

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002A Manage occupational health and safety in the building and construction workplace* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Ryan Readdy
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

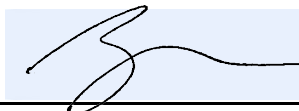
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MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM INSTRUCTIONS

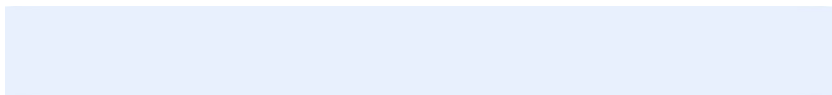
1. This exam will occur under standard assessment conditions.
 1. An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
 1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 1. If a Participant changes their response in writing, they must put their initials next to the written change.
 2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Ryan Readdy

Participant signature 

Date 9/12/2019

Assessor name _____

Assessor signature 

Date Click here to enter a date.

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

ASSESSOR COMMENTS

Q1. For each of the common building and construction jobs listed below, identify one (1) hazard specific to that job.

Answer

Job	Risks
Construction equipment use (e.g. power tools, concrete mixers)	Electrical - Electrocution
High risk construction equipment use (e.g. lasers, EPT)	Mechanical – eye damage
Crane use	Mechanical – Crushed by load
Demolition	Mechanical – Injury due to contact with pressurised services;
Formwork	Heat – Heat stress/stroke
Scaffolding use	Mechanical – Injury due to incorrectly assembled scaffold.
Work at heights	Working at heights – Falling from heights
Welding	Heat - Burns



- Q2. Using the risk table below, determine the level of risk for each of the hazards identified in Error! Reference source not found. Identify how each risk level was determined, by identifying the likelihood and consequences of each hazard.

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
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Answer

Job	Level of risk
Construction equipment use (e.g. power tools, concrete mixers)	High 4-Unlikely, A:Death
High risk construction equipment use (e.g. lasers, EPT)	Medium 4-Unlikely, C-Loss time injury
Crane use	High 2-Likely, B:Serious Injury
Demolition	Medium 3:Possible, C:Loss time injury
Formwork	Medium 3:Possible, C:Loss time injury
Scaffolding use	High 3-Possible, B:Serious Injury
Work at heights	Extreme 3:Possible, A:Death



Welding	Medium 3:Possible, C:Loss time injury
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Q3. Identify an appropriate control measure for each of the hazards identified in Error! Reference source not found.

Answer

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	- Visual inspection of lead and tool prior to use. - Ensure tool has current 'Test & Tag'
High risk construction equipment use (e.g. lasers, EPT)	- Only use Class 2 Laser products - Turn off laser when not required. - Erect warning signs of laser use
Crane use	- Only qualified persons to dog load - No persons to stand under load - Only approach load when near to the ground.
Demolition	- Have services disconnected and depressurised before commencing works.
Formwork	- Maintain fluids when working on formwork. - Take regular breaks to cool down
Scaffolding use	- Only qualified persons to erect scaffold. - Incomplete scaffold to be tagged 'Not for use'
Work at heights	- Edge protection to be installed. - Wear a harness



Welding	- Long sleeve/leg protective clothing, gloves, safety glasses to be worn during welding works.
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- Q4. **True or False (Tick your response): Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes and standards).**

Answer

☒	True
☐	False

☐

- Q5. **Name two (2) workplace personnel you may speak to for safety advice.**

Answer Health and Safety Representative
Safety Office

☐

- Q6. **Referring to the WHS Regulations, explain how the following documents contribute towards identifying hazards and risks in the workplace.**

Answer

Document	Description
Safe Work Method Statements	Division 2 299 (2)A safe work method statement must— (a) identify the work that is high risk construction work; and (b) state hazards relating to the high risk construction work and risks to health and safety associated with those hazards; and (c) describe the measures to be implemented to control the risks; and (d) describe how the control measures are to be implemented, monitored and reviewed.
Site Safety Plan / WHS Management Plan	309 WHS management plan—preparation (2) A WHS management plan must include the following— (c) the arrangements in place for managing any work health and safety incidents that occur; (d) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; (e) the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.

☐

Q7. Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.

Answer

Standard name	Requirements
Australian Standards	These set out specifications and procedures to ensure that products, services and systems are safe, reliable and consistently perform as intended. They are based on sound industrial, scientific and consumer experience.
Codes of practice	These provide a guide for commonly accepted practice within particular industries (e.g. How to manage work health and safety risks Code of practice 2011 Qld.)



Building and construction industry contracts require building legislation and the National Construction Code to be observed. Refer to these documents when responding to Q8. to Q10.

Q8. Identify the requirements in the National Construction Code Volume 1 with regards to air pressurisation for fire-isolated exits. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
Table E2.2a (c)	an automatic air pressurisation system for fire-isolated exits in accordance with AS 1668.1; or open access ramps or balconies in accordance with D2.5



Q9. Identify the requirements in the National Construction Code Volume 2 with regards to smoke alarms. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
3.7.5.2	Smoke alarms must— (a) be located in— (i) Class 1a buildings in accordance with 3.7.5.3 and 3.7.5.5; and (ii) Class 1b buildings in accordance with 3.7.5.4 and 3.7.5.5. (b) comply with AS 3786, except that in a Class 10a private garage where the use of the area is likely to result in smoke alarms causing spurious signals, any other alarm deemed suitable in accordance with AS 1670.1 may be installed provided that smoke alarms complying with AS 3786 are installed elsewhere in the Class 1 building; and (c) be powered from the consumer mains source where a consumer mains source is supplied to the building; and (d) be interconnected where there is more than one alarm.

☐

Q10. Name the building legislation (Act and Regulations) that apply within your jurisdiction.

Answer Building Act 1975, Building Regulation 2006,

☐

Q11. Which of the following should be considered when developing a risk control plan? Tick all that apply.

Answer

Choice	Possible Answers
☒	How and when controls will be implemented
☒	Evaluation processes for implemented controls
☒	Consultation with individuals and parties
☒	Responsibilities for implementation

☐

Q12. True or False (Tick your response): If control measures do not adequately control risks, they must be revised.

Answer

☒	True
☐	False

☐

Q13. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Tick all that apply.

Answer

Choice	Possible Answers
☒	Workplace inspections
☒	Compensation claim information
☒	Safe Work Method Statements
☒	Information issued by WHS regulators

☐

Q14. Which of the following can be used to assist with workplace inspections? Tick all that apply.

Answer

Choice	Possible Answers
☒	Hazard and risk checklists
☒	Job Safety Analysis (JSA)
☒	Manifests and registers
☒	Surveys
☒	Workplace walk-through

☐

Q15. Which of the following are limitations of using a generic hazard/risk assessment checklist? Tick all that apply.

Answer

Choice	Possible Answers
☒	Specifics of the workplace are not considered
☒	Not all checklist points will be applicable
☐	Such checklists/processes must be completed on a computer
☐	You always have to purchase these checklists

☐

Q16. Identify the applicable WHS Act in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Act name and section(s)	Requirements
Work Health and Safety Act 2011	17 Management of risks A duty imposed on a person to ensure health and safety requires the person— (a) to eliminate risks to health and safety, so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

☐

Q17. Identify the applicable WHS Regulation in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Regulation name and section(s)	Requirements
Work Health and Safety Regulation 2011	34 Duty to identify hazards A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety. 35 Management of risk A duty holder, in managing risks to health and safety, must— (a) eliminate risks to health and safety so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety— minimise those risks so far as is reasonably practicable.

☐

Q18. Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.

Answer

Policy name	Requirements
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☐

OHS1001 Safety Management Plan	In almost all aspects of our work there are inherent risks involved. It is our aim to develop procedures and policies that will control these risks, and ensure a safe work environment.
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Q19. Identify the statutory requirements in your jurisdiction with regards to the completion of inspection reports.

Answer

Legislation name and section(s)	Requirements
Work Health and Safety Act 2011 Part 5A 103E	103E Assessment reports (1)The work health and safety officer must— (a)prepare a report (an assessment report) for the assessment carried out under section 103D(1); and (b)if the assessment identifies any risks to health and safety arising from the work carried out as part of the conduct of the business or undertaking—include in the report recommendations about managing the risks. (2)The work health and safety officer must, within 30 days after the assessment has been carried out, give a copy of the assessment report to— (a)if the work health and safety officer is not the person conducting the business or undertaking—the person conducting the business or undertaking; and (b)if there is a health and safety committee at the business or undertaking—the committee.

☐

**Q20. Which of the following individuals and parties may require information about workplace hazards and proposed risk controls?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Health and Safety Committees
☒	PCBU
☐	All members of the public
☒	Workers

☐

Q21. Identify the requirements in the Code of Practice with regards to consulting parties when managing risks.

Answer

Legislation name and section(s)	Requirements
How to manage work health and safety risks COP 2011	WHS Act section 47: The WHS Act requires that you consult, so far as is reasonably practicable, with workers who carry out work for you who are (or are likely to be) directly affected by a work health and safety matter. WHS Act section 48: If the workers are represented by a health and safety representative, the consultation must involve that representative.

☐

Q22. Identify the requirements in the Code of Practice with regards to consulting parties when developing procedures for communicating WHS policy and practice requirements.

Answer

Legislation name and section(s)	Requirements
How to manage work health and safety risks COP 2011	WHS Act section 46: The WHS Act requires that you consult, co-operate and co-ordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

☐

Q23. Name three (3) parties who should consult to determine effective strategies for communicating WHS policy and practice.

Answer

Director (PCBU), Workers, Safety Officers/representative
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☐

Q24. Name two (2) communication strategies that may be used in the building and construction industry.

Answer

Tool box talks

Safety Inductions

☐

Q25. Name two (2) education programs that may be implemented in the building and construction industry.

Answer

General and site specific induction training

Other forms of specialist and targeted training

☐

Q26. Fill in the blanks for the statement below:

The 'How to manage work health and safety risks Code of Practice 2011' identifies that control measures are more effective when

Regular review

is provided and when workers are

consulted.

Answer

☐

Q27. Explain why it is important to review the effectiveness of communications and educational programs.

Answer

To ensure that the conveyed information is being received, otherwise the programs will not be effective.

☐

Q28. List three (3) methods for reviewing the effectiveness of communication and educational programs.

Answer

Conduct post training surveys
Assessments
Review incident reports/trends



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PRACTICAL ASSESSMENT INSTRUCTIONS

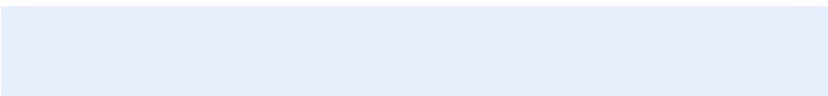
6. The following practical assessment will require the Participant to complete work related activities.
7. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
8. Please fill in the details below – providing your name, signature and date of assessment.
 1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
9. The Assessor may substitute a Practical Task with an alternate task of equal value.
 1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Ryan Readdy

Participant signature 

Date 9/12/2019

Assessor name _____

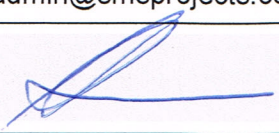
Assessor signature 

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to conduct and report on a WHS risk analysis, including workplace inspection. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - A copy of a Site Specific Safety Plan or Construction Safety Plan, including: 1. Copies of Risk Assessments completed on a project 2. Copies of Safety Work Method Statements used on a project 3. A copy of a workplace safety inspection checklist that has been used on a project The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Ryan Readdy	
Name of observer:	Shane Sandrey	
Role of observer (Confirm suitability to sign)	Lic Builder, Director SMS Projects	
Email address of observer	admin@smsprojects.com.au	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
Q29. Conduct a workplace inspection to evaluate construction site safety for the range of occupations in the workplace according to WHS legislation and company policies, including: 4. Identifying construction hazards and potential risk areas 5. Identifying and prioritising hazards 6. Identifying and prioritising risks	☒	☒
Q30. Seek expert advice as appropriate, including: 7. Advice from workplace personnel regarding the application of building codes and standards 8. Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) 9. Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.	☒	☒

Q31. Complete an inspection report in accordance with best practice and statutory obligations: including: 10. Recommendations from findings 11. Required approaches to remediation	☒	☒
Q32. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☒	☒
Q33. Monitor and review control measures, updating records with findings	☒	☒
Q34. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☒	☒
Q35. Review the effectiveness of communication and educational programs, updating records with findings.	☒	☒
Q36. Effectively communicate using the following methods: 12. Verbally using language/concepts appropriate to cultural differences 13. Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Our main business activity is bathroom, kitchen & laundry renovations, and as such our work sites change quickly and regularly, but the work is very similar. The OHS system that Ryan has implemented for his company is very effective whilst also being simple to use.

In my opinion he has a good sound knowledge of Risk Analysis and Controls.