

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS	VERIFIED
A. In writing, request an appointment with a legal advisor (e.g. WHS Regulator, union, lawyer) to clarify your interpretation of WHS requirements in your workplace, as outlined in your report (Activity 3).	☒
B. Meet with legal advisor and seek approval regarding your interpretation of WHS requirements in your workplace, as outlined in your report (Activity 3).	☒
C. During the meeting, use suitable structure and language when providing, seeking and discussing WHS legislative information.	☒
D. During the meeting, use questioning and active listening to clarify understanding.	☒
E. Document WHS legislative and organisational advice from legal advisor, making changes to your report (Activity 3) using structure, layout and language suitable for audience.	☒
Name of observer	Lauren Symonds
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Coworker
Phone number of observer	1300858746
Email address of observer	lauren@rhmbi.com.au
Signature of observer	
Date	18/11/20019
Comments	

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

6. Order the following elements of the WHS legal framework from the most legally enforceable to the least legally enforceable (1 = most enforceable; 5 = least enforceable).

Rank (1 – 5)	Element
5	Policies and procedures
4	Code of practice
3	Standard
2	Act
1	Regulation

☐

Outcome for Quiz

☐ Satisfactory

☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. What are the objectives and principles underpinning WHS? Select the most appropriate response. ☐ To ensure that people receive a large compensation payment when injured ☐ To create barriers for businesses in their day-to-day operations ☒ To assign responsibilities and confirm rights of those in the workplace, with regards to safety ☐ To provide specific ways in which everything in the workplace must be conducted	☐
2. When providing advice on WHS in the workplace, which of the following sources would you refer to for guidance? Select all that apply. ☐ Inspectors ☒ Legislation ☒ Codes of practice ☒ Policies and procedures	☐
3. Which of the following are functions and powers of the WHS regulator? Select all that apply. ☒ To enforce WHS law ☒ To promote compliance with WHS law ☐ To represent you in court if you breach WHS law ☐ To supply WHS equipment	☐
4. Which of the following methods can be used to advise others about WHS compliance? Select all that apply. ☒ 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	☐
5. Can all levels of a workplace (e.g. PCBU's down to the worker level) be involved in developing and implementing changes to workplace policies, procedures, processes and systems in order to achieve compliance? ☒ Yes ☐ No	☐

It is important to for staff to be trained to meet current legislation for the safety of all. An example of this for RHM was with the recent changes to dust extraction & silica dust. Key staff were advised by the authorities of the required processes that need to be put in place. The company purchased the appropriate dust extraction tool with the required accessories & trained the appropriate staff in the use of it. Staff were fit tested for P2 masks as per guidelines & SWMS were updated accordingly. RHM wants their workers to not only be able to return home now each day but also into the future even if they are no longer working with us..

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

1.0 INTRODUCTION

RHM Services Pty Ltd trading as RHM Building Innovations is a Structural Steel supply & build company within the construction industry. RHM services both commercial & domestic clients. As a company we are focussed on making a difference for our clients & stakeholders alike.

As a company we are committed to managing a safe work environment that allows our staff & associated stakeholders to go home from work safely at the end of each work day.

2.0 WHS REGULATOR

We are guided by Work Health & Safety Queensland - Office of Industrial Relations

The regulator is responsible for improvements, compliance & enforcement of Work Health & Safety Qld legislation. The Office of Industrial Relations is able to issue fines for non compliance as stated in the legislation

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

Section 28- states that a worker must take care to look after the safety of themselves & those around them, follow the guidelines set out by the PCBU & complete tasks as they have been trained to carry them out.

Section 84- Allows a worker to cease work if they consider that the task is unsafe.

Section 86- The worker must inform the PCBU about the need to cease work & remain available to take up alternative tasks.

3.2 PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

Section 19- The PCBU has a duty of care to provide a safe work environment to workers.

Section 89- Allows for the PCBU to request assistance from the regulator in providing an inspector to assist with issues arising from a cease work dispute.

Section 26A – A PCBU is obliged to follow the code of practice for appropriate job tasks, ensuring a safe work environment for workers.

4.0 COMPLIANCE

As listed in activity 2, consultation & review of tasks with stakeholders should be completed on a regular basis to monitor & maintain compliance for all policies, procedures, processes & systems

Section 219 – A person must not fail to comply with a WHS undertaking. Both the worker & the PCBU are responsible to follow the guidelines & provide a safe work environment for themselves & others at all times.

By having a training register, job specific descriptions, SWMS & similar documents that include a breakdown of tasks for all roles it can be assessed for any additional training needs that may be required for an individual to complete tasks safely. Ongoing consultation with all stakeholders along with monitoring & maintaining policies, procedures & workplace systems would also assist in assessing any training needs for new skills or refresher courses.

RHM is committed to ongoing self development of staff for the individual workers needs & to keep them up to date with the requirements set out in the Act.

5.0 CONCLUSION

RHM utilises the WHS processes that are in place as they are committed to having all of their employees go home to their normal lives outside of work everyday

RHM workers are required to follow company policy & procedures in relation to WHS at all times in addition to being constantly aware of their surrounding to ensure their personal safety & the safety of those around them. Workers need to report incidents immediately to PCBU & participate where practical in the consultation process. PCBUs for RHM are responsible for the ongoing development & improvement of WHS docs with consultation from workers, following current legislation & making sure that workers are adequately trained to complete the required tasks & equipped with the appropriate tools/ppe to achieve a safe result. The PCBU must report any serious incidents to the WHS Regulator.

ACTIVITY 3

For the purpose of the company manual, you are to explain the role of WHS in your chosen workplace, by developing a report in the following structure:

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- The objectives and principles underpinning WHS legislation

2.0 WHS REGULATOR

- Identify the WHS regulator that applies to your company
- Explain the functions and powers of the WHS regulator and how they are exercised

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

- Outline workers' WHS duties under the legislation
- Identify workers' WHS rights under the legislation
- Explain workers' WHS obligations under the legislation

3.2 PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

- Outline PCBU's WHS duties under the legislation
- Identify PCBU's WHS rights under the legislation
- Explain PCBU's WHS obligations under the legislation

4.0 COMPLIANCE

- Explain how policies, procedures, processes and systems are developed and changed to maintain compliance
- Explain how workers and PCBU are assessed for WHS compliance with legislation
- Identify ways in which workers' and PCBU's WHS training needs are assessed
- Identify how the workplace provides support for workers' and PCBU's training needs

5.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify that workers and PCBUs have varying WHS duties, rights and obligations under the legislation
- Express the importance of maintaining compliance and addressing training needs

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as workers, health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer specifically to the legislation using section numbers, so that the reader could refer to the legislation for more information if they wanted to.

Name and purpose of WHS System
Work Health & Safety System – Assists a business to monitor its obligation in meeting the requirements of the Work Health & Safety Act 2011
How document can be accessed
A soft copy can be found on our server under Safety/policy
How it can be developed and changed to ensure compliance with WHS legislation
Management can approve changes to the system when consultation with stakeholders have agreed on improvements to policy, process or procedures during reviews or if there have been any legislative changes.

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

Identify one (1) of each of the following within your chosen organisation:

- WHS policy
- WHS procedure
- WHS process
- WHS system

For each, summarise:

- Its purpose
- How it can be accessed
- How it can be developed and changed to ensure compliance with WHS legislation, using examples.

Name and purpose of WHS Policy

Work Health & Safety Policy RHM – A policy stating the commitment required from both Management & Staff for the continuation of a safe workplace for all.

How document can be accessed

The policy is given to staff for their records & a soft copy can be found on our server under Safety/policy

How it can be developed and changed to ensure compliance with WHS legislation

The document can be updated through consultation with all stakeholders as requirements change to ensure ongoing compliance with the current legislation & the businesses requirements. An example of a required change would be when new legislation required additional information to be covered in the document.

Name and purpose of WHS Procedure

Accessing/Dismounting at height, using a safety harness, (EWP) scissor lift or boom lift – Outlines the safe use of completing the task using this method

How document can be accessed

This document is found in the companies Work Health & Safety Manual

How it can be developed and changed to ensure compliance with WHS legislation

The document can be updated through consultation with all stakeholders as requirements change to ensure ongoing compliance with the current legislation & the businesses requirements. An example of a required change to this procedure would be completed if there was a change in the equipment used for the task or if a step in the procedure was improved.

Name and purpose of WHS Process

Working at heights – describes the risk involved with working at height (any level above the ground level) & fall hazard awareness

How document can be accessed

This document is found in the companies Work Health & Safety Manual

How it can be developed and changed to ensure compliance with WHS legislation

The document can be updated through consultation with all stakeholders as requirements change to ensure ongoing compliance with the current legislation & the businesses requirements. An example of a required change would be if there was a change in legislation or a safer process was found.

Name and location of Standard
Australian standard - AS/NZS 1891.1-2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment – found at https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/sf-015/as-slash-nzs--1891-dot-1-2007
Relevant excerpt/requirement for chosen workplace
The AS/NZS 1891.1-2007 Australian Standard for Industrial fall-arrest systems & devices- Harnesses & Ancillary equipment provides the minimum standard of the fall arrest system that can be used & monitored for ongoing safe usage.

Name and requirement of Guidance Publication
Angle Grinder self assessment tool for the safe use of this tool & confirmation that it is the best tool for the job – found at https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0004/154876/angle-grinder-self-assessment-tool.pdf
Relevant excerpt/requirement for chosen workplace
A practical guide to the safe use of an Angle Grinder

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITIES

For the following activities, name a workplace that you wish to examine.

Name of workplace	RHM Building Innovations
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ACTIVITY 1

- a) Identify current legislation and related documentation that will be relevant to your chosen workplace, and where such documentation can be found.
- b) For each document identified, outline one (1) excerpt or requirement that it specifies for your chosen workplace.

Example:

Name and location of Legislation (Commonwealth or State)

Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au

Relevant excerpt/requirement for chosen workplace
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Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.

Name and location of Legislation (Commonwealth or State)

Work Health & Safety Act 2011 (Qld) found at https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018
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Relevant excerpt/requirement for chosen workplace
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Section 38: Duty to notify of a notifiable incident – A person conducting a business must notify the regulator immediately in the event of a notifiable incident
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Name and location of Regulation
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Work Health & Safety Regulation 2011 (Qld) found at https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240

Relevant excerpt/requirement for chosen workplace
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Section 36: Hierarchy of control measures -Control measures are used when anyT task can not be completed practicably to eliminate all risk to a Workers health & safety

Name and location of Code of Practice
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Code of practice 2004 – Steel Construction https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0003/58197/steel-construction-cop-2004.pdf

Relevant excerpt/requirement for chosen workplace
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The Code of practice is a practical guide to assist with achieving the requirements as outlined in the Work Health & Safety Regulation 2011 for Steel Construction
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ASSESSMENT FOR BSBWHS402

Student name	Grace Martin
Date of assessment submission	18/11/2019
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below).
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Workplace and legal framework	• Workbook response (below)
2. Policy, procedures, processes and systems	• Workbook response (below)
3. Workplace duties, rights and obligations	• Workbook response (below)

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BSBWHS402

Assist with compliance with WHS laws

