

BSBWHS410

Contribute to work-related health and safety measures and initiatives



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ASSESSMENT FOR BSBWHS410

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:
 - **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. Legislative and non-statutory measures	• Workbook response (below)
2. Consultation	• Workbook response (below)
3. Establishing measures	• Workbook response (below)
4. Ensuring compliance	• Workbook response (below)
5. Reviewing and evaluating measures	• 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

- a) Identify and describe one (1) chemical hazard and one (1) physical hazard that workers may be exposed to.
- b) Research, name and describe one (1) health monitoring measure/initiative for workers exposed to the dangerous chemical identified in (a).
 - The health monitoring measure/initiative must involve biological monitoring
 - The health monitoring measure/initiative must meet requirements for health monitoring under the *Work Health and Safety Regulation 2011* (Qld)
 - Summarise its benefits and how it addresses the chemical hazard effectively
- c) Research, name and describe one (1) non-statutory health promotion program
 - Summarise its benefits and how it addresses worker health and safety effectively
- d) Identify the differences between these measure/initiative and program.
- e) Identify who would be interested in receiving this information
 - How would you communicate such findings to them and in what timeframe?

Identify and describe chemical hazard

Unleaded Petrol

Source(s) of information:
Chemwatch SDS (McIlwain)

Identify and describe physical hazard

Traffic

Source(s) of information:
AS/NZ Standards

Identify and describe health monitoring measure/initiative for chemical hazard

High Risk Work Audits – Chemicals which is completed monthly, Daily & Weekly Inspections and also referring to the SDS and AS / NZ Standards.

Source(s) of information:
McIlwain Policies & Procedures which reflect the WHS legislation & AS / NZ standards

Identify and describe non-statutory health promotion program

Pre-employment medical – external health provider.

This sets a benchmark for monitoring a person's health, to ensure they are fit for the job and when they are leaving the job, they are also able to complete another medical which gives the opportunity to compare the two.

Source(s) of information:
McIlwain Policies & Procedures which reflect the WHS legislation & AS / NZ standards

Differences between measure/initiative and program

The measure is quite direct, as it is taken from the legislation, whereas the initiative is aimed at focussing on the specific risk.

Communication of findings

These findings are always communicated to the PCBU, both the measures and initiatives should be communicated as soon as possible so that the actions can be taken immediately and are effective.

Ensure that when this is communicated, it is targeting the relevant audience and communicated respectfully – different areas will focus on varying points. E.g. workers should have this communicated via a toolbox talk or at pre-start meetings with the facts and direct statistics that are relevant to them, whereas supervisors / management / engineers may want to see the specifics of the reports which may include meetings, reports, graphs / charts..

Outcome for Activity 1
☐ Satisfactory

☐ Not satisfactory
Trainer/Assessor comments

ACTIVITY 2

For each of the following matters, identify two (2) individuals and/or parties who you would consult with and outline why you would consult with them:

- a) To assist with identifying and evaluating factors impacting on work-related health and safety
- b) To assist with determining appropriate measures and initiatives to address factors impacting on work-related health and safety
- c) To assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs.

	Identify two (2) individuals and parties	Why you would consult with them
a)	Individual/Party 1: PCBU	Sections 47-79 of the WHS Act 2011 Qld. Outlines that PCBUs have a duty to consult with workers on personal matters relating to health and safety, identifying and evaluating factors that impact their health and safety at work.
	Individual/Party 2: Workers (including HSR)	Workers are in the best position to identify factors that affect WHS. PCBUs would be an effective party to evaluate such factors, as they can focus on the broader view of the matter.
b)	Individual/Party 1: PCBU	Sections 47-79 of the WHS Act 2011 Qld. Outlines that PCBUs have a duty to consult with workers on personal matters relating to health and safety, identifying and evaluating factors that impact their health and safety at work.
	Individual/Party 2: Workers	Workers are in the best position to identify factors that affect WHS. PCBUs would be an effective party to evaluate such factors, as they can focus on the broader view of the matter.
c)	Individual/Party 1: PCBU	Sections 47-79 of the WHS Act 2011 Qld. Outlines that PCBUs have a duty to consult with workers on personal matters relating to health and safety, identifying and evaluating factors that impact their health and safety at work
	Individual/Party 2: Workers	Workers are in the best position to identify factors that affect WHS. PCBUs would be an effective party to evaluate such factors, as they can focus on the broader view of the matter.

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

ACTIVITY 3

To assist with the planning and development of the health monitoring measure/initiative measure you identified in Activity 1(b) undertake the following tasks (refer to organisational policies, procedures, processes and systems as required):

- a) Identify resourcing requirements
 - Outline the involved cost and how it should be implemented in the workplace
 - How would you be involved in organising the resources?
- b) Identify timelines for implementation
 - How might you assist with timetabling?
- c) Identify parties who would be involved and their responsibilities
 - How would you liaise with and coordinate parties?
- d) In what ways would you provide communication about the measure?
 - Who would you need to seek permission from according to workplace policies, procedures and processes (or under the Work Health Management System)?
 - In what timeframes would you communicate this information?

	Response
a)	The requirements would include ensuring that a registered health provider is consulted to conduct health monitoring requirements. As a supervisor, ensuring that my workers are available to partake in these health monitoring activities is essential.
b)	Referring to section 405 / 407 in the WHS Regulations 2011 Qld. It must be provided before they commence work, depending on levels presented from the results – further testing may be involved. As a supervisor, I need to be involved in organising the requirements for health monitoring and ensuring that people are available and that a registered and experienced health practitioner is consulted.
c)	The health practitioner. I would need to contact the health practitioner and confirm the availability and schedule times for the workers. Internal policies, procedures and systems need to be followed when applying for a third party to be present, this may include payment / induction requirements / accounts etc.
d)	Communicating the information found within the health monitoring can be done through reports, meetings, charts / graphs and is passed on to internal HSE / Management. As per section 403 in the WHS Regulations Qld 2011 – if lead risk work is being undertaken, the PCBU needs to inform the worker as soon as practicably possible, given that testing is required before commencement. The PCBU must also inform the regulator within 7 days if this work is being undertaken.

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

ACTIVITY 4

For the following points, identify and outline the obligations according to legislation and explain how they will be addressed for the health monitoring measure described in Activity 3:

- a) Required consultation and participation with individuals and parties about all aspects of the health monitoring measure
- b) Health monitoring reporting
- c) Maintaining confidentiality of health monitoring results

Required consultation

Legislation name and relevant section

WHS Act 2011 Qld – section 48 and 47

Obligations

PCBU is required to consult with workers who's workplace health and safety may be directly impacted.

Open the communication is to be encouraged between both workers and management.. There needs to be opportunities for all involved to voice concerns and contribute to processes and decision making.

How legislative obligations will be addressed

Open the communication is to be encouraged between both workers and management.. There needs to be opportunities for all involved to voice concerns and contribute to processes and decision making.

The above should also be mentioned at inductions and be reiterated at toolboxes, pre-starts and any other meetings – ensuring that everyone is aware that they have the right and opportunity to voice their concerns or ideas.

Health monitoring reporting
Legislation name and relevant section
WHS Regulations Qld 2011 Sections: 411, 412, 413, 414
Obligations
411: A person conducting a business or undertaking who commissioned health monitoring mentioned in this division must take all reasonable steps to obtain a health monitoring report from the registered medical practitioner who carried out or supervised the monitoring as soon as practicable after the monitoring is carried out in relation to a worker. 412: A person conducting a business or undertaking who commissioned health monitoring for a worker must give a copy of the health monitoring report to the worker as soon as practicable after the person obtains the report. 413: A person conducting a business or undertaking for which a worker is carrying out work for which health monitoring is required must give a copy of the health monitoring report relating to the worker to the regulator as soon as practicable after obtaining the report if the report contains— (a) test results that indicate that the worker has reached or exceeded the relevant blood lead level for that person under section 415; or (b) any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring; or (c) any recommendation that the person conducting the business or undertaking take remedial measures, including whether the worker can continue to carry out the work that triggered the requirement for health monitoring. 414: A person conducting a business or undertaking who commissioned health monitoring for a worker under this division must give a copy of the health monitoring report to all other persons conducting businesses or undertakings who have a duty to provide health monitoring for the worker as soon as practicable after obtaining the report.
How legislative obligations will be addressed
Reporting is mandated and is required exactly as per legislation.

Confidentiality of health monitoring results
Legislation name and relevant section
WHS Regulations Qld 2011 Section 418
Obligations
PCBU must keep (medical and educational) documentation for 30 years. Confidentiality must be kept and documents must be securely stored with limited access.
How legislative obligations will be addressed
Reporting is mandated and is required exactly as per legislation. This documentation is preferably to be kept electrically with a passcode and have limited access.

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

ACTIVITY 5

Explain how you would engage in review and evaluation of the health monitoring measure/initiative described in Activity 3:

- a) Identify methods you would use to review and evaluate the measure
 - How would you be involved in the review process?
- b) Explain how you might assist with preparing reports (and communicating) about the outcomes of your review
 - What would be the purpose of the report?
 - Who would be included in the target audience?
 - How would digital systems and tools assist with completing record-keeping tasks?

	Response
a)	Reviews which include; evaluating bloods testing measures, respiratory figures - numbers are to be considered. These are to be provided within reasonable timeframes, as soon as practicably possible and when dealing with this information, the Privacy Act also needs to be taken into consideration. As a supervisor, my involvement would include conducting surveys with workers.
b)	As a supervisor, gathering the information and putting this into reports / charts, monitoring and reviewing these and comparing to the World Health Organisation benchmarks to identify any trends and to ensure we are meeting that 'benchmark'. The target audience in this scenario are the workers, as well as the PCBU which needs to be involved to ensure that it is taking place. and need to be involved as well as PCBU to ensure it is happening. This documentation is preferably to be kept electrically with a passcode and have limited access.

Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following factors may impact on work-related health and safety? Select all that apply. ☒ Non-work related health and safety problems ☒ Legislative requirements and obligations ☒ Lifestyle factors ☒ Psychosocial factors (e.g. stress, bullying, fatigue)	☐
2. Development and planning of work-related health and safety measures and initiatives may require you to consult with which of the following parties? Select all that apply. ☒ Health and wellbeing specialists ☒ Government bodies ☒ Human Resources Department within your workplace ☒ Unions	☐
3. When reviewing and evaluating a work-related health and safety measure, which of the following might you refer to? Select all that apply. ☒ WHS legislation ☒ Exposure standards ☒ Privacy legislation ☒ Common law rights and duties	☐
4. When implementing a work-related health and safety measure/initiative, a workplace must elect to implement a measure to address specific legislative requirements <i>or</i> a non-statutory health promotion program. They cannot implement both. ☐ True ☒ False	☐
5. Non-statutory health promotion programs may make reference to privacy legislation, but are not obliged to follow such legislative requirements. ☐ 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 (using the handouts provided) or real.

TASKS		VERIFIED
A.	Consult with others about a WHS measure/initiative designed to meet legislative requirements and a non-statutory health promotion program: - Differentiate between the legislative measure/initiative and non-statutory program - Identify the WHS issues that the legislative measure/initiative and non-statutory health program address - Determine effectiveness of measure/initiative/program, considering costs and benefits	☐
B.	Consult with others about how to modify and implement the legislative measure/initiative and non-statutory program to meet the requirements of the workplace. Identify processes for: - Coordinating resource requirements - Timetabling and timelines - Consulting and communicating with others - Encouraging participation of workplace members	☐
C.	In group interactions, play an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion.	☐
D.	Review/evaluate measures/initiatives to ensure they are compliant with legislation (WHS and other), and workplace policies and processes. Highlight required changes and how they can be implemented	☐
E.	Present findings in electronic report for various parties in the workplace (e.g. workers, health and safety committees, health and safety representatives, managers, supervisors and PCBU's or their officers), using correct vocabulary and grammar.	☐
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	