



ASSESSMENT WORKBOOK



CPCCBBC4002

Manage work health and safety in the building
and construction workplace

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Introduction

The assessments in this workbook are divided into three categories: Knowledge Assessment and Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

You must answer all Knowledge Assessment Questions using your own words. However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Practical Assignment** and **Workplace Assessment**. This assessment tests your practical skills with respect to the requirements of the unit of competency relevant in this workbook.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.

When completing the assessments included in this workbook:

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
 2. Follow the steps provided in each task.
 - If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
 - Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
 3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.
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Competency-Based Assessments

Definition of Competency

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry, rather than compared with the skills and knowledge of other candidates.

The features of a competency-based assessment system are:

- It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
 - Assessment should mirror the environment the candidate will encounter in the workplace.
 - Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
 - Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
 - In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
 - The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
 - The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.
-

Assessing Nationally-Recognised Training

Developing and conducting assessment, in an Australian Vocational Education and Training (VET) context, is founded on the Principles of Assessment and the Rules of Evidence:

Principles of Assessment

1. Assessment must be valid

- Assessment must include the full range of skills and knowledge needed to demonstrate competency.
- Assessment must include the combination of knowledge and skills with their practical application.
- Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.

2. Assessment must be reliable

- Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
- Assessors must be trained in national competency standards for assessors to ensure reliability.

3. Assessment must be flexible

- Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
- Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
- Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
- Assessment must be mutually developed and agreed upon between assessor and the assessed.
- Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.

4. Assessment must be fair

- Assessment process must consider the individual needs of the candidate.
- Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate's needs.

(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)

Rules of Evidence

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. Valid

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

2. Sufficient

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

3. Authentic

When evidence is gathered, the assessor must be satisfied that evidence is the candidate's own work.

4. Current

This relates to the recency of the evidence and whether the evidence relates to current abilities.

(Source: Training in Australia by M Tovey, D Lawlor)

Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
 2. Task management skills
 3. Contingency management skills
 4. Job or role environment skills
-

Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that candidates with a disability have:

- The same learning opportunities as candidates without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure candidate needs continue to be met

Assistive/Adaptive Technologies

Assistive/Adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)

IMPORTANT:

Reasonable adjustment made for collecting candidate assessment evidence must not impact on the standard expected by the workplace, as expressed by the relevant unit(s) of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.

The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

CPCCBC4002 - Manage work health and safety in the building and construction workplace (Release 2)

1. Assess workplace risk
2. Establish and implement safety plans
3. Monitor workplace safety

A complete copy of the above unit of competency can be downloaded from the TGA website:

<https://training.gov.au/Training/Details/CPCCBC4002>

The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge Assessment may be completed wholly at the candidate's home or chosen place of study. The Practical Assessment must be completed in a workplace or a simulated environment.

Assessment Methods

This workbook uses the following assessment method/s:

1. Knowledge Assessment

A set of general and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

2. Practical Assignment

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

3. Workplace Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Resources Required for Assessment

The Training Organisation to provide/organise candidate with access to:

- Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
 - Building and construction project
 - Organisational policies, procedures, processes, and practices such as:
 - Policies and procedures relevant to safety reporting
 - Policies and procedures relevant to safety inspections
 - Policies and procedures relevant to safety auditing
 - Policies and procedures relevant to incident investigations
 - Procedures relevant to emergency response
 - Procedures relevant to first aid
 - Procedures relevant to evacuations
 - Practices relevant to waste management
 - Environmental practices
 - Policies and procedures relevant to conducting hazard identifications and site risk assessments
 - Policies and procedures relevant to internal and external consultation
 - Policies and procedures relevant to workplace inspections
 - Policies and procedures relevant to workplace safety
 - Policies and procedures relevant to implementing workplace safety processes
 - Policies and procedures relevant to establishing educational programs
 - Policies and procedures relevant to resolving workplace conflicts
 - Policies and procedures relevant to risk control measures
 - Policies and procedures relevant to auditing workplace safety
 - Policies and procedures relevant to addressing WHS non-compliance

- Documentation templates, such as:
 - Hazard identification form
 - Risk register
 - Workplace inspection reports
 - Workplace safety plans
 - Site WHS audit report
 - Workplace resources, such as:
 - Rooms for walkthrough sessions, educational programs, and conflict resolution meetings
 - Feedback forms
 - Records of control measures implemented on previous similar projects completed by the organisation
 - Incident reports from the current project and previous similar projects completed by the organisation
 - Documentation relevant to control measures implemented
 - Records of previous consultations conducted
 - Records of work health and safety training conducted on the project
 - Staff handbook
 - Human resources management plan
 - Hazard identification forms
 - Risk registers
 - Project documents, such as:
 - Scope of work
 - Work breakdown structure
 - Material safety data sheets
 - Manufacturer's instructions for plant and equipment
 - Incident reports
 - Records of previous consultations with workers
 - Site layout
 - Plant and equipment inventory
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- Material safety data sheets
- Hazardous products inventory
- Documentation relevant to processes followed
- List of educational programs implemented
- List of topics covered by educational programs
- Attendance records for educational programs
- WHS legislation and regulations relevant to the building and construction project
- Safety codes, standards and guidelines
- Business equipment to collect and record data, and produce reports
 - Project management software
 - Intranet systems
- Digital devices, applications and software to research, transmit and receive information electronically, such as:
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Web browsers
 - Email programs
 - Chatting or messaging apps

The candidate will need access to:

- Computer with Internet, email access, and a working web browser
 - Installed software: MS Word, Adobe Acrobat Reader
-

Assessment Workbook Cover Sheet

To the candidate: Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **CBCCBC4002 Cover Sheet**

Workbook	CBCCBC4002
Title	Manage work health and safety in the building and construction workplace (Release 2)
First and Last Name	Rex Henderson
Phone	0490785771
Email	ricpredator@hotmail.com

Please read the Candidate Declaration below and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.

By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name: Rex Henderson

Signature:



Date signed: 20/04/2023

Knowledge Assessment

Preliminary Task

Questions 1, 2, 3, and 5 of this Knowledge Assessment require you to refer to various legal requirements and references applicable in your state/territory.

For your assessor's reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.

When answering Questions 1, 2, 3, and 5, you must refer to the various legal requirements and references applicable in the state/territory you ticked below.

The state/territory where you are currently based or located in:			
☐	Australian Capital Territory	☐	South Australia
☐	New South Wales	☐	Tasmania
☐	Northern Territory	☐	Victoria
☒	Queensland	☐	Western Australia

1. Answer the following questions that relate to current WHS Acts that affect the workplace.

- i. What is the exact title of the WHS act applicable in your state/territory?

Work Health and Safety Act 2011

- ii. According to the WHS act applicable in your state/territory, what is the duty of care of a person conducting a business or undertaking (PCBU)?

Not all WHS acts use the same terminology. If your state/territory's WHS act uses different terms (not "duty of care" or "PCBU"), base your answer on similar provisions in the act.

Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any actions taken by the PCBU to comply with the WHS Act and WHS Regulation.

- iii. How does the model WHS Act secure the health and safety of workers?

The Work Health and Safety Act 2011 (Qld) sets out requirements and standards for building healthy and safe workplaces. It outlines what you must do to protect the health, safety and welfare of workers and other people in a place of work. It also puts legal obligations, or duties, on you and your workers

- iv. Provide one example of how WHS legislation affects building and construction projects in general.

The WHS Regulations require the person that commissions construction work to consult with the designer of a structure about safety matters and to give the designer and the principal contractor for the project information about safety matters.

2. Answer the following questions that relate to current WHS regulations that affect the workplace.

- i. What is the exact title of the WHS regulations applicable in your state/territory?

The Work Health and Safety Act 2011

- ii. From the regulations that are applicable to your state/territory, provide the regulation that gives information about your duty to identify hazards.

If your state/territory does not have a regulation about identifying hazards in general, you may provide a regulation about identifying specific types of hazards.

Indicate the regulation number below.

The WHS Act and Regulations require persons who have a duty to ensure health and safety to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable

- iii. From the regulations that are applicable to your state/territory, provide the regulation that gives information about the hierarchy of control.

If your state/territory does not have a regulation about the hierarchy of control, you may provide any regulation relevant to risk control.

Indicate the regulation number below.

You must work through the hierarchy of controls when managing risks, with the aim of **eliminating the hazard**

Hierarchy of Controls

- **Elimination.**
- **Substitution.**
- **Engineering controls.**
- **Administrative controls.**
- **Personal protective equipment (PPE)**

3. Answer the following questions that relate to current WHS safety codes that affect the workplace.

- i. What is the exact title of the WHS code for working safely at height on a construction project that is applicable in your state/territory?

Identify the code of practice for your state/territory specifically, not the national codes of practice. If your state/territory has more than one applicable code of practice, you only need to identify one.

Section 306C of the Work Health and Safety Regulation 2011 applies where the risk of a fall is: less than 3 metres in housing construction. less than 2 metres in other construction work

- ii. List the information that should be provided in an asbestos management plan.

Your response must be based on the national *Model Code of Practice: How to manage and control asbestos in the workplace*.

- Identify the hazard. Identifying asbestos and ACM in your place of work is the first step. ...
- Assess the risk. ...
- Control the risk. ...
- Review risk controls.

4. Answer the following questions about Australian standards that should be observed in a workplace.

- i. The following table lists several WHS items. For each item, provide one Australian standard that it needs to meet before it can be used on a construction site.

WHS item	Standard
Safety Glasses	AS/NZS 1337 – Eye Protectors for Industrial Applications
Hearing protection	Australian Standard 1270
Work boots	Australian Standard (AS 2210.3)

- ii. The following table lists tasks typically performed on a construction site. For each item, provide one Australian standard that needs to be observed while completing the task.

Construction task	Standard
Installation of fire hydrants	AS 2419.1
Installation of interior and workplace lighting	A value of 160 lux is recommended for general work areas.
Installation of nail plated timber roof trusses	Australian Standard AS 4440

5. The following table lists tasks that are commonly completed in the construction industry. For each task, identify a guideline applicable in your state/territory that you must follow while completing the task on a construction site.

Construction task	Guideline
i. Installing scaffolding	Scaffolding Australian Standards AS/NZS 4576 and AS/NZS 1576

ii. Working with asbestos	work health and safety legislation regulates the management, control and removal of asbestos in the workplace (including residential premises which are a 'workplace' when work is undertaken by a contractor)
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6. Listed below are construction activities that are commonly completed on a construction site.

For each activity, identify two hazards that could arise from carrying out the activity.

Construction activity	Potential hazards
i. Crane operation	Falling objects
	Plant rollover
ii. Dogging work	Centre of gravity
	Friction and tensile strength
iii. Rigging work	Electrocution
	Contact injuries
iv. Concrete pumping	Concrete boom failure
	Whipping of delivery hoses
v. Tilt-up panel construction	Risk of a fall from height
	Being struck or crushed
vi. Use of scaffolding	Falls from height
	Scaffold collapse
vii. Operation of plant	Crushing
	entangling
viii. Operation of equipment	Getting crushed or run over
	Using equipment before receiving adequate training

ix. Demolition	Airborne contaminants, silica or asbestos
	Struck or crushed by operating plant

Construction activity	Potential hazards
x. Exposure to noise	Hearing loss, permanent or temporary
	Difficulty in hearing warning signals
xi. Electrical work	Injury from exposure to arcing
	Fire from faulty electrical apparatus
xii. Working at heights	Ladders
	Incomplete scaffold
xiii. Working in confined spaces	Harmful atmosphere
	Flammable gases

7. The following are situations that commonly occur during construction. Briefly explain why these situations are considered hazardous.

Situation	Why this is considered hazardous
i. Asbestos removal	Breathing Asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres is also greater if you smoke
ii. Exposure to asbestos fibres	Breathing Asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres is also greater if you smoke
iii. Exposure to silica	Silica dust particles become trapped in lung tissue causing inflammation and scarring. The particles also reduce the lungs' ability to take in oxygen. This condition is called silicosis. Silicosis results in permanent lung damage and is a progressive, debilitating, and sometimes fatal disease.
iv. Exposure to soldering fumes	Soldering with lead (or other metals used in soldering) can produce dust and fumes that are hazardous. In addition, using flux containing rosin produces solder fumes that, if inhaled, can result in occupational asthma or worsen existing asthmatic conditions; as well as cause eye and upper respiratory tract irritation.
v. Exposure to carbon monoxide	Carbon monoxide is harmful when breathed because it displaces oxygen in the blood and deprives the heart, brain and other vital organs of oxygen. Large amounts of CO can overcome you in minutes without warning — causing you to lose consciousness and suffocate.

8. Listed below are materials and substances that are commonly found on a construction site.

For each material and substance below, briefly explain why they are considered hazardous.

Material	Why this is considered hazardous
i. Concrete mixes	Due to the rotating mixing drum or rotating paddles inside the drum. A body part can be caught between the rotating drum and a stationary part of the mixer. Electrical power can also be a potential hazard.
ii. Spray foam insulation	If you become exposed to the harmful chemicals in spray foam before it has a chance to fully cure, you could risk developing asthma or other breathing problems, along with eye and skin irritation. If the foam were to crack or break due to poor installation, you could also be subjected to foul smell.
Substance	Why this is considered hazardous
iii. Solvents	Solvents can be highly volatile and may explode or catch fire if stored or handled incorrectly.
iv. Lead	Lead also causes long-term harm in adults, including increased risk of high blood pressure and kidney damage. Exposure of pregnant women to high levels of lead can cause miscarriage, stillbirth, premature birth and low birth weight.

9. List five pieces of personal protective equipment (PPE) that should be used when completing each of the following construction activities.

i. What five pieces of PPE must be used when installing a metal roof?

- a. Eye protection, Safety Glasses, face protection
- b. Appropriate Gloves
- c. Hearing protection
- d. Fall arrest harnesses for working at height
- e. Safety helmet

ii. What five pieces of PPE must be used when welding steel inside a warehouse?

- a. Hand protection
- b. Skin protection
- c. Eye and face protection
- d. Individual booths
- e. Respiratory protections

10. Briefly explain the benefits of implementing each of the following educational programs on a construction site.

Educational programs	Benefits
i. A worker site-specific induction training	It's important to make sure people are aware of the specific procedures and rules for the workplace. Doing this will help minimise the risk of death, injury or illness. A person must have a site-specific induction before starting construction work (other than housing construction work).
ii. A contractor detailed WHS induction	Inductions play a key role in ensuring that their employees, contractors, and site visitors are aware of, acknowledge, and understand key information related to an organisation's operations and environment. Every time you attend a location there will be changes.
iii. A WHS induction for visitors	Induction gives you a verifiable record of attendance, and makes it easier for you to know who has been on the work site, where they went, when, and who with.
iv. Health and safety representatives (HSR) training	This course develops your skills so you can represent your work group in work health and safety matters and exercise health and safety representative (HSR) powers and functions under the Work Health and Safety Act 2011.

11. Briefly explain what the following mental health concepts are in the context of a construction workplace.

Mental health concepts	Brief explanations
i. Mental health first aid	Recognising and promoting mental health is an essential part of creating a safe and healthy workplace . Importantly, managers and workers both have roles to play.
ii. Workers' mental welfare	Without effective support, mental disorders and other mental health conditions can affect a person's confidence and identity at work, capacity to work productively, absences and the ease with which to retain or gain work. Twelve billion working days are lost every year to depression and anxiety alone.

12. Identify the items listed below.

- i. Three digital tools that you can use to effectively collaborate with other people involved in the building and construction project.

Digital tools are computer programs, application, or software.

- a. Hammertech, site SSWMS,
- b. Procore
- c. ACONEX, Site RFIS

- ii. Three digital devices that you can use to effectively collaborate with other people involved in the building and construction project.

Digital devices are physical equipment or hardware.

- a. Mobile phone/PDA
- b. Laptop or desktop Computer
- c. IPAD

- iii. One digitally based piece of technology for each of the following:

- a. Accessing information: Computer
- b. Extracting information: Data base

- iv. One digitally based application for each of the following:

- a. Integrating information: Microsoft Office
- b. Compiling information: EXCEL

Practical Assessment

Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to managing work health and safety in the building and construction workplace.

The Practical Assessment includes the following:

- 1. Practical Assignment**

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

- 2. Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Preliminary Assessment Information

The tasks in this practical assessment must be completed in a workplace (or a similar environment) and in the context of a building and construction project which you are currently a part of.

E.g. You are a builder, a site manager in training, foreperson, or an apprentice in this project, etc.

Before starting the practical assessment, record the following information for your assessor's reference.

When completing the tasks in this practical assessment ensure that your responses and performance must align with the information you have provided below.

For example (but not limited to):

- If the task asks you to refer to building and construction legislation and regulatory requirements, refer to the requirements that apply to the state/territory where your nominated building and construction project is undertaken.
- If the task requires you to follow organisational policies and procedures, refer to the policies and procedures in your nominated organisation/workplace.

Work role/title	Leading hand
Organisation/workplace	Mcnab Developments
Building and construction project	Rock pool Pelican Waters
Project overview	150 bed aged care centre, 5 stories height, ground floor common area
Building classification	Class 2c
Project site address	90 Spitfire drive, Pelican Waters
State/territory where this project is being undertaken	Queensland

Practical Assignment

Overview

The goal of this assessment is to assess your practical knowledge of:

- The work health and safety (WHS) policies and procedures within your workplace
- The safety and reporting requirements of your workplace
- The WHS inspection, audit, and investigation processes of your workplace
- The emergency, first aid, and evacuation procedures within your workplace
- The waste management and environmental practices within your workplace

This assessment has five tasks:

- Task 1 – Identify Workplace Safety Policies and Procedures
- Task 2 – Identify Workplace Safety and Reporting Requirements
- Task 3 – Outline Workplace Inspection, Auditing, and Investigation Processes
- Task 4 – Outline Workplace Emergency, First Aid, and Evacuation Procedures
- Task 5 – Outline Workplace Waste Management and Environmental Practices

This task must be completed in the context of the workplace you have nominated in the “Preliminary Assessment Information” section.

You are required to:

- Access and review the following workplace policies and procedures relevant to WHS in your workplace.

These policies and procedures must relate to the following WHS topics:

- Reporting
- Inspections
- Auditing
- Incident investigations
- Emergency response
- First aid
- Evacuations
- Waste management
- Environmental practices

- Review the task instructions included in this Practical Assignment.
- Record your response as required in the instructions.

Resources required for assessment

- WHS policies, procedures, processes, and practices for the following:
 - Safety reporting
 - Safety inspections
 - Safety auditing
 - Incident investigations
 - Emergency response
 - First aid
 - Evacuations
 - Waste management
 - Environmental practices

1. Access and review policies in your organisation relevant to **safety**.

Answer the following questions based on the safety policies you have reviewed.

After completing this task, submit copies of the policies you accessed and reviewed to your assessor. You must submit a minimum of two policies.

- i. What are the titles/names of the policies you accessed and reviewed?

- a. Incident Management Procedure
- b. Health and safety Policy

- ii. Provide three topics that are covered by the safety policies in your organisation.

- a. Confined spaces
- b. Working at heights
- c. Operation of plant equipment

2. Access and review documents in your organisation relevant to:

- **Safety requirements**
- **Reporting requirements**

Answer the following questions based on the organisational documents you have reviewed.

After completing this task, submit copies of the organisational documents you accessed and reviewed to your assessor.

- i. What personal protective equipment (PPE) are required for personnel on the building and construction project you are currently undertaking?

Hard Hat

Hi-Vis vest or Shirt

Appropriate Hearing protection

Appropriate Safety glasses or face shield

Steel capped boots

Task specific dust mask

- ii. What information must you include when submitting an incident report to the health and safety representatives (HSRs) on the building and construction project you are currently undertaking?

Name of injured person

What First aid was administered and by who

Personal details of injured person

Location of injury on person

Location of incident

Photos of incidents and location

Contacting the chain of command with McNab.

3. Access and review documents in your organisation relevant to the following processes:

- **Site inspections**
- **WHS audits**
- **Incident investigations**

Answer the following questions based on the organisational documents you have reviewed.

After completing this task, submit copies of the organisational documents you accessed and reviewed to your assessor.

i. Outline the process for site inspections followed in your organisation.

- Identify any hazards
- Assessing the risks
- Controlling the risks (with corrective actions using the hierarchy of control)

ii. Outline the process for WHS audits followed in your organisation.

- Identify risks in the workplace
- Reveal strengths and weaknesses in safety processes and procedures
- Show where and how to make recommended improvement
- Ensure that adequate resources are available to manage workplace health and safety and that you're using those resources efficiently and effectively.
- Assess whether safety processes and procedures are legally compliant
- Eliminate unsafe practices and remove or effectively control hazards.

iii. Outline the process for incident investigations followed in your organisation.

Prevention

Protection

Mitigation

Response

Recovery

4. Access and review policies and procedures in your organisation relevant to the following:

- **Emergency procedures**
- **First aid procedures**
- **Evacuation procedures**

Answer the following questions based on the policies and procedures you have reviewed.

After completing this task, submit copies of the policies and procedures you accessed and reviewed to your assessor.

i. Outline the emergency response procedure for fires applicable to the construction site you are working on.

Alarm sounds

Prepare to evacuate

Try to identify location of Fire

Wardens to their assigned floors

If safe to do so move through floors shouting “Evacuate! Closing doors behind you.

When floor is clear report to chief fire warden(Site manager)

Go to Evacuation area for name to be marked off.

ii. Outline the general first aid procedure followed in your organisation.

- D for Danger – Assess the situation.
- R for Response – Check consciousness, check on vital signs.
- A for Airway – Open airway.
- B for Breathing – Check respiration rates.
- C for Circulation – Give chest compressions.

iii. According to the evacuation procedure followed in your organisation, where should people on the project worksite evacuate to in the event of an emergency?

iv.

Evacuation area for McNab Pelican waters is vacant lot (grass area) next to Carpark.

5. Access and review documents in your organisation relevant to the following practices:

- **Waste management practices**
- **Environmental practices**

Answer the following questions based on the organisational documents you have reviewed.

After completing this task, submit copies of the organisational documents you accessed and reviewed to your assessor.

- i. Briefly describe one waste management practice followed in your organisation.

Erosion and Sediment controls

With sediment controls in place the aim is to stop soils and other sediments from a building site washing into gutters, drains, and waterways. This also aids in keeping waterways healthy, minimising loss from building site stockpiles, and improve building site conditions.

- ii. Briefly describe one environmental practice followed in your organisation.

During the construction Process the environment is always impacted, to minimise this we ensure where ever possible to reduce the damage. E.g. (Erosion and Sediment control)

Also Re-habitation of fauna and flora. With the addition of landscaping to original status or improvement.

Workplace Assessment

Overview

The goal of this assessment is to assess your practical knowledge and skills in:

- Assessing workplace risk
- Establishing and implementing safety plans
- Monitoring workplace safety

This workplace assessment is made up of twelve workplace tasks:

Task 1 – Complete Safety Documentation

Task 2.1 – Consult with Workers

Task 2.2 – Consult with WHS Experts

Task 3.1 – Complete a Workplace Inspection Report

Task 3.2 – Complete a Workplace Safety Plan

Task 4 – Implement WHS Processes

Task 5 – Establish Educational Programs

Task 6.1 – Resolve Safety Issues

Task 6.2 – Resolve Workplace Conflict

Task 7.1 – Monitor Control Measures

Task 7.2 – Create an Audit Report

Task 7.3 – Address Non-Compliance

Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and submit any required documentation.

You are required to:

- Complete the tasks within the time allowed.
- Review the instructions in each task.
- Assess workplace risk
- Establish and implement safety plans
- Monitor workplace safety
- Perform the workplace task according to the instructions provided
- Complete and submit any required documentation.

Resources required for assessment:

To complete this assessment, you will need access to the following:

- A workplace or a similar environment that will allow you access to:
 - Building and construction project
 - Access to the following:
 - Colleagues and personnel who are also working on the building and construction project
 - Health and safety representatives
 - WHS experts relevant to the building and construction project
 - Organisational policies and procedures, such as:
 - Policies and procedures relevant to conducting hazard identifications and site risk assessments
 - Policies and procedures relevant to internal and external consultation
 - Policies and procedures relevant to workplace inspections
 - Policies and procedures relevant to workplace safety
 - Policies and procedures relevant to implementing workplace safety processes
 - Policies and procedures relevant to establishing educational programs
 - Policies and procedures relevant to resolving workplace conflicts
 - Policies and procedures relevant to risk control measures

- Policies and procedures relevant to auditing workplace safety
- Policies and procedures relevant to addressing WHS non-compliance
- Documentation templates, such as:
 - Hazard identification form
 - Risk register
 - Workplace inspection reports
 - Workplace safety plans
 - Site WHS audit report
- Workplace resources, such as:
 - Rooms for walkthrough sessions, educational programs, and conflict resolution meetings
 - Feedback forms
 - Records of control measures implemented on previous similar projects completed by the organisation
 - Incident reports from the current project and previous similar projects completed by the organisation
 - Documentation relevant to control measures implemented
 - Records of previous consultations conducted
 - Records of work health and safety training conducted on the project
 - Staff handbook
 - Human resources management plan
 - Hazard identification forms
 - Risk registers
- Project documents, such as:
 - Scope of work
 - Work breakdown structure
 - Material safety data sheets
 - Manufacturer's instructions for plant and equipment
 - Incident reports
 - Records of previous consultations with workers

- Site layout
- Plant and equipment inventory
- Material safety data sheets
- Hazardous products inventory
- Documentation relevant to processes followed
- List of educational programs implemented
- List of topics covered by educational programs
- Attendance records for educational programs
- WHS legislation and regulations relevant to the building and construction project
- Safety codes, standards and guidelines
- Business equipment to collect and record data, and produce reports
 - Project management software
 - Intranet systems
- Digital devices, applications and software to research, transmit and receive information electronically, such as:
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Web browsers
 - Email programs
 - Chatting or messaging apps

Task 1 Complete Safety Documentation

Complete the following documents for the building and construction project you are undertaking.

Use your organisation's template for these documents:

- Hazard identification form
- Risk register

Or you may use the following generic templates provided along with this workbook:

- **Generic Hazard Identification Form**
- **Generic Risk Register**

You will be assessed on:

- Practical knowledge of hazard identifications and risk assessments
- Practical skills in completing a hazard identification and site risk assessment

Before starting this task, review the **Workplace Assessment Task 1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submissions must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Hazard identification form
- Risk register
- Copies of WHS legislative requirements and organisational policies that are applicable to control measures required on the building and construction project
- Copies of project documents that you accessed and reviewed, e.g., scope of work, work breakdown structure (WBS), material safety data sheets, manufacturer's instructions for plant and equipment, incident reports, records of previous consultations with workers, etc.

Task 2 Consultations

Task 2.1 Consult with Workers

Consult with workers to evaluate the effectiveness of existing hazard control measures on the building and construction project, while being observed by the assessor.

You will be assessed on:

- Practical knowledge of consultations with site workers
- Practical skills in consulting with site workers

Before starting this task, review the **Workplace Assessment Task 2.1 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit copies of relevant communication with workers to your assessor, e.g., meeting minutes, email threads, screenshots of messaging apps, etc.

Task 2.2 Consult with WHS Experts

Consult with WHS experts to evaluate the effectiveness of existing hazard control measures on the building and construction project, while being observed by the assessor.

You will be assessed on:

- Practical knowledge of consultations with WHS experts
- Practical skills in consulting with WHS experts

Before starting this task, review the **Workplace Assessment Task 2.2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit copies of relevant communication with WHS experts to your assessor, e.g., meeting minutes, email threads, screenshots of messaging apps, etc.

Task 3 Workplace Safety Documents

Task 3.1 Complete a Workplace Inspection Report

Complete a workplace inspection report for the building and construction project you are undertaking, taking into consideration the following:

- The documentation you completed in Task 1
- The consultations you completed in Task 2.1 and Task 2.2.

Use your organisation's template for writing workplace inspection reports, or you may use the **Generic Workplace Inspection Report** template provided along with this workbook.

You will be assessed on:

- Practical knowledge of how to complete a workplace inspection
- Practical skills in how to complete a workplace inspection report

Before starting this task, review the **Workplace Assessment Task 3.1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your workplace inspection report submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed workplace inspection report
- Copies of project documents that you accessed and reviewed, e.g., site layout, plant and equipment inventory, material safety data sheets, hazardous products inventory, documentation relevant to processes followed, etc.

Task 3.2 Complete a Workplace Safety Plan

Complete a workplace safety plan for the building and construction project you are undertaking, taking into consideration your workplace inspection report from Task 3.1.

Use your organisation's template for writing workplace safety plans, or you may use the **Generic Workplace Safety Plan** template provided along with this workbook.

You will be assessed on:

- Practical knowledge of how to complete a workplace safety plan
- Practical skills in how to complete a workplace safety plan

Before starting this task, review the **Workplace Assessment Task 3.2 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your workplace safety plan submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed workplace safety plan
- Copies of project documents that you accessed and reviewed, e.g., site layout, plant and equipment inventory, material safety data sheets, hazardous products inventory, documentation relevant to processes followed, etc.

Task 4 Implement WHS Processes

Implement the following WHS processes on the building and construction project you are undertaking:

- Process for identifying hazards
- Process for rating risks
- Process for putting control measures in place

You will be assessed on:

- Practical knowledge of relevant workplace safety processes
- Practical skills in implementing relevant workplace safety processes

Before starting this task, review the **Workplace Assessment Task 4 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of delegating and assigning roles for relevant personnel involving in the implementation of the processes, e.g., copies of communication with relevant personnel, meeting minutes, screenshots from messaging apps, etc.
- Evidence of supervising the implementation of the processes, e.g., copies of supervisor notes, issues log, etc.
- Evidence of reviewing the output of the implementation and providing feedback to the personnel involved, e.g., copies of completed performance reviews, copies of communication with personnel involved, etc.

Task 5 Identifying Training Requirements

Identify training requirements to ensure site workers carry out safe work practices.

You will be assessed on:

- Practical knowledge of establishing educational programs
- Practical skills in establishing educational programs

Before starting this task, review the **Workplace Assessment Task 5 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Completion of a training schedule, which identifies the training provider, duration of training, cost of training and any required experience that is expected from the participants.

Task 6 Resolve Issues

Task 6.1 Resolve Safety Issues

Resolve safety issues on the building and construction project you are undertaking.

You will be assessed on:

- Practical knowledge of how to resolve safety issues
- Practical skills in resolving safety issues

Before starting this task, review the **Workplace Assessment Task 6.1 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of resolving two (2) safety issues and implementing approved solutions to these safety issues, e.g., copies of communications with relevant personnel, meeting minutes, screenshots from messaging apps, hazard reports, WHS safety inspection reports and risk registers etc.
- Email evidence required of the candidate informing project staff of the implemented solution (this can be simulated with your supervisor).
- Email evidence required of the candidate seeking feedback from project staff of the implemented solution (this can be simulated with your supervisor).

Task 6.2 Resolve Workplace Conflict

Negotiate with parties involved in workplace conflicts to reach a resolution. The candidate will need to mediate a conflict resolution meeting between all relevant parties to resolve the conflict.

Use your organisation's template to record the minutes of this meeting, or you may use the **Generic Meeting Minutes template** provided along with this workbook.

You will be assessed on:

- Practical knowledge of how to negotiate and resolve workplace conflicts
- Practical skills in negotiating and resolving workplace conflicts

Before starting this task, review the **Workplace Assessment Task 6.2 – Assessor's Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Minutes of the one (1) meeting that the candidate will need to mediate between all parties involved in the conflict, including what resolution strategies were adopted to resolve the conflict.
- Evidence of resolving one (1) workplace conflict associated with your building project, e.g., copies of communications with relevant personnel, meeting minutes, screenshots from reports and messaging apps, emails, Record of Conversations (RoCs) etc.

Task 7 Workplace Audits

Task 7.1 Monitor Control Measures

Monitor control measures implemented on the building and construction project you are undertaking on at least one (1) occasion throughout the project.

You will be assessed on:

- Practical knowledge of how to monitor implemented control measures
- Practical skills in monitoring implemented control measures

Before starting this task, review the **Workplace Assessment Task 7.1 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Copies of the output from your monitoring, e.g., notes you took, checklists you completed, correspondence with relevant project personnel, etc.
- WHS regulations you accessed and reviewed

Task 7.2 Create an Audit Report

Create an audit report containing the following:

- Your findings from Task 7.1
- An evaluation of the effectiveness of the following on the building and construction project that you are undertaking:
 - Current safety control measures
- Recommendations to:
 - Address any non-compliance identified
 - Improve current practices

Use your organisation's template for preparing a site WHS audit report or you may use the **Generic Site WHS Audit Report** template provided along with this workbook.

You will be assessed on:

- Practical knowledge of how to conduct an audit and write a report
- Practical skills in conducting an audit and writing a report

Before starting this task, review the **Workplace Assessment Task 7.2 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your site WHS audit report submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed site WHS audit report
- Copies of workplace resources that you accessed and reviewed, e.g., hazard identification forms, risk registers, documentation relevant to control measures implemented, incident reports, records of previous consultations conducted, records of WHS training conducted on the project, etc.

Task 7.3 Address Non-Compliance

Implement the recommended actions from your report in Task 7.2 to address non-compliance.

You will be assessed on:

- Practical knowledge of how to implement actions to address WHS non-compliance
- Practical skills in implementing actions to address WHS non-compliance

Before starting this task, review the **Workplace Assessment Task 7.3 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of implementing the recommended actions from the candidate’s WHS Audit Report from Task 7.2 e.g., copies of communications with relevant personnel, meeting minutes, screenshots from messaging apps, hazard reports, WHS safety audit/inspection reports and risk registers etc.

Assessment Workbook Checklist

TO THE CANDIDATE

When you have completed this assessment workbook, review your work, and ensure that:

- ☒ **You have completed all the Knowledge Assessments Questions.**
- ☒ **You have completed the Practical Assessments in this workbook**
 - ☒ Practical Assignment
 - ☐ Task 1
 - ☐ Task 2
 - ☐ Task 3
 - ☐ Task 4
 - ☐ Task 5
 - ☒ Workplace Assessment
 - ☐ Task 1
 - ☐ Task 2.1
 - ☐ Task 2.2
 - ☐ Task 3.1
 - ☐ Task 3.2
 - ☐ Task 4
 - ☐ Task 5
 - ☐ Task 6.1
 - ☐ Task 6.2
 - ☐ Task 7.1
 - ☐ Task 7.2
 - ☐ Task 7.3
- ☒ **You have saved and submitted the following evidence:**
 - ☒ This completed workbook
 - ☒ Assessment Workbook Cover Sheet signed and scanned



You have saved and submitted the following evidence:

- ☐ Workplace Assessment Task 1
 - ☐ Hazard identification form completed
 - ☐ Risk register completed
 - ☐ Copies of WHS legislative requirements and organisational policies that are applicable to control measures required on the building and construction project
 - ☐ Copies of project documents that were accessed and reviewed to complete the hazard identification form and risk register
- ☐ Workplace Assessment Task 2.1
 - ☐ Copies of relevant communication with workers during the consultation
- ☐ Workplace Assessment Task 2.2
 - ☐ Copies of relevant communication with WHS experts during the consultation
- ☐ Workplace Assessment Task 3.1
 - ☐ Workplace inspection report completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the workplace inspection report
- ☐ Workplace Assessment Task 3.2
 - ☐ Workplace safety plan completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the workplace safety plan
- ☐ Workplace Assessment Task 4
 - ☐ Evidence of delegating and assigning roles for relevant personnel involving in the implementation of the processes
 - ☐ Evidence of supervising the implementation of the processes
 - ☐ Evidence of reviewing the output of the implementation and providing feedback to the personnel involved

☐ Workplace Assessment Task 5

- ☐ Completion of a training schedule, which identifies the training provider, duration of training, cost of training and any required experience that is expected from the participants.

☐ Workplace Assessment Task 6.1

- ☐ Evidence of resolving two (2) safety issues and implementing approved solutions to these safety issues.
- ☐ Email evidence required of the candidate informing project staff of the implemented solution.
- ☐ Email evidence required of the candidate seeking feedback from project staff of the implemented solution.

☐ Workplace Assessment Task 6.2

- ☐ Minutes of the one (1) meeting that the candidate will need to mediate between all parties involved in the conflict, including what resolution strategies were adopted to resolve the conflict.
- ☐ Evidence of resolving one (1) workplace conflict associated with your building project

☐ Workplace Assessment Task 7.1

- ☐ Copies of the output from their monitoring of control measures implemented
- ☐ WHS regulations that they accessed and reviewed

☐ Workplace Assessment Task 7.2

- ☐ Site WHS audit report completed
- ☐ Copies of workplace resources that were accessed and reviewed to complete the site WHS audit report
- ☐ Copies of project documents that were accessed and reviewed to complete the site WHS audit report

IMPORTANT:

You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor.

TO THE ASSESSOR

When you have completed assessing the assessment workbook, review the candidate's submission against the checklist below:

- ☐ **The candidate has completed all the Knowledge Assessments Questions.**
- ☐ **The candidate has completed the Practical Assessments in this workbook**
 - ☐ Practical Assignment
 - ☐ Task 1
 - ☐ Task 2
 - ☐ Task 3
 - ☐ Task 4
 - ☐ Task 5
 - ☐ Workplace Assessment
 - ☐ Task 1
 - ☐ Task 2.1
 - ☐ Task 2.2
 - ☐ Task 3.1
 - ☐ Task 3.2
 - ☐ Task 4
 - ☐ Task 5
 - ☐ Task 6.1
 - ☐ Task 6.2
 - ☐ Task 7.1
 - ☐ Task 7.2
 - ☐ Task 7.3
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned

☐ **The candidate has saved and submitted the following evidence:**

- ☐ Workplace Assessment Task 1
 - ☐ Hazard identification form completed
 - ☐ Risk register completed
 - ☐ Copies of WHS legislative requirements and organisational policies that are applicable to control measures required on the building and construction project
 - ☐ Copies of project documents that were accessed and reviewed to complete the hazard identification form and risk register
- ☐ Workplace Assessment Task 2.1
 - ☐ Copies of relevant communication with workers during the consultation
- ☐ Workplace Assessment Task 2.2
 - ☐ Copies of relevant communication with WHS experts during the consultation
- ☐ Workplace Assessment Task 3.1
 - ☐ Workplace inspection report completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the workplace inspection report
- ☐ Workplace Assessment Task 3.2
 - ☐ Workplace safety plan completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the workplace safety plan
- ☐ Workplace Assessment Task 4
 - ☐ Evidence of delegating and assigning roles for relevant personnel involving in the implementation of the processes
 - ☐ Evidence of supervising the implementation of the processes
 - ☐ Evidence of reviewing the output of the implementation and providing feedback to the personnel involved

☐ Workplace Assessment Task 5

- ☐ Completion of a training schedule, which identifies the training provider, duration of training, cost of training and any required experience that is expected from the participants.

☐ Workplace Assessment Task 6.1

- ☐ Evidence of resolving two (2) safety issues and implementing approved solutions to these safety issues.
- ☐ Email evidence required of the candidate informing project staff of the implemented solution.
- ☐ Email evidence required of the candidate seeking feedback from project staff of the implemented solution.

☐ Workplace Assessment Task 6.2

- ☐ Minutes of the one (1) meeting that the candidate will need to mediate between all parties involved in the conflict, including what resolution strategies were adopted to resolve the conflict.
- ☐ Evidence of resolving one (1) workplace conflict associated with your building project

☐ Workplace Assessment Task 7.1

- ☐ Copies of the output from their monitoring of control measures implemented
- ☐ WHS regulations that they accessed and reviewed

☐ Workplace Assessment Task 7.2

- ☐ Site WHS audit report completed
- ☐ Copies of workplace resources that were accessed and reviewed to complete the site WHS audit report
- ☐ Copies of project documents that were accessed and reviewed to complete the site WHS audit report

IMPORTANT:

The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

Record of Assessment (Assessor's Use Only)

RECORD OF ASSESSMENT	
Candidate's Name	
RTO Name	
RTO Contact Number	
RTO Email Address	
Assessor's Name	
Unit of Competency	CPCCB4002 - Manage work health and safety in the building and construction workplace (Release 2)

Knowledge Assessment	S	NYS
Question 1	☐	☐
Question 2	☐	☐
Question 3	☐	☐
Question 4	☐	☐
Question 5	☐	☐
Question 6	☐	☐
Question 7	☐	☐
Question 8	☐	☐
Question 9	☐	☐
Question 10	☐	☐
Question 11	☐	☐
Question 12	☐	☐

Practical Assessment		
Practical Assignment	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Workplace Assessment	S	NYS
Task 1	☐	☐
Task 2.1	☐	☐
Task 2.2	☐	☐
Task 3.1	☐	☐
Task 3.2	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Task 6.1	☐	☐
Task 6.2	☐	☐
Task 7.1	☐	☐
Task 7.2	☐	☐
Task 7.3	☐	☐

Rules of Evidence	S	NYS
All knowledge and skills evidence submissions are valid	☐	☐
All knowledge and skills evidence submissions are authentic	☐	☐
All knowledge and skills evidence submissions are sufficient	☐	☐
All knowledge and skills evidence submissions are current	☐	☐

Signature Authentication Checklist	
This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions. Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.	
Checklist	Completed
I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider.	☐
I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider.	☐
I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider.	☐

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all the following information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Contact No.2

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Contact No.3

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Assessor Declaration	
I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate.	
Assessor's name	Assessor's signature
Date signed	

End of Record of Assessment (For the Assessor's Use Only)