

BSBWHS409

Assist with workplace monitoring processes



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ASSESSMENT FOR BSBWHS409

Student name	Samantha Bailey
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:
 - 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) Regulatory requirements and standards	Workbook response (below)
2) Characteristics of agents and conditions	Workbook response (below)
3) Communicating with others	Workbook response (below)

ACTIVITIES

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

Name of workplace	The Landscape Construction Company
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Identify and describe the requirements of each of the following within your chosen organisation, with regards to workplace monitoring:

- | | |
|------------|------------------|
| ACTIVITY 1 | Act |
| ACTIVITY 2 | Regulation |
| ACTIVITY 3 | Code of practice |
| ACTIVITY 4 | Standard |

Name of Act

Work Health & Safety Act (QLD) 2011

Requirements

Employers have a duty of care to ensure the health, safety and wellbeing of their employees, contractors and the public. To ensure legislative compliance and to protect workers health and safety, accurate measurements can be carried out of the potential airborne pollutants from hazardous substances and chemicals so that controls can be implemented.

Section 19 states that a person conducting a business or undertaking must ensure, so far as reasonably practicable - that 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.

Section 49 states that consultation is required when making decisions for procedures for monitoring the health of workers or monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking.

WHS Act section 47: The WHS Act requires that you consult, so far as is reasonably practicable, with workers who carry out work for you who are (or are likely to be) directly affected by a work health and safety matter

WHS Act Section 48: Consultation with workers – Nature of consultation

- 4) Consultation under this division requires:
 - a) That relevant information about the matter is shared with workers; and
 - b) That workers be given a reasonable opportunity:
 - i. To express their views and to raise work health or safety issues in relation to the matter,
 - ii. To contribute to the decision making process relating to the matter
 - iii. That the views of workers are taken into account by the PCBU
 - iv. That workers consulted are advised of consultation outcomes to a timely manner
- 5) If the workers are represented by a health and safety representative, the consultation must involve that representative

Section 49) – When consultation is required

- When making decisions about the procedures for:
 - i. Consulting with workers
 - ii. Resolving work health and safety issues at the workplace
 - iii. Monitoring health of workers

- iv. Monitoring the conditions at any workplace under the management or control of the person conducting the PCBU
- v. Providing information and training for workers

When carrying out any other activity prescribed by the regulations for the purpose of this section.

Name of Regulation

Work Health and Safety Regulations (QLD) 2011

Requirements

WHS Regulation section 368: A person conducting a business or undertaking must ensure health monitoring is provided to a worker carrying out work for the business or undertaking if:

- the worker is carrying out ongoing work using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical
- the person identifies that because of ongoing work carried out by a worker using, handling and either valid techniques are available to detect the effect on the worker's health or a valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded

Regulation 37 states a person conducting a business or undertaking must ensure that the implemented control measures remain effective. This includes checking that the control measures are fit for purpose; suitable for the nature and duration of the work and are installed and used correctly.

Regulation 50 states A person conducting a business or undertaking at a workplace must manage risks to health and safety associated with a hazardous atmosphere at the workplace:

An atmosphere is a **hazardous atmosphere** if—

- (a) the atmosphere does not have a safe oxygen level; or
- (b) the concentration of oxygen in the atmosphere increases the fire risk; or
- (c) the concentration of flammable gas, vapour, mist, or fumes exceeds 5% of the LEL for the gas, vapour, mist or fumes; or
- (d) a hazardous chemical in the form of a combustible dust is present in a quantity and form that would result in a hazardous area.

A person who conducts a business or undertaking has a duty to:

Regulation 48 – manage risks under the WHS Regulations, including those associated with using, handling and storing hazardous chemicals safely, airborne contaminants and asbestos.

Regulation 49 – ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture

Regulation 50 - ensure that the results of air monitoring carried out above are:
 o recorded, and kept for 30 years after the date the record is made, and
 o readily accessible to persons at the workplace who may be exposed to the substance or mixture.

- Regulation 420 - ensure that:
exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable, and
- if it not reasonably practicable to eliminate exposure to airborne asbestos—
exposure is minimised so far as is reasonably practicable
- ensure that the exposure standard for asbestos is not exceeded at the workplace.

Section 375-377 requires health monitoring reports to be provided to the worker, regulator and PCBU.

Name of Code of practice

Managing Risks of hazardous chemicals in the workplace
Code of Practice 2013

Requirements

A detailed assessment may be needed when there is a significant risk to health and safety for very high-risk chemicals or there is uncertainty as to the risk of the exposure or health.

In order to complete a detailed assessment, further information may be sought, and decisions taken to determine if air monitoring or health monitoring are required.

Air monitoring should be carried out by a person such as an occupational hygienist with skills to carry out the monitoring according to the appropriate standard and to interpret the results. Results from air monitoring indicate how effective your workplace controls are, for example whether ventilation systems are operating as intended. Records of air monitoring for airborne contaminants with exposure standards must be kept for a minimum of 30 years, and must be available to workers who are exposed.

Maintenance of control measures may involve periodic air monitoring to ensure that engineering and administrative controls remain effective.

This code of practice outlines that information, training and instruction must be provided to all workers and other persons at the workplace as well as visitors. This includes any health monitoring which may be required and the worker's rights and obligations.

Seeking external assistance

In some cases, it may be necessary to seek external professional assistance to assist or undertake risk assessments. External assistance may be required to:

- Design an air monitoring strategy
- Collect and analyse samples
- Interpret monitoring and testing results

A person conducting a business or undertaking must:

- inform workers and prospective workers about health monitoring requirements
- ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring
- consult workers in relation to the selection of the registered medical practitioner pay all expenses relating to health monitoring
- provide certain information about a worker to the registered medical practitioner take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the monitoring has been carried out

- provide a copy of the report to the worker and, if the report contains adverse test result or recommendations that remedial measures should be taken, to the regulator. Also provide the report to all other persons conducting a business or undertaking who have a duty to provide the health monitoring for the worker
- keep reports as confidential records for at least 30 years after the record is made (40 years for reports relating to asbestos exposure) not disclose the report to anyone without the worker's written consent unless required under the WHS Regulation

Name of Standard

Unable to access standards at work without purchasing – this was something I found in our legislation folder:

Workplace Exposure Standards Airborne Contaminants- Safe Work Australia

Requirements

ensure that air monitoring is carried out to determine the airborne concentration of a substance or mixture at the workplace 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 exposure standard, or
- monitoring is necessary to determine whether there is a risk to health

2.5 Monitoring exposure

Under Section 19 of the WHS Act, a person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers. The WHS Regulations also require a person conducting a business or undertaking to carry out monitoring for airborne contaminants in certain situations.

Where monitoring of airborne contaminants is done to estimate a person's exposure, the

monitoring must be carried out in the breathing zone of the person

2.6 Keeping exposure as low as reasonably practicable

Section 17 of the WHS Act requires risks to health and safety be eliminated so far as is reasonably practicable. If it is not reasonably practicable to eliminate risk, it must be minimised.

To comply with this duty under the WHS Act, you must ensure that exposure to any hazardous chemical, or any substance with an exposure standard, is kept as low as reasonably practicable.

This document contains a list of workplace exposure standards for airborne contaminants (exposure standards) and how to meet duties under WHS Act and WHS Regulations.

Exposure standards do not identify the dividing line between a healthy and unhealthy work

environment. Natural biological variation and the range of individual susceptibilities mean a small number of people may experience adverse health effects below the exposure standard. Sections 17 and 19 of the WHS Act together require that exposure to substances in the workplace is kept as low as is reasonably practicable.

Exposure standard means an exposure standard in the Workplace Exposure Standard for Airborne Contaminants in Appendix A. An exposure standard listed in

Appendix A represents the airborne concentration of a particular substance or mixture that must not be exceeded. The exposure standard can be of three forms:

- a) 8-hour time-weighted average,
- b) peak limitation, and
- c) short term exposure limit.

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

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

Name of chemical agent

respirable crystalline silica – Silica
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Found in:

- | |
|---|
| <ul style="list-style-type: none"> i. most rocks, sands, and clays ii. products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone benchtops iii. cement-based materials such as fibre-cement sheeting and autoclaved- aerated concrete |
|---|

Condition of agent

Human lung carcinogen

Breathing crystalline silica dust can cause silicosis, which in severe cases can be disabling or even fatal – can lead to lung cancer, tuberculosis and chronic obstructive pulmonary disease

Symptoms include:

Coughing – early symptom and develops over time with exposure to silica that is inhaled

Acute silicosis – may experience fever, sharp chest pain and breathing difficult
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Silica dust may irritate eyes and respiratory tracts and can dry out skin

Quartz sands are used in building construction and other civil engineering activities.
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Solid products are not classified as hazardous, however, the dust in, on or made by processes (cut, abraded, crushed) to the supplied product is hazardous and some particles may be small enough to go into deep parts of the lung when breathed in.

Name of physical agent
Heat and humidity
Condition of agent
Heat rash, muscle cramps Heat stress Heat strain can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity Risks of heat strain include; dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert. There have been instances where heat strain has caused fatalities Occurs when a person's environment (air temperature, radiant temperature, humidity and air velocity), clothing and activity interact to produce a tendency for body temperature to rise.

Name of biological agent
Parasites from fire ants
Condition of agent
• Fire ant carriers: • Soil, mulch, animal manures, baled hay or straw, potted plants, turf, compost and other mining or quarrying products or by-products Stings from fire ants cause a painful, burning and itching sensation that can last for up to one hour. Multiple stings can give the body a sensation it is on fire. After a few hours (or even a day or two), a small blister can form at the site of each sting. In rare cases, human death from anaphylactic shock • Damage to livestock, crops, tourism, gardens, agriculture and electrical equipment • Harm to pets, wildlife, plants and ecosystems • Restricted outdoor activities (e.g. backyards, parks and sportsgrounds)

Chemical agent**Characteristics**

- Airborne contaminants - Dust particles.
- Quartz sands are used in building construction and other civil engineering activities.
- Solid products are not classified as hazardous, however, the dust in, on or made by processes (cut, abraded, crushed) to the supplied product is hazardous and some particles may be small enough to go into deep parts of the lung when breathed in.
- The silica dusts are very small and can not be seen by the naked eye.
- There are non-crystalline and crystalline forms of silicon dioxide. In dry form, only fine Crystalline silica constitutes a toxic respirable dust hazard, since its inhalation as airborne dust could give rise to silicosis. The non-crystalline form of silica does not cause this kind of lung damage.

Area for measurement

When crystalline silica containing materials are supplied and brought into workplaces, they need to have accompanying documentation in the form of a safety data sheet (SDS).

Where no SDS is present for works such as tunnelling through rock, drilling building foundations, or crushing stone or concrete, other sources of information need to be used to identify if there is likely to be silica present. The consultation process can help obtain information such as:

- about the workplace and the nature of the work process
- what materials are used
- a floor plan of the premises indicating the location of works, ventilation, etc.
- existing records of previous sampling
- determining why the sampling is taking place
- any particular time of the day that the testing should take place to minimise loss of work time if any
- any concerns about work environment and/ or controls

Due to respirable dust not being visible to the naked eye, monitoring airborne contaminant is required to determine whether or not it exceeds the exposure standards. Air monitoring would be required to be done in the atmosphere where workers are exposed to the dust in the area called the breathing zone of the worker.

To determine the areas for measurement I would:

- Check TLCC safety documents including the Safety Management Plan, Environmental Management Plan and any processes or procedures to ensure I was following all TLCC's requirements
- I would check legislation, regulations and codes of practices for determining what areas need to be monitored and any other requirements
- Check SDS for Silica and any supporting documents
- I would identify Materials on site that may be at risk for silica exposure including rock, concrete, brick, block and mortar
- I would identify any work tasks such as cutting, sawing, grinding, polishing, drilling and crushing stone where respirable crystalline silica can be created.

- I would also identify any additional risky activities for generating silica such as:
 - sweeping dirty areas
 - using compressed air to clean
 - driving or operating heavy equipment on dirt roads
 - demolishing structures
 - abrasive blasting with sand
 - transferring dry materials that include silica
- I would consult with supervisors, managers and workers and/ or health and safety representatives to help identify why silica is a concern, what tasks are being undertaken where silica may exist, if there is any concern of any other unknown substances

Measuring equipment

Sampling

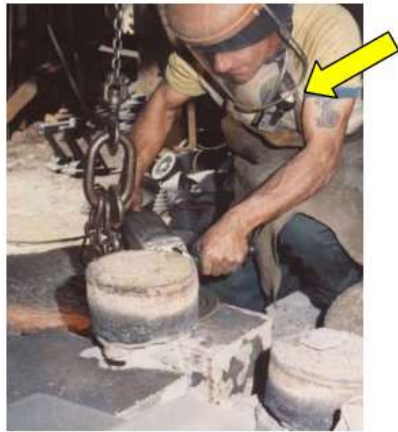
Respirable crystalline silica will present a risk to health only if it is inhaled, therefore exposure is assessed by measuring the air-borne concentration. The workplace exposure standard for respirable crystalline silica that must not be exceeded is 0.1 mg/m³ (eight-hour time weighted average).

The requirements of Regulation 50 that a PCBU must ensure air monitoring is carried out if it is not certain whether or not the concentration of an airborne contaminant exceeds the relevant exposure standard or to determine whether there is a risk to health

- helping to choose the best exposure minimisation controls
- checking existing controls are working effectively
- choosing the right level of respiratory or personal protective equipment if other controls do not eliminate or sufficiently minimise exposure
- checking exposure levels after a process or production method has changed
- determining whether health monitoring for workers is required
- investigating complaints by workers
- determining workers that have been or are being exposed to hazardous chemicals
- complying with advice or a direction or notice of improvement issued by a regulator or occupational hygienist.

Crystalline silica is considered hazardous principally because of the long-term effects on lungs such as silicosis. These effects may arise from prolonged or repeated exposure to this concentration. Its hazardous properties are associated with inhalation, so the evaluation of risk should be based on the potential for breathing in the crystalline silica dust, rather than other risks such as contact with the skin. Therefore, to confirm exposure and assist in developing control strategies, I would:

- Conduct real time – direct reading measurements. This would be done using a Dust-Trak monitoring instrument, to determine levels generated by specific processes or movements in the workplace equipment that would be used to measure respirable crystalline silica
- Personal sampling – equipment called Vertical Cyclone Elutriator – personal dust sample device and any collected samples would undergo a laboratory analysis



I would use the vertical cyclone elutriator because it is consistent with legislation as specified in the Australian Standard 2985:2009 Workplace Atmospheres - Method of sampling and gravimetric determination of respirable dust.

The elutriator is worn by the worker on the shirt lapel during the shift – approx. 6-8 hours or longer if practicable and dusty air is drawn through the sampling device by a small, portable, battery powered pump. Sampling is undertaken in the breathing zone of the worker, generally within 300 mm of the nose and mouth.

Due to environmental and workplace tasks variability, regular sampling may be required to gain a better idea of likely exposure and the likelihood of compliance with the regulatory exposure standard. Regular sampling should be conducted

every 12 to 18 months or more often if there are process changes indicating increased risk.

Limitations:

- Unpredictable uncertainties associated with interfering minerals
- Uncertainties associated with sampling – eg. Flow rate and sample duration
- The analysis for respirable crystalline silica in laboratory can have very low limits of detection
- Error in sampling
- Difficulty sampling in dynamic situations – various work tasks or various if controls are in place or not

Measurement/ calculations:

- Volume of air sampled, mg and time weighted average
- air sampling is capturing the contaminant from a known volume of air, measuring the amount of contaminant captured, and expressing it as a concentration
- Flow rates are associated with calibration prescribed by Australian Standards – sampling for dusts (silica in dust) – generally uses a volume flow rate of 2 litres of air per minute (2l/min or 2l.min⁻¹)
- mg/m³ (eight-hour time weighted average – TWA)
- Compared against exposure standard rates to determine control measures
- Exposure standards refers to the airborne concentration

Calibration requirements:

- check it is operating such as
 - Drawing the volume of air indicated by flow
 - Drawing the volume of air desired
 - Check the batteries – before calibration and after sampling
- Calibration involves attaching the pump to a purpose-built calibrator (rotameter or soap bubble flow meter)
- Calibrate to an air flow of 2.2 L/min to meet the International Organisation for Standardisation (ISO) sampling efficiency curve for respirability and pumps operated for periods from 6–7.5 hours (*Workplace Health and Safety Queensland, Occupational dust and silica conditions in some Queensland construction and related industries*)
- Check the equipment against the Standards to see if there is a requirement for periodic (annual or bi-annual) calibration or a pre-deployment check
- To obtain accurate quantitative measurements of concentration, I would need to ensure the devices are calibrated using standard gravimetric methods with the dust of interest under the same working conditions.

I would store the equipment in dust free and dry environment that protects it from damage or giving false readings and store securely so prevent tampering.

I would be able to produce documentation regarding secure storage if a third party challenges the results of the data and during periods of prolonged storage, batteries I would remove batteries.

Sampling plan/process

Air sampling
Health monitoring

Under Sections 17 and 19 of the WHS Act the risks posed by exposure to substances in the workplace must be eliminated or kept as low as is reasonably practicable. As part of a risk management approach, the focus should be on eliminating wherever possible and if not possible minimising exposure by controlling the hazard using the control hierarchy.

The PCBU must arrange for health monitoring to be done by a registered medical practitioner with experience in health monitoring. Record keeping is important for workers exposed to this RCS hazard where diseases may have long latency (e.g. two or three decades). Records need to be kept for a period of 30 years. Note that exposed workers must be able to readily access their exposure records and must be provided with a copy their health monitoring rep

Only large workplaces with significant resources or those with specialist in-house expertise will be able to conduct their own silica monitoring.
Most monitoring is conducted by consultant laboratories, private consultants, or occasionally by Workplace Health and Safety Queensland Inspectors.

Assisting with testing can include:

- Organising inductions
- Ordering test equipment
- Checking test equipment prior to use
- Assemble of test equipment
- Arranging and supervising access outside of production hours
- Completing a risk assessment on the area for test equipment to be installed
- Consultation with workers during the monitoring process
- Assisting with the collection of data from the equipment
- Provide support and knowledge to advisors, consultants and operators on an ad-hoc basis.

When assisting with monitoring I would:

- Think about new people and additional equipment coming in to the work area – introduces new risks and potential hazards.
- Conduct risk assessments and hazard identification
- Document all processes and procedures – ie SWMS and risk assessments
- Ensure and facilitate consultation and participation
- Gain permission and approval for monitoring from workers as well as management

Safe Work Australia states the minimum health monitoring requirements for crystalline silica include:

- collection of demographic, medical and occupational history
- records of personal exposure
- standardised respiratory questionnaire
- standardised respiratory function tests, for example, FEV₁, FVC and FEV₁/FVC, and
- chest X-Ray full PA view (baseline and high risk workers only).

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

	v. Which individuals and parties might you consult when identifying agents and conditions in the workplace? vi. Who might you consult with when collecting information and data about the requirements, nature and purpose of the monitoring? vii. Describe a situation where you might need to seek expert advice, due to limits in your own expertise and/or available equipment. viii. When interpreting and evaluating results you have collected, why should you compare them against a recognised standard? a. Are there any limitations with exposure standards? ix. Explain how you might assist with preparing reports on the monitoring process and ensure that regulatory requirements have been met. vi. What would be the purpose of the report? vii. Who would be included in the target audience? viii. How should the information be presented (e.g. to show trends)? ix. How soon should information be presented? Justify your response. x. Explain how the results and records would be stored, allowing for easy retrieval. xi. Explain how you would consider others' privacy in the delivery and secure storage of the results.
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	Response
a)	To help identify agents and conditions in the workplace I would consult the following: - Workers - Management - Health & Safety Reps if applicable Reasons for consulting the above: • To identify any work tasks at the workplace where an agent or condition may be present • For help identifying if there is any concern of any other unknown substances • It is a requirement to consult with workers under the WHS Act & Regulation • To obtain workers permission when collecting information, data or photos. • To ensure all workers and HSRs are aware of the monitoring and the reasons for it. • To monitor health of workers • Gain effective and consistent feedback throughout the process.
b)	When collecting information and data about the requirements, nature and purpose of the monitoring in the workplace I would consult the following: - Workers - Management - Health & Safety Reps if application - Occupational hygienist Reasons for consulting the above: • To identify any work tasks at the workplace where an agent or condition may be present • For help identifying if there is any concern of any other unknown substances • It is a requirement to consult with workers under the WHS Act & Regulation • To obtain workers permission when collecting information, data or photos

	• To gain expert advice on measuring equipment • To gain expert advice to understand the hazard, exposure and assess the risk involved • To ensure all workers and HSRs are aware of the monitoring and the reasons for it. • Gain effective and consistent feedback throughout the process. • To ensure all workers and HSRs are aware of the monitoring and the reasons for it.
c)	I would consult with an occupational hygienist to provide advice and assist me with the assessment and control of silica in high risk situations. My role is to assist the monitoring process by identifying the skills and services required to conduct monitoring and sampling of the workplace by: - Becoming part of networks - Attending workshops and conferences - Subscribe to WHS industry publications - Accessing and seeking advice from HSIS – internet advisory service I would also need to seek expert advice: • if there is a leak of a substance on site whether it be an unknown substance or a known substance and unsure of the risk and how I control and monitor the risk. I may also require assistance if there is a potential risk of a combination of chemicals and may not be sure how to manage/ identify and monitor those especially without causing more of a risk • to assist with specific requirements for a substance or agent – equipment, etc.
d)	Reasons why results should be compared to exposure standards: • To determine if the exposure of the agent and/or condition is acceptable or requires control measure to be implemented. • Results can only be validated against exposure standards. • To ensure compliance • Necessary to work out whether there is a risk to health Limitations with exposure standards: • Do not identify a dividing line between a healthy and unhealthy working environment • People are different and may experience different health effects • Do not represent acceptable exposure levels for workers
e)	Target audience – workers and/ or their Health & Safety Representatives and management Presentation – table of comparisons, charts and visuals to paint an intended picture of results and trends. Presenting information in this way would be more beneficial for everyone as it would be easily understood by all persons involved. The information provided in reports should present a clear goal and provide recommendations for controlling the hazard identified and monitored. The following WHS Regulations can be followed as a guideline for the report to ensure compliance and all information is provided to the target audience. WHS Regulation:

No	Major activity
34	Identifying the silica hazards
341	Labelling hazardous chemical containers
344	Obtaining, recording and displaying SDS
346	Keeping a register of hazardous chemicals
35	Managing the risk
44	Providing personal protective equipment
49	Ensuring exposure standards are not exceeded
50	Monitoring workplace air for silica
368-377	Health monitoring for exposed workers
50	Keeping air monitoring records
378	Keeping health monitoring records
38 and 352	Reviewing control measures for silica
379	Induction, information, training and supervision about silica
I would keep all records to be kept in a secure and safe place. Preferably in 2 separate systems – such as a network that only allows HR or safety to access workers files, and hard copies locked away. I would use passwords to restrict access and keep a register of all records. It is important for me to remember I must obtain consent in writing from a worker before monitoring can be conducted and workers have a right to the findings as soon as they are available and a counselling session if they have concerns regarding their sample results.	

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

QUIZ

QUESTIONS				CORRECT
▪ Match the following agents and conditions by placing the corresponding agent number next to each condition.				<input style="width: 30px; height: 30px;" type="checkbox"/>
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.	
▪ 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: 30px; height: 30px;" type="checkbox"/>
▪ 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: 30px; height: 30px;" type="checkbox"/>

▪ 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	☐
▪ 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
i. Consult with others to form sampling process/plan. Identify: xii. Agent to be measured xiii. Characteristics of agent xiv. Measurement equipment to be used xv. The area where measurements are to be taken xvi. Factors that may impact on sampling (e.g. movements of people and equipment, tasks or activities being undertaken, number of persons occupying the area).	☐
j. Work with others to assist with monitoring process: xvii. Calibrate monitoring equipment and select appropriate scale - xviii. Safely use equipment to collect information/data and record readings xix. Dismantle, clean and store equipment and parts.	☐
k. Prepare an electronic written report on the monitoring process: xx. Present information and data clearly and logically xxi. Interpret and evaluate results against a recognised standard xxii. 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	