

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS412 Assist with workplace compliance with WHS laws* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Honor Cochrane
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Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	

BSBWHS412

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WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name Honor Cochrane

Participant signature

Honor Cochrane

Date 7/03/2021

Assessor name

Assessor signature

Date

Number of activities	Number of activities answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
3		☐	☐

ASSESSOR COMMENTS

NOTE

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.

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

Name of workplace	Hawking Electrical
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ACTIVITY 1

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

Example:

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.
Link to workplace
As a workplace that requires high risk work tasks to be undertaken (e.g. training in dogging, rigging, scaffolding, forklift use), the health and safety of workers must be ensured by the person conducting a business or undertaking. This does not require all measures to be implemented, but those considered to be reasonably necessary, such as providing safe plant, information, instruction and training.

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (QLD) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 18: What is reasonably practicable in ensuring health and safety
Link to workplace
AS a workplace that requires and conducts high risk work activities (working live, installing electrical fittings, testing electrical equipment etc) it is essential that where reasonably practical measures have been taken to ensure the safety of workers and others. The managers, supervisors and workers must consider; likelihood of the hazard, degree of

potential harm and what the person conducting the task knows eg; are they are a tradesman or an apprentice?

Name and location of Regulation

Electrical Safety Regulation 2013 -
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2013-0213>

Relevant excerpt/requirement for chosen workplace

Section 17 - Licensed electrical worker to take precautions to prevent de-energised equipment from being inadvertently re-energised

Link to workplace

Working with electricity is extremely high risk to the worker performing the task and those around them. To ensure the safety of others while electrical work is being performed on a work site or in someone's home it is essential that workers follow this regulation to guarantee that equipment is not re energised by an unqualified person or without the electricians knowledge.

Name and location of Code of Practice

Managing Electrical Risks in the Workplace 2021 -
https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0025/72637/managing-electrical-risks-in-the-workplace-cop-2021.pdf

Relevant excerpt/requirement for chosen workplace

3.2 Inspecting and testing electrical equipment

Link to workplace

Workers and clients regularly use electrical equipment, and it is part of our duty of care to ensure that the equipment being used is safe. Regular inspections of electrical equipment helps determine whether it is electrically safe

Name and location of Standard

Electrical Installations(Australian/New Zealand Wiring Rules) AS/NZS 3000:2018 - <https://www.standards.org.au/standards-catalogue/others/sa-slash-snz/as-slash-nzs--3000-colon-2018>

Relevant excerpt/requirement for chosen workplace

Electrical installations - Construction and demolition sites

Link to workplace

As a company that completes a lot of electrical work on construction sites it is essential to keep up to date with the relevant guidelines and practices outlined by the AS/NZS 300:2018 so that every person working on site remains safe and the site meets WHS standards

Name and requirement of Guidance Publication

Work Safe Qld Guides - <https://www.worksafe.qld.gov.au/resources/guides/safe-work-method-statements>

Relevant excerpt/requirement for chosen workplace**Safe work method statement****Link to workplace**

Due to the high risk nature of the work, employees are required to work to their SWMS every day. They provide the guidelines of how to complete the task in line with policies and procedures and ensure employees are working to a consistent standard, provide a resource, help to identify risks or hazards and their control measure and allow workers to plan their work effectively.

**Satisfactory
Outcome**



ACTIVITY 2

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

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

For each, summarise:

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

Name and purpose of WHS Policy

Establishing Risk Context Policy: to ensure that all personnel employed and/or sub contractors engaged by the company have the skills, competency and experience to ensure the Risk Rating Matrix is appropriate to use when assessing the risks when preparing Work Method Statements

How document can be accessed

Available in employee handbook, or on the company server – can be sent via email on request

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

Regularly check it against the Standard – AS-4360 – Risk Management for any necessary changes that need to be made and passed on to personnel

Confer with staff as to how the policy is relating back to their specific duties and if any changes or amendments need to be made

Name and purpose of WHS Procedure
Working Live Policy and Procedure – outlines the process to follow to ensure employees are providing an ‘electrically safe’ workplace for the safety of employees, the customer and others that may enter any of our work sites or premises.
How document can be accessed
Is provided in the employee handbook, can be accessed on the company server and emailed at request
How it can be developed and changed to ensure compliance with WHS legislation
Regularly check the process as outlined by the Electrical Safety Regulation 2013 for any changes or updates to the process
Conduct on site audits of staff to ensure that the process is being followed and is consistent throughout employees

Name and purpose of WHS Process
Sun Safety – working outside poses a risk of exposure to UV radiation and can contribute to conditions such as sunburn, eye damage, premature aging, sun spots and skin cancers. This process outlines steps and employee can take to minimise these risks.
How document can be accessed
Available in employee handbook. On server can be sent via email at request.
How it can be developed and changed to ensure compliance with WHS legislation
Check for updates on recommendations by Work Safe QLD
Check in with employees that they are being sun smart while outside.
Ask supervisors to include regular check ins during tool box talks and staff meetings

Name and purpose of WHS System
Employee on Site Safety and Testing Audit – allows a manager or supervisor to audit an employee to ensure that they are working to company policy and procedures. Provides documentation that employee and the company are adhering to WHS practices.
How document can be accessed
Is available to managers and supervisors via the company server.
How it can be developed and changed to ensure compliance with WHS legislation
Updated to align with policy and procedures when changes are made by the Electrical Safety Office or WHS. Discuss outcomes and effectiveness of audits with both staff and management Engage safety expert to review process

**Satisfactory
Outcome**



ACTIVITY 3

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

1.0 INTRODUCTION

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

2.0 WHS REGULATOR

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

3.0 INDIVIDUALS AND PARTIES**3.1 WORKERS**

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

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

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

4.0 COMPLIANCE

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

5.0 CONCLUSION

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

TIPS:

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

1.0 INTRODUCTION

Hawking Electrical has been trading in the community as a reliable team of electricians for the last 30 years. We provide electrical expertise to the construction industry as well as support for everyday electrical issues. The business strives to provide a safe work environment for both its employees and clients. With strict policy and procedures in place, we are able to support our team to knowledgeable and compliant in work place health and safety practices.

2.0 WHS REGULATOR

The workplace health and safety regulator that we work under is the Electrical Safety Office.

The Electrical Safety Offices purpose is to improve electrical safety and reduce the risks associated with working with a such high-risk element. They monitor and manage electrical licenses, register, credit and certify electrical equipment and provide electrical safety training, education, and information. They are also responsible for monitoring and investigating any breaches to WHS by businesses.

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

All employees are obligated to abide by and implement the workplace health and safety policies and procedures that are relevant to their position and role within the company. They are required to report any hazards or risks to their relevant manager in a timely fashion to ensure the safety of themselves and others.

Workers have a duty of care to perform their work in accordance with these policies and procedures to ensure the safety of their co-workers, clients, and the general community. Workers are expected to work within their role and their experience level to ensure they are not performing outside of their capabilities.

Workers must use prescribed PPE when appropriate – eg: properly fitted dust masks, hard hats while on a construction site.

Workers have the right to cease any unsafe work that puts themselves or others at risk, health and safety issues at the workplace resolved in accordance with an agreed issue resolution procedure, and not be discriminated against for raising health and safety issues to management.

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

The PCBU is legally obligated under the Workplace Health and Safety Act to provide a safe working environment, plant and equipment, safe systems of work (Safe Work Method Statements) adequate induction and training and regular monitoring for its employees and clients.

The PCBU has the right to expect reasonable work performance from their employees and that they are following all relevant policy and procedures

The PCBU has the right to dismiss an employee for major breaches of company policy e.g: neglect of duty, breach of safety procedures.

4.0 COMPLIANCE

The policies and procedures are reviewed annually and update where necessary if changes have been made by the Electrical Safety office or to the Electrical Installations (Australian/New Zealand Wiring Rules) AS/NZS 3000:2018. Changes are also made if any employee has a suggestion for improving a process or procedure that management agrees.

Employees are regularly monitored by management for their performance and adherence to WHS policy and procedures. Auditing forms have been created to cover, site safety, testing, vehicle safety and are conducted on a 6-monthly basis. This is recorded on a database that is accessible by management. All staff are required to be re-inducted on a bi annual basis unless updates have been made in which case all staff will be re-inducted to those changes. All tradesmen and apprentices are required to have their CPR and Low Voltage rescue updated annually, this is organised by the office to make the process easier and more accessible for staff. Regular auditing of the staff allows for management and staff to monitor training and education needs. Any extra training needed will be offered in house if possible or will be outsourced. Staff are encourage to notify management if they feel like they need extra training or education in any area.

5.0 CONCLUSION

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

As a company that is working in a high-risk industry, WHS compliance is particularly important to maintain the safety of staff, clients and the community. It is essential that our staff are well educated and trained to our policy and procedures to maintain this compliance. It is the expectation that a safe working environment, equipment and work systems are provided while employees are expected to work in a safe manner to minimise hazards and risks to themselves and others. Training and education will be monitored and provided when needed to stay up to date with changing legislation and standards in the industry.

**Satisfactory
Outcome**



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QUIZ INSTRUCTIONS

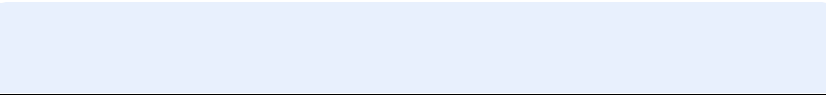
- This quiz will occur under standard assessment conditions.
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 - If a Participant changes their response in writing, they must put their initials next to the written change.
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Participant name Honor Cochrane

Participant signature 

Date 7/03/2021

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
7		Satisfactory	Not Yet Satisfactory
		☐	☐

ASSESSOR COMMENTS

Q1. What are the objectives and principles underpinning WHS?
Tick your response.

Choice	Possible Answers
☐	To ensure that people receive a large compensation payment when injured
☐	To create barriers for businesses in their day-to-day operations
☒	To assign responsibilities and confirm rights of those in the workplace, with regards to safety
☐	To provide specific ways in which everything in the workplace must be conducted

Q2. When providing advice on WHS in the workplace, which of the following sources would you refer to for guidance? Tick all that apply.

Choice	Possible Answers
☐	Inspectors
☒	Legislation
☒	Codes of practice
☒	Policies and procedures

Q3. Which of the following are functions and powers of the WHS regulator? Tick all that apply.

Choice	Possible Answers
☒	To enforce WHS law
☒	To promote compliance with WHS law
☐	To represent you in court if you breach WHS law
☐	To supply WHS equipment

Q4. True or False (Tick your response): All levels of a workplace (e.g. PCBU's down to the worker level) can be involved in developing, implementing and monitoring changes to workplace policies, procedures, processes and systems in order to achieve compliance.

☒	True
☐	False

Q5. Which of the following methods can be used to advise others about WHS compliance? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Training sessions for all staff
☒	Emails about changes to laws
☒	A suggestion box to allow workers to raise inadequacies
☐	Having a legal advisor speak at a staff meeting

Q6. Which of the following methods can be used to monitor the effectiveness of workplace policies and procedures? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Internal audits
☒	Observing trends through hazard/incident/injury reports
☒	Interviews with those in the workplace
☐	Workplace inspections from legal advisors

Q7. Order the following elements of the WHS legal framework from the most legally enforceable to the least legally enforceable (1 = most enforceable; 5 = least enforceable).

Answer ☐

Enforceability	Element
5	Policies and procedures
4	Codes of practice
3	Standards
1	Acts
2	Regulations

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Honor Cochrane

Participant signature *Honor Cochrane*

Date 7/03/2021

Assessor name _____

Assessor signature _____

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

Practical Task 1 (2X)		
Description of task: Two (2) PCBU's have asked you to review their WHS policies/procedures, as provided, to ensure that each policy/process/procedure reflects the WHS duties, rights and obligations of those in the workplace. You are to: - Prepare a report for each workplace's PCBU which outlines your findings, making recommendations on how policies, procedures, processes and systems should be developed to support compliance, and potential regulator action if not observed; - Update the policies/procedures to address any identified non-compliances; and - Develop and deliver a short presentation (e.g. PowerPoint presentation slides with accompanying face-to-face delivery or real-time video, as arranged with your assessor) for workers to ensure they are aware of the updated policies/procedures, current legislative requirements and identify how these will be monitored - Listen to your audience during this presentation and appropriately respond to any questions asked by your assessor The participant is to submit the following evidence with this Practical Assessment sheet. There should be two (2) of each of the following documents submitted (i.e. one for each PCBU): - Report to PCBU - Workplace checklist for monitoring compliance - Presentation materials (e.g. PowerPoint) for each workplace's workers The assessor is to provide detailed comments on the tasks completed by the participant. Detail should be recorded in the Assessor's Comments (e.g. questions asked by assessor during presentation).		
Resources required: Policies/procedures (x2), computer.		
Assessment of task		
Name of participant:	Honor Cochrane	
Name of assessor:		
Location:		
Date:	7.03.2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion 2nd Occasion	
1 Review WHS in the workplace		
1.1A. Identify current WHS laws and documentation relevant to the organisation's operations, seeking advice from legal advisors as required.	☐	☐
1.1B. Determine legal requirements for the workplace – including duties, rights and obligations of PCBU and workers.	☐	☐
1.1C. Review provided policy/process/procedure, identifying legislative non-compliances.	☒	☐

2 Provide advice about WHS legislative compliance			
1.2A.	Prepare a report for PCBU which outlines findings – including: • An outline of the PCBU's duties, rights and obligations (including references to relevant legislative sections) • A summary of identified non-compliances, and potential action that the WHS regulator could take • An updated policy/process/procedure to address identified non-compliances (including how these will be monitored to ensure legislative compliance) • Recommendations on how processes and systems should be developed to support compliance	☐	☐
1.2B.	Develop a workplace checklist that can be used to monitor compliance of the updated policies/procedures.	☐	☐
3 Maintaining WHS legislative compliance			
1.3A.	Develop a presentation for workers which covers: • Identification of workers' duties, rights and obligations – with direction on how to locate such information • An outline of updates to policies/procedures and how they meet current legislative requirements • Examples of how these new policies/procedures will be monitored to ensure legislative compliance	☐	☐
1.3B.	Deliver presentation (in person/via live stream video) and listen to your audience to respond appropriately to any questions.	☐	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory			