

BSBWHS501 ENSURE A SAFE WORKPLACE

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. in the Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name _____

Participant signature _____

Date _____

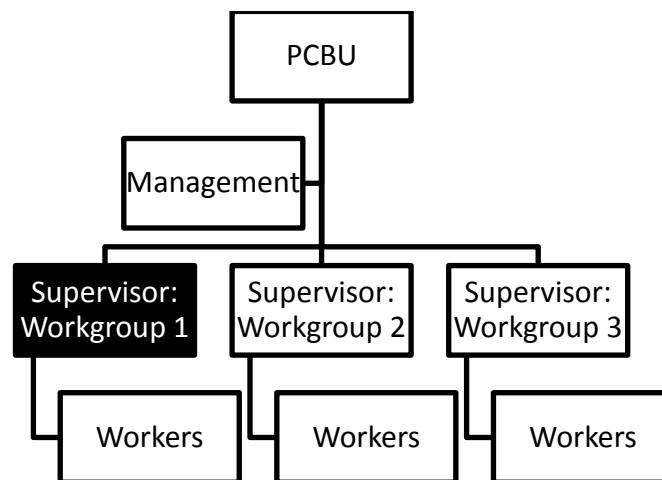
Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
36		☐	☐

For the following activities (notably Q1. to Q6.), you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace	As determined by student
Workgroup	As determined by student

Q1. Identify three (3) duty holders in your workgroup and explain their duties under the legislation.

Answer	Duty holder	Act name, section(s) and description	☐
	Assessor's discretion. Should include one (1) of: PCBU, Worker, Other persons at a workplace	For example: Work Health and Safety Act 2011 (Qld) Section 19, which outlines that a person conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety of workers.	
	Assessor's discretion. Should include one (1) of: PCBU, Worker, Other persons at a workplace	For example: Work Health and Safety Act 2011 (Qld) Section 28 outlines that a worker has the duty to take reasonable care for his or her own health and safety, ensure that their acts do not adversely affect the health and safety of others, and comply with reasonable instruction and policies of the PCBU.	
	Assessor's discretion. Should include one (1) of: PCBU, Worker, Other persons at a workplace	For example: Work Health and Safety Act 2011 (Qld) Section 29 outlines that other persons at the workplace have the duty to take reasonable care for their own health and safety, ensure that their acts do not adversely affect the health and safety of others, and comply with reasonable instruction and policies of the PCBU.	

Q2. For Duty Holder 1, as identified in Q1. identify their WHS responsibilities as defined in the following documents.

Answer

Document	Name	Requirements
Organisational policy	Assessor's discretion, depending on workplace type.	Assessor's discretion.
Organisational procedure	Assessor's discretion, depending on workplace type.	Assessor's discretion.



Q3. For Duty Holder 2, as identified in Q1. identify their WHS responsibilities as defined in the following documents.

Answer

Document	Name	Requirements
Organisational policy	Assessor's discretion, depending on workplace type.	Assessor's discretion
Organisational procedure	Assessor's discretion, depending on workplace type.	Assessor's discretion



Q4. For Duty Holder 3, as identified in Q1. identify their WHS responsibilities as defined in the following documents.

Answer

Document	Name	Requirements
Organisational policy	Assessor's discretion, depending on workplace type.	Assessor's discretion
Organisational procedure	Assessor's discretion, depending on workplace type.	Assessor's discretion



Q5. Identify two (2) financial resources that may be required by a WHSMS.

Answer

Assessor's discretion. May include: Money to implement induct and training programs, inspections, reporting systems.



Q6. Identify two (2) human resources that may be required by a WHSMS.

Answer

Assessor's discretion. May include: Health and Safety Representatives (HSRs) and Health and Safety Committees (HSCs).



Q7. Identify the applicable Act in your jurisdiction that outlines when consultation is required with regards to managing WHS. Briefly identify the requirements.

Answer	Act name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 49	Consultation is required in relation to the following: - Identifying hazards and assessing or acting upon WHS risks - Making decisions about the adequacy of facilities - Proposing changes affecting worker WHS - Making decisions about the procedures for consulting workers, resolving WHS issues; monitoring the workplace or conditions; providing information and training for workers	

Q8. Identify the applicable Act in your jurisdiction that describes the nature of consultation. Briefly identify the requirements.

Answer	Act name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 48	Consultation requires that: - Relevant information about the matter is shared with workers - Workers are given a reasonable opportunity to express their views to raise WHS issues and contribute to decision-making relating to the matter - Workers' views are taken into account by the PCBU - Workers consulted are advised of the outcome of consultation	

Q9. Identify the applicable Act in your jurisdiction that outlines the requirements for electing health and safety representatives. Briefly identify the requirements.

Answer	Act name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 50	A worker may ask the PCBU to conduct the election for 1 or more HSRs to represent workers who carry out work for the PCBU.	

Q10. Identify the applicable Act in your jurisdiction that outlines the obligations of a PCBU to a health and safety representative. Briefly identify the requirements.

Answer	Act name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 70	A PCBU must consult on WHS matters with any HSR and when requested by the HSR. The PCBU must allow the HSR to have access to information on hazards and WHS. The PCBU must allow an HSR and to be present at interviews between workers and inspectors or PCBUs and to accompany inspectors during inspections.	

Q11. Identify the applicable Code of Practice in your jurisdiction that outlines the requirements for consultation and participation arrangements. Briefly identify its directives on using health and safety representatives.

Answer	Code of Practice name	Detail	☐
	Assessor's discretion. For example, Work health and safety consultation, co-operation and co-ordination Code of Practice 2011 (Qld) Section 4.3	Workers may ask the PCBU for the election of a HSR to represent them on WHS matters. If this request occurs, work groups must be established to facilitate the election. The process requires the PCBU and its workers to negotiate and agree to the formation of work groups. Even if workers do not make a request, the PCBU can alert them to their rights to be consulted and elect HSRs.	

Q12. Identify the applicable Regulation in your jurisdiction that outlines the requirements for training health and safety representatives. Briefly identify the requirements.

Answer	Regulation name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Regulation 2011 (Qld) Section 21	A HSR must undertake an initial 5 day course of training and 1 day's refresher training at least every 3 years, with the entitlement to the first refresher training commencing 3 years after the initial training. The HSR must complete initial training within 3 months after they are elected or as soon as practicable.	

- Q13. Identify the applicable Act in your jurisdiction that outlines how to resolve health and safety issues if a matter is not resolved after discussion between parties to the issue. Briefly identify the requirements.**

Answer

Act name and section(s)	Requirements
Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 81	The parties must make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the relevant agreed procedure, or if there is no agreed procedure, the default procedure prescribed under Work Health and Safety Regulation 2011 Section 23. A representative of a party to an issued may enter the workplace to attend discussions with a view to resolving the issue.

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- Q14. True or False (Tick your response): The outcomes of participation and consultation should be accessible to workers.**

Answer

☒	True
☐	False

☐

- Q15. Why should hazard identification occur at the planning and design stages of any change in the workplace?**

Answer

Should resemble: To ensure that new hazards are not created by the proposed changes and to put measures in place for any hazards identified.

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- Q16. Why should hazard identification occur at the evaluation stage of any change in the workplace?**

Answer

Should resemble: To verify that that new hazards were not created by the proposed changes and to ensure that any hazards not previously identified can be controlled.

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Q17. Identify the applicable Act in your jurisdiction that outlines obligations regarding the management of risks. Briefly identify the requirements.

Answer	Act name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Act 2011 (Qld) Section 49	Consultation is required in relation to the following: - Identifying hazards and assessing or acting upon WHS risks - Making decisions about the adequacy of facilities - Proposing changes affecting worker WHS - Making decisions about the procedures for consulting workers, resolving WHS issues; monitoring the workplace or conditions; providing information and training for workers	

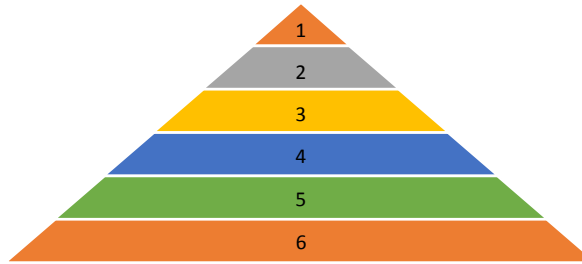
Q18. Identify the applicable Regulation in your jurisdiction that outlines the requirements for wearing personal protective equipment (i.e. PPE). Briefly identify the requirements.

Answer	Regulation name and section(s)	Requirements	☐
	Assessor's discretion. For example, Work Health and Safety Regulation 2011 (Qld) Sections 44-47	A PCBU who directs the carrying out of work must provide PPE to workers, ensuring it is suitable, maintained and repaired. The PCBU must provide the worker with information, training and instruction on the PPE use. Workers and other persons must use or wear the equipment in accordance with the instruction given.	

Q19. Identify the applicable Code of Practice in your jurisdiction that outlines the risk management process. Briefly identify its directives.

Answer	Code of Practice name	Detail	☐
	Assessor's discretion. For example, How to manage work health and safety risks Code of Practice 2011 (Qld) Section 1.3	The risk management process involves four steps: 1. Identify hazards: Find out what could cause harm 2. Assess risks: Understand the nature of the harm, the seriousness of the harm and the likelihood of it occurring 3. Control risks: Implement the most effective control measure that is reasonably practicable 4. Review control measures: Ensure they are working as planned	

- Q20. The hierarchy of control provides control methods for dealing with hazards. Identify the position of each control option within the hierarchy pyramid, by labelling 1 to 6.



Answer

Label (1-6)	Control option
3	Isolate the hazard.
6	Provide and use Personal Protective Equipment (PPE)
1	Eliminate the hazard
4	Control the hazard by engineering means
5	Control the hazard by administrative means
2	Substitute the hazard

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- Q21. Explain why PPE might be a less desirable risk control than another option in the hierarchy of control.

Answer

Assessor's discretion. For example: Elimination removes the hazard altogether whereas with PPE the hazard is still present. The most effective control measure eliminates the hazard and associated risk; PPE does not control the hazard at the source. PPE relies on behaviour and supervision.

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- Q22. Use an example to identify an inadequacy that may exist with a risk control and identify the resources required to implement a new, more effective measure.

Answer

Assessor's discretion.

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Q24. Outline a procedure for assessment and control of risks. Reference the hierarchy of control and legislative requirements in your response.

Answer

Assessor's discretion.



Q25. Identify the role of your WHS Regulator and the types of advice and guidance they offer.

Answer

Assessor's discretion. For example: WHSQ is responsible for improving WHS and helping reduce the risk of workers being killed or injured on the job. WHSQ enforces WHS laws, investigates workplace fatalities, serious injuries, prosecutes breaches of legislation and educates employees and employers on their legal obligations.



Q26. Identify two (2) parties (apart from the WHS Regulator) that you may seek WHS advice from and provide an example of the advice they may provide.

Answer

Party name	Advice
Assessor discretion. For example: Lawyers, unions, employer associations	Assessor's discretion
Assessor discretion. For example: Lawyers, unions, employer associations	Assessor's discretion



Q27. Identify what should be covered in a WHS induction and training program for workers.

Answer

Assessor's discretion. For example: Rights and responsibilities; Workplace hazards; Safe work procedures



Q28. Which of the following methods can be used to advise others about WHS compliance? Tick all that apply.

Answer

Choice	Possible Answers
✓	Training sessions for all staff
✓	Emails about changes to laws
✓	A suggestion box to allow workers to raise inadequacies
✓	Having a legal advisor speak at a staff meeting

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Q29. Which of the following are appropriate records for identifying patterns of injury and disease in the workplace? Tick all that apply.

Answer

Choice	Possible Answers
✓	Compensation claim information
✓	Inspection reports
✓	Risk registers
✓	Worker surveys

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Q30. True or False (Tick your response): The records in Q29. can assist with measuring the effectiveness of a WHSMS.

Answer

✓	True
	False

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Q31. True or False (Tick your response): You should maintain a record of decisions made with regards to WHS and the reasons for such decisions.

Answer

✓	True
	False

☐

Q32. Which of the following incidents must be recorded and reported to the WHS Regulator? Tick all that apply.

Answer

Choice	Possible Answers
	All illnesses
	All injuries
✓	Death
✓	Serious illness
✓	Serious injury

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Q33. What areas should be reviewed when evaluating the effectiveness of a WHSMS for an organisation?

Answer

Assessor's discretion. For example: Currency of WHS policies in relation to legislative and workplace requirements; Whether procedures appropriately address risks; Results of incident investigation; Whether training objectives have been met; Staff awareness of WHS issues.

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Q34. True or False (Tick your response): You should evaluate the performance of the WHSMS against your organisation's objectives and targets to identify areas of improvement.

Answer

✓	True
	False

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Q35. Order the following steps from 1 to 5 to explain the process for implementing improvements to the WHSMS.

Answer

Step Number	Steps
1	Identify areas of opportunity of the WHSMS
4	Verify the effectiveness of corrective action
2	Develop root cause of non-conformance or deficiencies
5	Document changes in policies and procedures due to process changes
3	Develop and implement plans of corrective action to address root causes

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Q36. True or False (Tick your response): The WHSMS should be immediately updated to reflect changes to WHS legal requirements.

Answer

✓	True
	False

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