

Name: _____

Student ID: _____

PORTFOLIO (RPL)

Collect as much documentation as possible to demonstrate your competency.

Electronic presentation of evidence is preferred. *These documents will be retained by the college.

Label and arrange your documents in the following order :

No	DOCUMENTATION	Provided	3 rd Party Confirmation
1	*Three general third party confirmation documents		
2	*Resume		
3	OHS websites you have visited and their usefulness (at least 3)		
4	OHS literature you have consulted and the usefulness (at least 3)		
5	*Qualifications which must include a Cert IV in OHS (certified copy if not completed through Polytechnic West)		
6	OHS data you have collected and collated (at least three)		
7	OHS System you help to maintain showing your role		
8	OHS plan you developed or reviewed and modified		
9	OHS assistance you have provided to management (at least three)		
10	Analysis of OHS data you have conducted and reported on		
11	OHS communication you have produced (at least 3)		
12	OHS specialists consulted and how they were used (at least 2)		
13	Hazard identifications produced showing identification and controls (at least 2)		
14	Hazard register you maintain		
15	Risk assessment you have conducted with respect to plant		
16	Risk assessment you have conducted with respect to an environmental issue		
17	Risk assessment you have conducted with respect to a health issue		
18	Hazard control you have initiated with respect to plant		
19	Hazard control you have initiated with respect to an environmental issue		
20	Hazard control you have initiated with respect to a health issue		
21	Monitoring and controls you have initiated in the risk control process		
22	OHS training requirements you have identified, initiated and delivered		
23	Adverse health effects in the workplace you have identified		
24	Adverse health effects in the workplace you have communicated to the workforce		
25	Incident/accident investigation including assessment, data collection, recommendations and review (at least 2)		
26	Safety meetings you have initiated and conducted		
27	Safety training you have conducted		
28	Safety inspection tools you have prepared conducted and reviewed		
29	Safety audits you have conducted		
30	Safety reports you have prepared for management		
31	The contribution you have made to organizations safety system		

Note: All documents need to demonstrate your direct involvement and be verified by a third person.

Declaration: I declare that the information contained in this RPL application is true and correct and that all documents are genuine and my own work.

Signature: _____

Date: _____