

BSBWHS404

Contribute to WHS hazard identification, risk assessment and risk control



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ASSESSMENT FOR BSBWHS404

Student name	
Date of assessment submission	Click here to enter a date.
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:
 - o **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)
 - o **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - o **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. Identifying/assessing hazards and risks	Workbook response (below)
2. Development, implementation and evaluation of risk control	Workbook response (below)
3. Policies, procedures, processes and systems	Workbook response (below)
4. Legislation, codes of practice and guidelines	Workbook response (below)

ACTIVITIES

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

Name of workplace	McIlwain Civil Engineering
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ACTIVITY 1

Identify two (2) hazards that may occur in your workplace. For each hazard identified, find information to explain:

- a) The nature and scope of the hazard
- b) The range of harms caused by the hazard and how they are caused
- c) The techniques, tools and processes used to identify each hazard
 - Select tools appropriate for the workplace and identify different tools for each hazard
 - Describe how you contribute to applying these selected techniques, tools and processes and document the results
- d) Determine the level of risk for the hazard within your workplace
- e) How you advise others of this information in a way that address peoples' range of abilities and backgrounds
 - Be sure to also consider the timeframes in which you should advise others
- f) Risk controls that may be implemented to address the hazard and risk assessment results
 - Explain the timeframes in which these risk control options should be implemented.

Name of Hazard 1

Traffic

Nature and scope of hazard

Traffic interaction whilst doing work whilst on a live road.

<https://www.worksafe.qld.gov.au/>

Source of information (e.g. website address):

The range of harms caused and how they are caused

Duration of exposure, near misses and reckless / negligent driving.

<https://www.worksafe.qld.gov.au/>

Source of information (e.g. website address):

Techniques, tools and processes to identify hazard

SWMS, Risk Assessments, TMP, MUTCD, people trained in TMI and traffic controllers (level 2), audits including high risk work audits.

<https://www.worksafe.qld.gov.au/>

Source of information (e.g. website address):

Determine the level of risk

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

E: Extreme	H: High	M: Medium	L: Low
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Level of risk: 1. Likely & B. Serious Injury = High Level Risk

How you advise others about hazards, harms and associated risk

SWMS, Prestart meetings, Toolbox Talks, Monthly HSE Meeting, Incident Notifications and Alerts which can come from any McIlwain Site, information posters.

Risk controls

Qualified Traffic Controllers, Signage and Barricading, Positive Comms, SWMS and ensuring all revised SWMS have been signed and understood, PTA's, Toolbox Talks, Prestart meeting briefs, Hi-Vis, Traffic lights and TMP.

<https://www.worksafe.qld.gov.au/>

Source of information (e.g. website address):

Name of Hazard 2
Service Strikes
Nature and scope of hazard
Excavator coming into contact with underground services and causing property damage and fines. https://www.worksafe.qld.gov.au/ Source of information (e.g. website address):
The range of harms caused and how they are caused
Community Disruption, Hazard to people, time and money lost for project, property damage, damaged company reputation, workers harmed and out of work. https://www.worksafe.qld.gov.au/ Source of information (e.g. website address):
Techniques, tools and processes to identify hazard
Spotters, PTA, SWMS, Pre-Start Briefs, Toolbox Talks, PPE, Competent Operators, adequate supervision, up to date drawings and DBYD's, services to be potholed before services commences. https://www.worksafe.qld.gov.au/ and https://www.1100.com.au/ Source of information (e.g. website address):

Determine the level of risk

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

E: Extreme	H: High	M: Medium	L: Low
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Level of risk: 2. Likely & C. Lost Time Injury = High Risk

How you advise others about hazards, harms and associated risk

SWMS, Prestart meetings, Toolbox Talks, Monthly HSE Meeting, Incident Notifications and Alerts which can come from any McIlwain Site, information posters, drawings.

Risk controls

Spotters, Pre-Starts, PTA's, Toolbox Talks, Markers, Plant Checklists, Competent Operators, Supervision, Incident Alerts.

Source of information (e.g. website address):

<https://www.worksafe.qld.gov.au/>

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 2

For the two (2) risks (and associated risk controls) identified in Activity 1:

- a) Explain how you would contribute to developing and implementing a risk control plan
- b) Describe the process you would undertake to evaluate the risk controls that had been implemented

Hazard/Risk 1

Develop and implement risk control plan

Traffic Management Plans / Schemes to be designed and approved

Create SWMS and have approved

Engage qualified traffic controllers and supervisors

Induct personnel and have signed onto SWMS

Implement TMP and adjust where required

Conduct regular audits of zone

Evaluation of risk control

Engage feedback from traffic controllers

Hold meetings regarding review of audits, public consultation

Hazard/Risk 2

Develop and implement risk control plan

Get DBYD, drawings and council plans (depending on region and requirements)

Physically confirm location and depth of services and put markers in

Competent Operators – Induct and sign SWMS

Excavation Permits to be signed by an engineer or supervisor prior to task being conducted and PTA's

Audits and Planned Job Observations including reviews of excavation permits on the job site

Evaluation of risk control

Holding meetings in regards to any changes and reviews – ensure to discuss these with supervisors and operators.

Registration of near misses.

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

ACTIVITY 3

Explain the requirements of your organisation regarding hazard identification, risk assessment and risk control activities by identifying the requirements found in:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

Explain how you comply with the requirements of these documents.

Hazard identification

WHS policy

In McIlwain's internal WHS Policy, it mentions the below:

- > Apply immediate and appropriate disciplinary responses to any breaches of safety practices and protocols
- > Ensuring that all incidents are investigated to eliminate or reduce future occurrences so far as is reasonably practicable
- > It also refers to the Australian / New Zealand Standards <https://www.standards.org.au/>

WHS procedure

- > Each work area and task need to be assessed in order to identify potential hazards. Hazards are also identified after completing a hazard and risk assessment
- > Past incidents / accidents need to be examined to see what happened and whether it could occur again
- > Hazard identification must be documented
- > Control measures need to be put in place to eliminate the hazard
- > Monitor and review

WHS process
Identify Hazard
Report Hazard
Assess Risks
Control Risks
Review hazard and control measures
WHS system
To be reported to the appropriate person (e.g. supervisor)
Supervisor / HSE Advisor to report it on internal WHS system (MCI Intranet and Lucidity) – identify policies and procedures found on these
WHS system generates an automated notification of the hazard which goes out to everyone
Hazard to be investigated and controlled – measures included in system report
Hazard / Risk Controls for hazard included in a toolbox talk
How you comply
Ensuring that our Policies, Procedures, Processes and Systems align with the Work Health and Safety Act and Australian Standards and ensuring that quality auditing and supervision is maintained.

Risk assessment
WHS policy
In Mcllwain's internal WHS Policy, it mentions the below: > Apply immediate and appropriate disciplinary responses to any breaches of safety practices and protocols > Ensuring that all incidents are investigated to eliminate or reduce future occurrences so far as is reasonably practicable > Establishing clear and measurable targets and objectives and regularly reviewing our progress against them > It also refers to the Australian / New Zealand Standards https://www.standards.org.au/
WHS procedure
> Assess the potential risks on the work site > Complete a Risk Assessment and assess the severity > Decide whether the control measures are effective if further need to be put in place > Determine what action needs to be taken in order to control the risk > Employees to be informed of updates / changes / risks with the opportunity to comment > Follow up assessment to be completed to ensure that the control measures are

adequate – monitor and review
WHS process
Identify Risk Report Risk - Assess Risks using a 'Risk Assessment' which will quickly outline the severity of the risk Put control measures in place to reduce / eliminate the risk Review risk and put control measures in place
WHS system
Once the Risk has been identified, it is to be reported to the appropriate personnel. An official 'Risk Assessment' is then required to be completed and this can be done in our internal system (Lucidity) also refer to MCI Intranet for policies and procedures – this will create a report and can then be forwarded on. Once in the system, this is automatically included in our statistics.
How you comply
Ensuring that our Policies, Procedures, Processes and Systems align with the Work Health and Safety Act and Australian Standards and ensuring that quality auditing and supervision is maintained.

Risk control
WHS policy
In Mcllwain's internal WHS Policy, it mentions the below: > Apply immediate and appropriate disciplinary responses to any breaches of safety practices and protocols > Ensuring that all incidents are investigated to eliminate or reduce future occurrences so far as is reasonably practicable > Establishing clear and measurable targets and objectives and regularly reviewing our progress against them It also refers to the Australian / New Zealand Standards https://www.standards.org.au/
WHS procedure
> Once the risks have been identified and a hazard and risk assessment completed examining the severity > The control measures are put in place > Follow up assessment to be completed to ensure that the control measures are adequate and have eliminated the risk > Monitor and review

WHS process

Once the Risk has been identified and a risk assessment completed – control measures need to be put in place to eliminate or reduce the risk.

These control measures are to be discussed with the appropriate personnel and once finalised, shared with the team – a toolbox meeting is a great opportunity as this also raises the need for any suggestions / questions / concerns.

Once the control measures are in place, it will need to be reviewed and assessed to see if these measures are in fact working or not.

WHS system

The WHS System (Lucidity / Intranet) in place includes a 'Risk Register' which includes all general risks as well as site specific risks which are accompanied by their level when referring to the 'risk assessment' all risks have control measures in place and if a review is required these can be amended / additional added if need be.

How you comply

Ensuring that our Policies, Procedures, Processes and Systems align with the Work Health and Safety Act and Australian Standards and ensuring that quality auditing and supervision is maintained.

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

Identify the duty holders and their range of duties regarding hazard identification, risk assessment and risk control activities by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Codes of practice
- d) Guidelines

Explain how you comply with the requirements of these documents.

Hazard identification

WHS Acts

Duty holders include:

Section 19 (PCBU) and Section 28 (Workers)

PCBU - Section 19(3)(g) the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Workers – Section 28(g) the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Referenced from the WHS Act 2011 Qld

WHS Regulations

Section 34 - Duty to identify hazards

A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

Referenced from the WHS Regulations Qld 2011

Codes of practice

Mobile Plant – 'Managing Risks of Plant in the Workplace'

2.1 Identifying hazards Identifying hazards involves finding all of the things and situations that could potentially cause harm to people. Hazards associated with plant generally arise from:

- the plant itself, for example hazards associated with a forklift would include hazards relating to its mobility, its electrical, hydraulic and mechanical power sources, moving parts, load-carrying capacity and operator protection
- how and where the plant is used. The forklift, for example may have hazards arising from the kind of loads it is used

Referenced from the Codes of practice Qld (Worksafe)

Guidelines

Mobile Plant

There is a short film explaining how to manage the interaction between mobile plant and pedestrians - found under Worksafe Qld / Guides – Working in and around mobile plant.

How you comply

Ensure that all plant documents are received and checked prior to arrival of plant, inspect plant, adequate supervision, competent operators, construction safety plan.

Risk assessment
WHS Acts
Section 18 WHS Act 2011 Qld What is reasonably practicable in ensuring health and safety In this Act, reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
WHS Regulations
Section 33 – WHS Regulations Qld 2011 Specific requirements must be complied with Any specific requirements under this regulation for the management of risk must be complied with when implementing the requirements of this part. <i>Examples—</i> • a requirement not to exceed an exposure standard • a duty to implement a specific control measure • a duty to assess risk
Codes of practice
Codes of practice Qld 2011 - Managing Risks of Plant in the Workplace 2.2 Assessing the risks A risk assessment involves considering what could happen if someone is exposed to a hazard combined with the likelihood of it happening. A risk assessment can help you determine: • how severe a risk is • whether existing control measures are effective • what action you should take to control the risk • how urgently the action needs to be taken. A risk assessment is unnecessary if you already know the risk and how to control it. To assess the risk associated with plant hazards you have identified, you should consider:
Guidelines
Mobile Plant There is a short film explaining how to manage the interaction between mobile plant and pedestrians - found under Worksafe Qld / Guides – Working in and around mobile plant.
How you comply
Ensure that all plant documents (including the plant hazard and risk assessment) is completed and received, reviewed prior to arrival of plant, inspected, adequate supervision is provided, competent operators are in place, and following the construction program.

Risk control
WHS Acts
Section 19(2) – WHS Act Qld 2011
A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
WHS Regulations
WHS Regulations Qld 2011
hierarchy of Controls (36)
(3)The duty holder must minimise risks, so far as is reasonably practicable, by doing one or more of the following—
(a)substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
(b)isolating the hazard from any person exposed to it;
(c)implementing engineering controls.
Codes of practice
Codes of Practice Qld 2011 – Managing Risks of Plant in the Workplace (2.3)
Controlling risks The ways of controlling risks associated with plant are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of risk control. The WHS Regulation requires duty holders to work through this hierarchy to choose the control that most effectively eliminates or, where that is not reasonably practicable, minimises the risk in the circumstances. Specific controls are required under the WHS Regulation for certain types of plant, such as:
• powered mobile plant • plant that lifts or suspends loads • industrial robots • lasers • pressure equipment • scaffolds.
Codes of practice – managing risks of plant in the workplace
Guidelines
Mobile Plant
There is a short film explaining how to manage the interaction between mobile plant and pedestrians - found under Worksafe Qld / Guides – Working in and around mobile plant.
How you comply
Ensure that all plant documents are completed and received, reviewed prior to arrival of plant, that it is inspected, adequate supervision is provided, competent operators are in place, construction safety plan is followed and compliance is achieved through auditing and inspections.

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following can be causes of workplace hazards? Select the most appropriate responses from the list below. ☒ Noise ☒ Physical layout of the workplace ☒ Temperature ☒ Stress	☐
2. Which of the following individuals and parties may require information about workplace hazards? Select the most appropriate responses from the list below. ☒ Health and Safety Committees (HSCs) ☒ Suppliers ☐ All members of the public ☒ Contractors	☐
3. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Select all that apply. ☒ Workplace inspections ☒ Compensation claim information ☒ Safe Work Method Statements ☒ Information issued by WHS regulators	☐
4. Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes of practice and standards). ☒ Yes ☐ No	☐
5. Which of the following should be considered when developing a risk control plan? Select all that apply. ☒ How and when controls will be implemented ☒ Evaluation processes for implemented controls ☒ Consultation with individuals and parties ☒ Responsibilities for implementation	☐

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
A. Conduct a meeting with a PCBU, using appropriate language, to discuss the organisation's WHS risk-management processes.	☐
B. Confirm understanding of the duties held under WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities.	☐
C. Contribute ideas about ensuring how workplace policies, procedures, processes and systems comply with legislative requirements.	☐
D. Identify the techniques, tools and processes you will use to monitor hazards (and their associated risks) in your work area.	☐
E. Identify how you will document and communicate the results of hazard identification and risk assessment.	☐
F. Explain the PCBU and workers' duties in the development, implementation and evaluation of any risk controls to address identified hazards.	☐
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	