work crews. Consultation with the Supervisors and work crews enabled more effective hazard identification and selection of appropriate corrective actions.
*(Elements of) an OHS management system	NA
* OHS information and documentation systems/processes	Carrying out the inspections was a formal task and involved the completion of an inspection report that was submitted to the Project Manager. I was also responsible for keeping adequate records of all inspection reports and the corresponding Corrective Action Requests and Hazard Reports.
OHS training	NA
Incident response/ investigation	NA
Management of contractors	A large component of the weekly inspections was the process of monitoring sub-contractor's compliance with the Corrective Action Requests and ensuring close-out of identified hazards/non-compliances from previous inspections.
Emergency preparedness	Emergency preparedness was a component of the weekly inspections, which involved checking things like emergency exits being kept clear, fire extinguishers being present and within test date, emergency lighting in place and functioning, Muster Point signage in place, first aid equipment and signage in place, etc.
Other activities of note	No other activities of note
<b>3 Capabilities</b>	
Capability	Comment on how this capability was demonstrated.
Access and analyse OHS information from a range of sources to develop knowledge as a basis for action.	The weekly inspections were centred around hazard identification and checking for legislative compliance on site. As such, it was important that I have a good understanding of the WHS legislation as it relates to commercial construction sites. The Inspection Checklist served as a useful prompt but cannot be relied upon for the detailed knowledge required for carrying out the inspections. It is therefore vital that I stay up-to-date with current legislative requirements for construction work. I do this by attending Government run seminars, subscription to Government and other related email alerts and newsletters, and regular referral to the legislation in my day-to-day role. Apart from keeping up to date with legislative requirements it is also important to keep abreast of WHS matters in the construction industry. I do this through subscription to WHS blogs, and newsletters, attending AIHS networking events, and other continuing professional development activities.
Analyse, plan, implement and evaluate approaches to predictable OHS problems.	A commercial construction site is a rapidly changing work environment. As a WHS Advisor, I regularly work with subcontractors to resolve identified issues/hazards in a timely and practical manner. It is also vital to plan for coming works on site and the interaction between different trades. With experience this becomes easier and learning from previous projects can be applied to new sites.
Communicate OHS information and knowledge to others in the workplace.	The site inspections regularly provide information for the weekly Tool Box Talks I run. Issues identified during the inspections are raised for discussion in this forum.



Coach/train others in the workplace in OHS skills.	
Apply personal responsibility, initiative and judgment to organisation of own work	As the site's WHS Advisor, my role is responsible for assisting the Project Management Team to ensure WHS on site. This role requires me to take responsibility for ensuring key tasks are carried out as per the requirements of the company's OHS Management System and the Project Safety Management Plan, including the completion of the weekly site inspections. During activities such as the site inspection I have to exercise professional judgement in determining the best course of action when hazards/issues are identified. I am also responsible for organising my own work to ensure that all required tasks are completed in a timely manner.
<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>	
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	

## Example 2

<b>Personal Details</b>			
Name: Christina Grey			
Contact information	Email: <a href="mailto:xxx@iinet.net.au">xxx@iinet.net.au</a>	Phone: 0X XXX XXXX	
<b>1 Summary Details</b>			
Activity/project title: Hazard Identification, Risk Assessment and Control within a warehouse.			
Duration: 2 hrs/day	Date from 1 June 2014	Date to 30 June 2014	Duration (months); 1 month
Brief description of organisation where activity undertaken The organisation is an importer and on-seller of make-up to wholesale and retail clients around Australia including the major retailers David Jones and Myer.			



Nature of workplace Warehouse	
Nature of workforce Combination of males and females of mixed race and therefore languages.	
Objective(s) of activity  To meet the requirements of the Victorian Regulator following a visit as a result of an incident at the workplace.	
Team/people involved in activity/supervision  General Manager, Warehouse Manager, forklift operators, pick and pack teams.	
Summary of activity (100 words or less) Review of all activities within the warehouse to identify hazards and in particular to identify hazardous manual handling and the unpacking of containers along with the use of forklifts and the pedestrian interface. The activity involved devising, in conjunction with workers, new processes and procedures to ensure the safety of personnel and to ensure reasonable levels of productivity.	
<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/BSB51312">http://training.gov.au/Training/Details/BSB51312</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 asterisk 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	In conjunction with management and employees we went through the HIRAC process in order to be able to create a comprehensive risk register for the business.
*Workplace monitoring and risk management activities <sup>2</sup>	Noise was monitored in relation to forklifts early in the morning and around mid-afternoon as these were the high activity times for the 5 forklifts in operation. Monitoring of the activities of the pickers and packers was also undertaken during the course of the day during the period I was there.
*OHS consultation and participation	There is no health and safety representatives at the organisation so I ensured that I consulted with each work group with respect to their activities and activities that had the potential to impact their health and safety.



	Employees within the relevant areas of the warehouse were included in the hazard identification process, assessment of the associated risks, the possible controls and implementation of the chosen control processes.
*(Elements of) an OHS management system	I left the organisation with an effective HIRAC system and the necessary policies and procedures to cover the forklifts and all identified manual handling issues. A risk register was also commenced.
* OHS information and documentation systems/processes	Appropriate information regarding manual handling and forklifts was obtained from WorkSafe Victoria and was provided to the workers by placing it in their lunchroom.
OHS training	Training matrices for the forklift operators, order pickers and the Warehouse manager were developed although I had no role to plan in their training as this was arranged by the organisation through another provider.
Incident response/investigation	Incident response was not addressed as part of this program. However, incident and near miss reporting definitely was.
Management of contractors	Contractor management was not addressed as part of this program as no contractors were involved.
Emergency preparedness	Emergency preparedness was only addressed from the point of view of an incident happening. The overall emergency program was not addressed.
<i>Other activities of note</i>	None.
<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.	Reviewed the Inspector's report and the organisations incident and near miss reports. Also used my experience in the area of warehouse health and safety management.
Analyse, plan, implement and evaluate approaches to predicable OHS problems.	Analysed the information received from the inspector's report, from the warehouse supervisor and the workers and together we formulated our approach to the issues found during the HIRAC process.



Communicate OHS information and knowledge to others in the workplace.	This was communicated in warehouse staff meetings each morning to discuss what was to happen during the day and each evening to discuss what was found and where.
Coach/train others in the workplace in OHS skills.	Coaching of the Warehouse Manager and the pick and pack team leaders occurred throughout the program.
Apply personal responsibility, initiative and judgment to organisation of own work	My experience as an OHS officer, my initiative and judgement were applied during the whole project and along with the workers we reached agreement with management.
<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	First name Surname
Date	29 May, 2015.
<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. If verification is not possible the applicant should include a statement to that effect and why it is not possible.</i>	
Name	XXXXXXXX
Contact information	Email: xxxx@totaldesign.com.au
	Phone: 0X XXXX XXXX
Position	General Manager
Relationship to candidate	Engaged XXX to undertake the work
Involvement in activity/project	Informed her of requirements and took part in the consultation processes.
OHS qualifications (as relevant)	None
I verify that to the best of my knowledge this is a true account of the candidate's work	
Signature	XXXXXXXXXX
Date	<b>3 June, 2015</b>



### Example 3

<b>Personal Details</b>			
Name	XXXX		
Contact information	Email xxx@web.net.au	Phone	0X XXXX XXXX
<b>1 Summary Details</b>			
Activity/project title: OHS Strategy and Operational Plan			
Duration: 1 year	Date from 01/07/2014	Date to 30/06/2015	Duration (months) 12 months
Brief description of organisation where activity undertaken  Company X has over 500 employees. It manufactures advanced materials for the metals, chemicals, carbon fibre, cotton, biomedical and biotechnology industries. Company X has a broad OHS risk profile with significant and potentially catastrophic risk exposures from plant (machinery and equipment), hazardous chemicals and gases, electricity, and radiation.			
Nature of workplace  Manufacturing, laboratories, pilot-scale equipment.			
Nature of workforce  Engineers, technicians and administration staff.			
Objective(s) of activity  To articulate a new OHS Strategy and implement an operational plan.			
Team/people involved in activity/supervision  Director, Leadership Team, line leaders, OHS team.			
Summary of activity (100 words or less)  On 1 July 2014, Company X implemented a new operational structure with new lines of business and new management roles. Jane Doe was appointed as the OHS Manager with a team of three OHS Advisors. Jane's role was to engage with managers, line leaders and employees to identify the key elements of an OHS strategy and to draft and implement an operational plan.			



2 Competencies	
<p>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>.</p> <p>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.</p> <p>For certification activity must be recorded for each of the competency areas designated by an asterisk plus at least one other area. You may demonstrate these competencies over a number of portfolio reports.</p>	
Competency area	Comment on how this competency was demonstrated
	<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	All work in Company X requires a OHS Risk Management plan supported by Standard Operating Procedures. I reviewed the risk profile of the company and signed-off documents for all new and modified work undertaken. Conducted annual workplace inspections.
*Workplace monitoring and risk management activities <sup>3</sup>	Conducted area monitoring for ionising radiation, noise, and gas. Conducted health monitoring of staff for lead, ionising radiation, and hearing.
*OHS consultation and participation	Member of the management team. Consulted with management and staff to design the '7 Key OHS Behaviours' initiative and OHS Award. Wrote monthly strategic OHS reports for the Director and management team, highlighting high-level compliance and lead and lag indicators with recommendations for improvement. Prepared reports for and presented at site OHS Committee meetings and general staff meetings. Emailed staff seeking feedback on OHS matters such as registers of high-risk work. Consulted with site Health and Safety Representatives (HSRs) on the formation of new work groups and call for HSR nominations. Held monthly meetings of the OHS Team (direct reports).
*(Elements of) an OHS management system	Articulated the roles and responsibilities of leaders and staff in Specific Operating Instructions (SOIs), and communicated these widely. SOIs were issued on radiation safety and international travel. Drafted and implemented an OHS Operational Plan to support the OHS Strategy, and monitored progress. Maintained the radiation inventory with over 100 controlled sources. Lead a successful radiation regulatory inspection. Conducted workplace safety inspections. Worked with HR colleagues on the management of multiple complex cases and workers compensation to ensure worker wellbeing was maintained. This required maintaining a line of communication with the direct line manager and senior executives. Contributed to the draft of the company OHS Policy and launch. Drafted the OHS Procedures on 'Smoking in the workplace'. Implemented a new OHS Procedure on electrical safety.





* OHS information and documentation systems/processes	Established the new company HSE intranet that included: OHS Committee minutes OHS incident summaries and statistics for 2014-15 List of OHS risk management plans and SOPs Online tools on a range of risk areas (e.g., chemical safety, gas safety, plant and equipment, radiation safety) Designed and authored the new quarterly site OHS Newsletter.
OHS training	Arranged training on gas safety, UV and laser safety, and radiation safety. Presented training on contractor OHS management. Designed and delivered a module on OHS leadership to new team leaders as part of a new training initiative designed and run by the HR team.
Incident response/ investigation	Summarised all incidents for the company including contributory causes and preventative action, and analysed results. Reported notifiable incidents to the Regulatory Authority as required. Sent 'Safety Alerts' to staff on key incident learnings along with actions required. For example there was a Safety Alert on faulty fuses in electrical devices.
Management of contractors	Reviewed contractor OHS management competency for staff taking on the role of contract coordinators.
Emergency preparedness	Formed a Site Emergency Planning Committee, recruited members and authored an emergency plan. New emergency plan handheld flipchart distributed to the site. Conducted an annual site evacuation drill.
<i>Other activities of note</i>	Carried out the role of Technical Committee representative for the Standards Australia Committee on Plant Safety. Invited speaker at two national conferences.
<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	Maintained professional membership of the AIHS and RACI. Kept abreast of latest information through professional journals from the AIHS and RACI. Attended conferences and seminars.



Analyse, plan, implement and evaluate approaches to predicable OHS problems	Reviewed the OHS risk profile for the company, OHS risk management plans and Standard Operating Procedures. Tracked progress with the OHS Operational Plan.
Communicate OHS information and knowledge to others in the workplace	Presented to senior leaders and staff at meetings and OHS Committees. Sent 'Safety Alerts' to staff. Designed the OHS intranet. Designed OHS initiatives including posters and safety months.
Coach/train others in the workplace in OHS skills	Provided coaching to the Director and line leaders. Organised and delivered training to leaders and staff on key OHS risks. Held monthly meetings of the OHS team.
Apply personal responsibility, initiative and judgment to organisation of own work	Demonstrated the company values. Delivered tasks on time and on budget. Successfully completed my 2014-15 Annual Performance Appraisal.
<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	19/07/2015
<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. If verification is not possible the applicant should include a statement to that effect and why it is not possible.</i>	
Name	XXX XXXXXX
Contact information	Email xxxxxx@web.net.au
	Phone 0X XXXX XXXX
Position	Director
Relationship to candidate	Line manager
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	