

BSBWHS409

Assist with workplace monitoring processes



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ASSESSMENT FOR BSBWHS409

Student name	Shanal Singh
Date of assessment submission	28/07/2020

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
- Regulatory requirements and standards	ACTIVITY 1 Workbook response (below)
- Characteristics of agents and conditions	- Workbook response (below)
- Communicating with others	- Workbook response (below)

ACTIVITIES

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

Name of workplace	L&D Contracting
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1.

Identify and describe the requirements of each of the following within your chosen organisation, with regards to workplace monitoring:

- Act
- Regulation
- Code of practice
- Standard

Name of Act

Code of Practice on how to manage work health and safety risks is an approved code of practice under section 274 of the *Work Health and Safety Act* (the WHS Act).

L&D Contracting will be operating as the PCBU and adhering to Queensland Work, Health & Safety Act and Regulations. L&D Contracting will be using their Health Safety and Environmental Management Systems (HSEMS).

Requirements

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.

L&D has through risk assessments identified in the Construction and Environmental Plan (**CEMP**) some activities within the scope of works for which require risk control. Where identified L&D Contracting will prepare and issue to its team, a set of SWMS's that mitigate the risks associated with such works.

Name of Regulation

Regulation) and codes of practice.

The WHS Regulation specifies the way in which a duty under the WHS Act must be performed and prescribes procedural or administrative matters to support the WHS Act (e.g. requiring licences for specific activities and the keeping of records).

Requirements

Code provides practical guidance for persons who have duties under the WHS Act and Regulations to manage risks to health and safety. The duty is placed on persons conducting a business or undertaking, including employers, self-employed, principal contractors, persons with management or control of a workplace, designers, manufacturers, importers and suppliers of plant, substances or structures that are used for work.

This Code applies to all types of work and all workplaces covered by the WHS Act. Other approved codes of practice should be referenced for guidance on managing the risk of specific hazards.

Name of Code of practice

L&D Contracting Codes of practice -

- Plant 2020.
- Hazardous Chemicals Code of Practice 2003
- Hazardous Manual Tasks Code of Practice 2011
- How to Manage Work Health and Safety Risks Code of Practice 2011
- Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011

- Managing the Work Environment and Facilities Code of Practice 2011
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Work Health and Safety Consultation, Co-operation and Co-ordination 2011
- Managing the risk of Falls 2011
- Prevention of Workplace Harassment 2004

Requirements

Codes of practice provide practical guidance on how to meet the standards set out in the WHS Act and the WHS Regulation. Codes of practice can be used as evidence in legal proceedings to provide information on how a hazard or risk can be controlled or managed and to determine what was reasonably practicable in the circumstances discussed. They can also be referred to by an inspector when issuing an improvement or prohibition notice.

Name of Standard

L&D Contracting comply with the following Standards.:

- The National Standards for Construction Work 2005
- Applicable Australian Standards:
 - Occupational Health & Safety Management System – ISO 45001:2018
 - Environmental Management System – ISO 14001:2015
 - Quality Management System – ISO 9001:2015

Requirements

Sources such as the following will be used to comply:

The National Standard for Construction Work 2005, Applicable Australian Standards, Queensland Work, Health and Safety Act 2011 and Regulations 2011, *Manual of Uniform Traffic Control Devices (MUTCD)*, Codes of Practice Traffic Management for Construction or Maintenance Work 2008, Advisory Standards, industry recognised safe work practices and other publications.

Terms and conditions set down by clients for every job sites..

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

2.

1. Select one (1) chemical agent, one (1) physical agent and one (1) biological agent.
 - Identify a condition (i.e. symptom) that would be associated with each agent.
2. Identify the characteristics of the chemical agent. You should refer to a Safety Data Sheet (SDS).
3. Explain how you would determine the area where the measurements should be taken for the agent.
 1. What information would workers (and other affected parties) be able to provide?
4. Identify one (1) type of equipment that would be used to measure the agent.
 1. Explain why you have selected this measuring equipment and its appropriateness for the environment, the activities being carried out and the level of risk.
 2. Explain how you would calibrate, adjust and check the operability of the equipment selected. Does the equipment contain any in-built alarms?
 3. Explain how the equipment is used. Be mindful of how health and safety are to be maintained and any limitations on the use and output of the equipment.
 4. Identify the scale/units this equipment measures in and how results are recorded.
 5. Explain how the equipment should be maintained and stored, including dismantling, cleaning and disposal requirements.
5. Determine a sampling plan/process for monitoring the agent.
 1. Determine when and how the sampling will take place.
 2. Identify work permits and written authorities you would need to obtain when conducting the monitoring activities.
 3. Determine who is responsible for the monitoring and how you would assist with conducting the tests.

Name of chemical agent

Hazardous chemical is any substance, mixture or article that satisfies the criteria of one or more *Globally Harmonised System of Classification and Labelling of Chemicals* (GHS) hazard classes, including a classification in Schedule 6 of the WHS Regulations.

WHS Regulation section 351: A person conducting a business or undertaking must manage risks associated with using, handling, generating or storing of hazardous chemicals at a workplace.

Condition of agent

Your workplace may use **hazardous substances** and dangerous goods. A **hazardous substance** can be any **substance**, whether solid, liquid or gas, that may cause harm to your health. **Hazardous substances** are classified on the basis of their potential health effects, whether acute (immediate) or chronic (long-term).

All hazardous chemicals will be listed on the Hazardous Chemicals/Substances Register and a Risk Assessment completed and signed by those who will come in contact with the substance.

L&D will consider the following when selecting hazardous chemicals and use substitutes if available:

- Flammability and explosively;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Extent of PPE required;
- Environmental hazards;
- Storage requirements.

All hazardous substances must be appropriately stored, used and disposed of to prevent harm to the environment. Combustible and flammable liquids will be stored in accordance with Australian Standard 1940. All spills of hazardous substances will be cleaned and reported as an incident. L&D is responsible for ensuring the provision of sufficient spill kit resources to manage chemical spills.

Name of physical agent

Physical Agents are sources of energy that may cause injury or disease. Examples include Noise, Vibration, Optical Radiation and Electromagnetic Fields.

Condition of agent

Noise must be controlled to prevent nuisance at sensitive off-site residential receptors. AS2107 Acoustics - Recommended design sound levels and reverberation times for building interiors recommends a maximum design sound level of 35dB(A) measured as LAeq for internal sleeping areas. At the commencement of the project responsibilities for noise monitoring / verification at sensitive receptors will be established. A noise monitoring / verification program will be implemented.

Name of biological agent

Biological agents include bacteria, viruses, fungi, other microorganisms and their associated toxins. They have the ability to adversely affect human health in a variety of ways, ranging from relatively mild, allergic reactions to serious medical conditions—even death

Condition of agent

Hazardous biological agents which are micro-organisms, including those that have been genetically modified, pathogens, cells, cell cultures and human endoparasites that have the potential to provoke an infection toxic effects, subdivided into the following groups

Chemical agent**Characteristics**

Hazardous chemicals are substances that can cause adverse health effects such as poisoning, breathing problems, skin rashes, allergic reactions, allergic sensitisation, cancer, and other health problems from exposure.

Many hazardous chemicals are also classified as dangerous goods. These can cause fires, explosions, corrosion, and hazardous reactions if not handled safely.

The first step in managing risks involves identifying all the chemicals that are used, handled, stored or generated at your workplace in consultation with workers.

WHS Regulation section 344: A person conducting a business or undertaking must obtain the safety data sheet (and any amended version) for a hazardous chemical from the manufacturer, importer or supplier no later than when the chemical is first supplied at the workplace or as soon as practicable after it is first supplied but before it is used at the workplace.

Safe Work Australia's **Code of Practice for the Preparation of Safety Data Sheets** for Hazardous Chemical provides detailed guidance on how to prepare a SDS for workplace chemicals. This code of practice should be used where the chemical has been classified according to Global Harmonised System (GHS).

The identity of chemicals in the workplace can usually be determined by looking at the label and the SDS, and reading what ingredients are in each chemical or product. This process is known as classification, and it is the hazard classification of a chemical that determines what information must be included on labels and SDS, including the type of label elements, hazard statements and pictograms.

It is a requirement for the workplace that the SDS register is current, easily accessible and reflective of the hazardous chemicals stored and used.

Area for measurement

In order to control workplace hazards and measure area and eliminate or reduce the risk, you should take the following steps:

1. identify the hazard by carrying out a workplace risk assessment;
2. determine how employees might be at risk;
3. evaluate the risks;
4. record and review hazards at least annually, or earlier if something changes.

Where the hazards and associated risks are well-known and have well established and accepted control measures, it may not be necessary to undertake a risk assessment, for example, where there are a small

number of chemicals in a workplace and the hazards and risks are well understood. Your risk assessment should also consider foreseeable failures of plant and equipment, as well as any control measures, for example:

- A power failure may impact on the operation of a mechanical ventilation system at the workplace.
- Accidental spills have the potential to corrode or impact on nearby plant or equipment.

Measuring equipment

Having identified a hazard and made the decision that monitoring is necessary we need to have appropriate measuring equipment.

Noise Monitoring is a very important equipment of our sites as workers have been exposed to all kind of noise and it is one of the major hazard under physical agent.

L&D Contracting Pty Ltd is committed to eliminating or minimising noise exposure to employees, contractors, visitors and the environment.

Noise is a major hazard of L&D job sites, which can damage hearing and cause other health effects, including high blood pressure, stress and increased heart rate. Noise causes sound waves that make our eardrums vibrate. These vibrations are received by hair cells in the inner ear, which flatten according to the frequency and loudness of the sound and stimulate nerves that pass messages to the brain. The measures includes:

Decibel	Typical sound pressures vary over a very large range and are measured using a logarithmic scale. The decibel is the unit on this scale and is abbreviated to dB
Attenuation	Means reduction in sound.
Exposure Standard	Refers to noise that exceeds an average of 85dB (A) over an eight hour working day [commonly referred to as LAeq.8hB (A)] or peak noise of 140dB(A). This may damage hearing and must be identified and assessed.

Sampling plan/process

L&D Contracting used a noise monitoring equipment for sampling to monitor the noise level of the job. The noise sampling used need include primary and secondary sources that contribute to the noise and other variables include the time of day and the shift schedules.

This process is useful in determining if there is a potential noise hazard:

1. Is there difficulty in communicating between two employees at a one metre distance (i.e. the speaker must raise their voice in order for the listener to understand what is said)?
2. Do employees in the area notice a reduction in hearing over the course of their shift? This reduction might not be noticed until after work.
3. Do employees experience any of the following:
 - o ringing in the ears (tinnitus);
 - o the same sound having a different tone in each ear (diplacusis); or
 - o muffled hearing?
 - o Are hearing protection devices worn by others at that workplace?
 - o Is there signage indicating that hearing protective devices should be worn?
 - o Are there multiples of motorised plant and equipment operational at any one time?
4. As a part of the noise assessment process, L&D shall consult with the client or primary contractor to determine if the expected noise level will exceed the exposure standard where employees will be working.
5. As part of the noise assessment process, L&D shall consult with employees and contractors to determine likely noise exposures throughout a project life cycle.

Noise Risk Assessment

All worksites/locations where noise has been identified as a risk shall be assessed and controls put in place (see Hazard Identification, Risk Assessment and Risk Control Procedure).

Minimising Exposure to Noise

Where it has been determined that noise is, or could be a potential hazard to employees, then control/preventive measures shall be put in place.

Example of controls/preventive measures that might be applicable, depending upon the situation are:

- a. Re-location of employees to a position where noise levels are not high.
- b. Re-location of plant and equipment to a position where it will not affect employees.

- c. Effective use of partitions and panels to block noise.
- d. Consider the noise information made available by manufacturers, importers or suppliers prior to any new purchases.
- e. Train employees to actively reduce any excessive noise they may generate in their duties.
- f. Provision of protective hearing devices appropriate to noise levels with training provided in the use and maintenance of PPE.

If the worksite/location demands that employees have to work in the vicinity of dangerous noise levels, the combination of hearing protection and administrative procedures such as designating hearing protection must be worn (signage) may be necessary.

Employees will be consulted in determining the most appropriate control for the task to be undertaken.

All controls that have been implemented will be monitored and reviewed regularly to ensure effective use and implementation.

Audiometric Testing

- Where hearing protection devices are relied upon for extended periods of time (8 hour days over 3 months continuous), audiometric tests are required to monitor employee's hearing.
- The results of audiometric tests will only be used to give an indication of the effectiveness of noise control measures. It is not a form of control.
- Employees are required to undergo audiometric testing within 3 months of the time they are exposed to continuous noise levels requiring PPE and then at 2 yearly intervals (more frequently according to results of tests).
- The results of the audiometric tests will be provided in writing to the employee. Where an employee later requests a copy of his or her audiogram this will be provided to the employee.
- The records will be held for the period of the employee's employment and at least 20 years after the employee has ceased working for L&D Contracting.

Sound level meter need a sampler to delivers a specified noise level into the microphone meter and it is done to meet the Standard ISO-1999.

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

3.

1. Which individuals and parties might you consult when identifying agents and conditions in the workplace?
2. Who might you consult with when collecting information and data about the requirements, nature and purpose of the monitoring?
3. Describe a situation where you might need to seek expert advice, due to limits in your own expertise and/or available equipment.
4. When interpreting and evaluating results you have collected, why should you compare them against a recognised standard?
 1. Are there any limitations with exposure standards?
5. Explain how you might assist with preparing reports on the monitoring process and ensure that regulatory requirements have been met.
 1. What would be the purpose of the report?
 2. Who would be included in the target audience?
 3. How should the information be presented (e.g. to show trends)?
 4. How soon should information be presented? Justify your response.
 5. Explain how the results and records would be stored, allowing for easy retrieval.
 6. Explain how you would consider others' privacy in the delivery and secure storage of the results.

	Response
a)	Work Health and Safety Act 2011 (WHS Act): under Section 47 a person conducting a business or undertaking (PCBU) must consult , so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are likely to be or are directly affected by a situation involving their health and safety.
b)	Section 48 of WHS Act, Consultation with workers - the nature of consultation requires: a) relevant information about the matters is shared with workers b) workers be given a reasonable opportunity: - (i) to express their views and to raise health or safety issues in relation to the matter (ii) to contribute to the decision-making process relating to the matter c) the views of workers are taken into account by the person conducting the business or undertaking d) the workers consulted are advised of consultation outcome in a timely manner d) if the workers are represented by a health and safety representative, consultation must include that representative. You need to consult with the workers and affected parties throughout the entire process. Most of the consultation process must obtain permission from the workplace supervisor to do monitoring, take photos, view documents and make sure the workers and HSR have advised about the monitoring you expect to do, the reasons for monitoring and the outcome. Management commitment and open communication between managers and workers is important in achieving effective consultation. Your workers are more likely to engage in consultation when their knowledge and ideas are actively sought and concerns about health and safety are taken seriously. Consultation does not mean telling your workers about a health and safety decision or action after it has been taken. Workers should be encouraged to: - ask questions about health and safety - raise concerns and report problems - make safety recommendations, and - be part of the problem-solving process. While consultation may not always result in agreement, agreement should be the objective as it will make it more likely the decisions are effective and actively supported. Share relevant information with workers and their health and safety representatives about matters that may affect their health and safety. This information should be provided early on so that workers and health and safety representatives have enough time to consider the matters, discuss them and then provide feedback to you. Make available all the information relating to the health and safety matter to enable informed and constructive discussions. This information may include:

	• health and safety policies and procedures • technical guidance about hazards, risks and risk control measures • hazard reports and risk assessments • proposed changes to the workplace, systems of work, plant or substances • data on incidents, illnesses or injuries (in a way that protects the confidentiality of personal information). The information should be presented in a way that can be easily understood by workers and take into account literacy needs and the cultural or linguistically diverse backgrounds of your workers. Information should also be simplified and presented in different ways, such as using diagrams, to make it easier to understand. Meeting face-to-face is usually the most effective way of communicating, although that may not always be possible or preferable. Information can also be shared in other ways, including: • by telephone or email • featuring current health and safety news and information on intranet sites or noticeboards. Information should be updated, and attention drawn to new material so that people who do not regularly check it will know what is happening in their workplace.
c)	Seeking expert assistance relating to air monitoring and subsequent decisions about compliance can be complex and a sound understanding of the nature of contaminant concentrations in the workplace, the statistics relevant to their measurement and the interpretation of measurement results is required. Therefore, we recommended expert assistance such as a suitably qualified occupational hygienist, is obtained to develop suitable air monitoring program, carry out the air monitoring and interpret measurement results. WHS practitioner are not expected to know everything about specific requirements and technical limitations or advantages of monitoring equipment. WHS practitioner role is to assist the monitoring process by identifying the skills and services required to conduct monitoring and sampling of the workplace.
d)	Interpreting and evaluation reports collected: • Air monitoring – when WHS Regulations require a PCBU at workplace to ensure the air monitoring is carried out to determine the airborne concentration of a substance or mixture to which an exposure standard applies: - If the person is not certain on reasonable grounds whether or not the airborne concentration of the substance or mixture at the workplace exceeds the relevant standard. - Monitoring is necessary to determine whether there is a risk to health. • Health monitoring – the assessment of the airborne concentration of a particular contaminants and subsequent comparison with the appropriate exposure standard is usually the primary technique in the evaluation of the working environment. - For some hazardous chemical health monitoring may also be required to assess risks to workers who may be exposed - Health monitoring may include biological monitoring, takes into account all routes of exposure and not just exposure by inhalation of airborne contaminants. Exposure to standards represent the airborne concentration of a particular substance or mixture that must not be exceed. There are 3 types of exposure to standard: a) 8-hour time-weighted average – may require adjustment where work shifts exceed 8 hours or greater than 5 day working week. b) peak limitations – these substances may induce effects after relatively brief exposure to high concentrations and so the exposure standard for these substances represents a maximum or peak concentration to which workers may be exposed. c) short term exposure limit – provide limits for the control of short term exposure. Adjustment of Exposure Standards: - Some exposure standards must be adjusted to account for greater exposure that occurs during extended work shifts and to comply with the WHS Regulations. Other factors affecting exposure: - Exposure standards are usually applicable to airborne concentrations of single pure substances. - The application of exposure standards to environments containing mixtures of contaminants requires considerable caution. - The interaction of different substances should be assessed by toxicologist, occupational hygienists or physicians after specific toxicological consideration of all substances involved.

	The person conducting a business or undertaking must manage the risks associated with using, handling and storing hazardous chemicals at a workplace. The Code of Practice Managing Risk of Hazardous Chemicals in the Workplace provides guidance on four step risk management approach involving the key steps of hazard identification, risk assessment, risk control and review.
e)	Assisting with preparation of reports on the monitoring process and ensure that the regulatory requirement have met:- - Monitoring process is only valid if the results can be validated against relevant exposure standards. Therefore, the report you need to present the findings in such a format that all stakeholders can read and understand. - Avoid using buzz words or acronyms when communicating to the audience. Use charts and visual descriptions where possible to paint the intended picture of results. - Report should include specific recommendations as to actions that are required and ensure that the reference material is current, addresses your industry and is relevant to your jurisdiction. - Have a fresh eye look over the data that you include in the report to ensure that it does not breach privacy, commercial-in-confidence or any other sensitive areas or protocols of the business or the individuals. As a WHS practitioner you are required to write reports on many aspects of WHS and compliance, including survey reports on monitoring, findings and outcomes. - Reports should be written in a formal writing taking into account the various readers that will read the report. - Writing report that can be understood by different target audiences - Report must be a formal document that needs to be written formally and should contain only information that has been validated and it must be specific criteria. Records both electronic and in hard copy need to be kept in a secure environment, particularly since they are often linked to a specific person and can therefore be considered as personal information. It would be logical for the data to be stored on personal medical files, which would allow for easy exposure profiling. The confidentiality around medical records usually prevents this from occurring, as safety professionals would not normally have unrestricted access to medical records. It is therefore, usually necessary to have two separate systems.

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

QUIZ

QUESTIONS				CORRECT																																								
1. Match the following agents and conditions by placing the corresponding agent number next to each condition. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 10%;">Label</th> <th style="width: 40%;">Agent</th> <th style="width: 10%;">Label (1 – 9)</th> <th style="width: 40%;">Condition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Biological agents</td> <td style="text-align: center;">7</td> <td>May result in hearing damage. Measured in dB(A).</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Electricity</td> <td style="text-align: center;">3</td> <td>One example is asbestosis.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Fibres, dusts and particulates</td> <td style="text-align: center;">1</td> <td>Includes insects and bacteria. May result in bacterial infection.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Fumes, mists, gases and vapours</td> <td style="text-align: center;">5</td> <td>May result in rashes and cramps. Meters measure in °C and %, respectively.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Heat and humidity</td> <td style="text-align: center;">8</td> <td>May result in cancer. Measured in becquerel (Bq).</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Light</td> <td style="text-align: center;">9</td> <td>May result in sprains and strains. Velocity can be measured in mm/s. Frequency can be measured in Hz.</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Noise</td> <td style="text-align: center;">2</td> <td>May result in burns and shock. Measured in volts.</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Radiation, including ionising, non-ionising and laser</td> <td style="text-align: center;">4</td> <td>May result in respiratory problems. Can be measured using a monitor which measures in ppm (parts per million).</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Vibration</td> <td style="text-align: center;">6</td> <td>May result in UV burns to skin or eye damage.</td> </tr> </tbody> </table>				Label	Agent	Label (1 – 9)	Condition	1	Biological agents	7	May result in hearing damage. Measured in dB(A).	2	Electricity	3	One example is asbestosis.	3	Fibres, dusts and particulates	1	Includes insects and bacteria. May result in bacterial infection.	4	Fumes, mists, gases and vapours	5	May result in rashes and cramps. Meters measure in °C and %, respectively.	5	Heat and humidity	8	May result in cancer. Measured in becquerel (Bq).	6	Light	9	May result in sprains and strains. Velocity can be measured in mm/s. Frequency can be measured in Hz.	7	Noise	2	May result in burns and shock. Measured in volts.	8	Radiation, including ionising, non-ionising and laser	4	May result in respiratory problems. Can be measured using a monitor which measures in ppm (parts per million).	9	Vibration	6	May result in UV burns to skin or eye damage.	<input style="width: 40px; height: 20px;" type="checkbox"/>
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2. When determining the area where measurements are to be taken, which of the following should be taken into consideration? Select all that apply. ☒ Movements of people ☒ Tasks or activities occurring the in the workplace ☒ When work is undertaken and when lunch time is ☒ Whether the equipment emits something (e.g. light and sound)				<input style="width: 40px; height: 20px;" type="checkbox"/>																																								
3. In which circumstances may you be required to consult with another party during the monitoring process? Select all that apply. ☐ When determining the agent and/or condition to be monitored ☒ For advice on which equipment to select ☐ When recording readings ☐ To determine the nature of the problem				<input style="width: 40px; height: 20px;" type="checkbox"/>																																								

4. Which of the following information and data must be presented to relevant parties? Select all that apply. ☒ Interpretation of results ☒ The process undertaken ☒ Information about equipment that was not used ☒ Effects for workers and the workplace	☐
5. If it is discovered during the monitoring process that a worker is exposed to serious risk due to an uncontrolled leakage of a substance, the PCBU can choose to control the leakage, rather than notifying the WHS regulator. ☐ True ☒ False	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

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
1. Consult with others to form sampling process/plan. Identify: 2. Agent to be measured 3. Characteristics of agent 4. Measurement equipment to be used 5. The area where measurements are to be taken 6. Factors that may impact on sampling (e.g. movements of people and equipment, tasks or activities being undertaken, number of persons occupying the area).	☐
7. Work with others to assist with monitoring process: 8. Calibrate monitoring equipment and select appropriate scale 9. Safely use equipment to collect information/data and record readings 10. Dismantle, clean and store equipment and parts.	☐
11. Prepare an electronic written report on the monitoring process: 12. Present information and data clearly and logically 13. Interpret and evaluate results against a recognised standard 14. Use appropriate units of measurement, logarithmic scales, decimals and order of magnitude.	☐
Name of observer	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	
Email address of observer	
Signature of observer	
Date	Click here to enter a date.
Comments	

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