

CPCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4002 Manage work health and safety in the building and construction workplace* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Rex Henderson
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Workbook	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCBC4002	Select Date.	☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|---|--|
| ☐ Theory Exam
☐ Workbook
☐ Practical Assessment
☐ Hazard Identification Form (HO1) | ☐ Risk Register (HO2)
☐ Workplace Inspection Report (HO3)
☐ Workplace Safety Plan (HO4)
☐ Site WHS Audit Report (HO5) |
|---|--|

Assessor name	
Assessor signature	

CPCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions
• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. • It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. • You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. ◦ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. ◦ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Write the state/territory where your work is based and the exact title of the WHS Act applicable to that state/territory.

Answer The Work Health and Safety Act 2011 (Qld)

☐

Q2. What is the exact title of the WHS Regulation applicable in the state/territory where your work is based?

Answer Work Health and Safety Act 2011.

☐

Q3. Discuss the purpose of WHS Codes of Practice.

Answer A code of practice provides practical guidance for your business on how to achieve health and safety standards required under the Work Health and Safety Act 2011 (WHS Act). A code of practice also has effective ways to identify and manage risks.

☐

Q4. Provide one (1) example of how WHS legislation affects building and construction projects in general.

Answer Under WHS laws you must provide a safe working environment and keep your workers safe in extreme weather. You should make sure you're aware of the signs of heat-related illness and how to manage the risks. Not all employers have to provide leave if their employees can't work because of extreme weather, but some do.

☐

Q5. The following table lists WHS items. For each item, provide one (1) Australian standard that it needs to meet before it can be used on a construction site.

Answer

WHS item	Standard
Safety Glasses	Safety glasses must comply with specific criteria under the Australian and New Zealand Standards 1337.1 (for occupational applications) and 1337.6 (for low and medium impact protection). The equivalent standards are ANSI Z87
Hearing protection	Hearing protectors should have been tested according to Australian Standard 1270. Test results are found on the packaging of the hearing protector.
Work boots	Safety footwear is the technical category name for 'work boots' or 'steel caps' as they are often referred to in Australia and New Zealand. In the Australian and European standards (EN ISO 20345:2011; AS2210.

☐

Q6. Why is exposure to silica dust considered hazardous?

Answer

Exposure to silica dust can lead to the development of lung cancer, silicosis (an irreversible scarring and stiffening of the lungs), kidney disease and chronic obstructive pulmonary disease. It is estimated that 230 people develop lung cancer each year as a result of past exposure to silica dust at work.

☐

Q7. Listed below are construction activities that are commonly completed on a construction site. For each activity, identify two (2) hazards that could arise from carrying out the activity.

Answer

Construction activity	Potential hazards
Crane operation	structural failure, overturning, or collapse
	, or collapse
Dogging work	Centre of gravity
	Tensile strength
Rigging work	falling objects or debris from material being lifted
	Dropped loads
Concrete pumping	concrete boom failure.
	contact between booms and overhead powerlines.
Tilt-up panel construction	the risk of a fall from height.
	the risk of falling objects, such as concrete panels
Use of scaffolding	falls from height
	scaffold collapse
Operation of plant	limbs amputated by unguarded moving parts of machines
	sustaining fractures from falls while accessing
Operation of equipment	open wounds, fractures
	amputations
Demolition	exposure to hazardous chemicals
	explosives used in demolition work
Exposure to noise	permanent tinnitus
	Loud noise can create physical and psychological stress
Electrical work	electric shock and burns from contact with live parts
	injury from exposure to arcing (when electricity jumps from one circuit to another)
Working at heights	incomplete scaffolds
	falling off a truck
	falling through fragile roof sheeting



Working in confined spaces	oxygen deficiency, carbon monoxide build up
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Q8. Discuss the four (4) steps in the risk management process.

Answer

1. Identify. Identify the risks that are relevant to your project.
2. Assess. Once you identify a risk, you must assess how it will impact your project.
3. Respond. Every project risk requires a response that is appropriate, achievable, and affordable. ...
- 4.
5. Monitor.
- 6.



Q9. Discuss five (5) things you should consider when conducting a workplace inspection to determine the effectiveness of hazard controls.

Answer

1. Collect existing information about workplace hazards.
2. Inspect the workplace for safety and health hazards.
3. Identify health-related hazards
4. Conduct incident investigations.
5. Identify hazards associated with emergency situations.



Q10. Clarify what a workplace inspection report is.

Answer

Workplace health and safety inspections are a useful tool to help prevent risk. When you carry out a workplace inspection, you are critically examining the workplace to identify and report potential hazards that can be removed or avoided. Workplace inspection should be supported by other measures to prevent risk.



Q11. Discuss what a workplace/site safety plan is.

Answer

A work health and safety (WHS) management plan can assist **principal contractors to manage their workplace health and safety obligations.**



Q12. Discuss the importance of conducting site-specific inductions for workers and visitors.

Answer A site induction is a comprehensive safety briefing that covers information, training and instructions to protect both contractors and those around them.



Q13. Specify the difference between induction programs for workers, contractors, and visitors.

Answer A contractor induction for example might be much more comprehensive collecting insurances, safe work method statement, evidence of training and tickets or licenses compared to a site induction for a visitor which might be much more basic with a shorter presentation on emergency procedures or collecting their next of kin



Q14. Discuss what you can incorporate into your safety plan to raise safety awareness and support safe workplace practices.

Answer

Regularly carry out workplace inspections. ensure equipment and tools are safe to use, regularly serviced (if required) and maintained in good working condition. provide workers with easy to understand information and training on how to do their job safely.



Q15. Discuss why negotiation is the key when resolving safety issues.

Answer

- Your project should have a work health and safety issue resolution procedure so that you can address and resolve safety issues, conflict and other concerns in an organised matter. All parties concerned should agree on the issue resolution process or make adjustments that will make all parties agree to the new resolution. The issue resolution should have the following:
 - a step-by-step approach on what will happen once an issue has arisen
 - identification of the roles of different staff for raising and resolving issues
 - details on how employees can refer an issue for resolution and to whom particular hazards and issues can be referred
 - a process for regular progress reports to be made to employees affected by a safety and health issue
 - the process for getting more information and expertise, where it is required
 - the steps to be taken if agreement cannot be reached



Q16. Discuss the importance of conflict resolution procedures for projects.

Answer Proper conflict resolution skills are designed to keep disagreements from escalating while continuing to discuss each point of view and eventually reach a collaborative conclusion. By using conflict resolution skills, you'll be better equipped to learn from and teach others in both professional and personal realms ☐

Q17. Why are safety audits conducted?

Answer Ultimately, the goal of a health and safety audit is to improve safety in the workplace. This can be achieved in a number of ways, including reducing accidents and incidents, improving communication of procedures, and engaging employees in your organisation's safety culture. ☐

Q18. Describe processes used to properly record findings of a safety audit.

Answer A safety audit is a process of determining if processes in place are effective in making sure that an organization is indeed safe according to applicable industry standards and regulations. Safety audits collect relevant information about the organization's safety, reliability, efficiency, and effectiveness. ☐

Q19. Discuss what you should include in your recommendation for an action plan addressing non-compliance with a safety audit.

Answer

3.2.1 Recording Findings of Safety Audits

It is crucial that all relevant information and results regarding the safety audit must be documented properly. As mentioned previously, accurate information is very important so that appropriate action plans can be developed in a way that they address and resolve concerns on non-compliance.

To properly record findings, consider the following:

- **Organise data collected.** Make sure that you organise all the data and information gathered in a logical manner. Review your findings and provide labels per data or information so that you will know where to look when you need them. To make things more efficient, use computer programs to help you organise files and data easily. This also applies to media files such as images and videos.
- **Use tables, graphs and diagrams** instead of only words and paragraphs. This is especially true for numerical data and summary of information. This will present those data in an orderly manner.
- **Ensure accuracy of data and information.** This will ensure that non-compliance will be addressed and remedied appropriately. Include all feedback gained from surveys and consultations, not just the positive ones just to say you have complied. Double check computations for analytical and statistical data as a single error may affect the final result greatly. If needed, verify data and information with the help of others.
- **Provide findings in multiple formats**, meaning have a hardcopy and a softcopy of the report, as well as a presentation file for when reporting your findings to the relevant parties.



Q20. Discuss two (2) methods you can use to review the effectiveness of educational programs to ensure workers have been inducted and maintain safe work practices.

Answer

1. Employers should: regularly carry out workplace inspections. ensure equipment and tools are safe to use, regularly serviced (if required).

and maintained in good working condition. provide workers with easy to understand information and training on how to do their job safely.
- 1.



Q21. Crane operators face various hazards, discuss two (2) hazards crane operators face and the potential harm caused by these hazards.

Answer

Common risks associated with cranes and lifting equipment include: falling objects (e.g. materials, components) due to plant or equipment failure or operator error. operators falling while accessing the crane or performing maintenance. plant rollovers or collapse in the event of a structural failure.



Q22. Explain why asbestos removal and the exposure to asbestos fibres is considered hazardous.

Answer

Consult WHS Queensland, How to safely remove asbestos Code of Practice 2021



Do not disturb soil or any other material thought to be contaminated with asbestos fibres. Short-term precautions to minimise exposure include:

- spraying with water to prevent soil/dust from becoming airborne, being careful around electrical fittings.
- covering with plastic sheeting or a tarpaulin if possible to avoid exposure to the weather.
- preventing access by children, and/or pets.
- cover children's toys.
- use wet clean up procedures used rather than dry sweeping or vacuuming.
- where loose fibre asbestos insulation may have been installed do not enter the roof space & restrict access to the roof cavity through the man-hole and vents.

If you must enter areas of your home thought to be contaminated with dust containing asbestos fibres use the appropriate Australian Standards (AS) approved respirator or dust mask recommended for the job (see manufacturer's recommendation)

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is also greater if you smoke. People who get health problems from inhaling asbestos have usually been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear until about 20 to 30 years after the first exposure to asbestos.

Q23. Explain why exposure to carbon monoxide is considered hazardous.

Answer

Carbon monoxide is harmful because it binds to hemoglobin in the blood, reducing the ability of blood to carry oxygen. This interferes with oxygen delivery to the body's organs. The most common effects of CO exposure are fatigue, headaches, confusion, and dizziness due to inadequate oxygen delivery to the brain.



Q24. Discuss waste management practices applied on construction sites.

Answer Waste management and environmental practices – These are procedures and protocols on proper handling of materials and waste to minimise risk of damaging the environment.

Have a selection of rubbish cages available on site to sort your waste into – cardboard, timber, concrete, plastic, landfill etc. Rubbish cages are a great option for construction companies as they can easily be dismantled and flat packed for storage and future use.



Q25. Describe Health and Safety Representative (HSR) Training .

Answer Providers must ensure that all participants commence and complete their initial 5 days training within a 6 month period to be eligible to obtain a certificate of attendance and to have the full powers of a trained HSR. Refresher training must be a minimum of seven hours face-to-face training over a period of one day



Q26. Discuss worker mental welfare.

Answer

1.2.3 Workers' Mental Health and Welfare

Mental welfare is a state where workers are mentally healthy and are capable of coping with the demands of the workplace. On a construction site, workers' mental welfare means that they are healthy enough to keep up with the physical demands of construction work, the constant possibility of serious injuries, and other consequences of the type of work.

In the workplace, mental health problems are not only caused by work-related factors; although work is a contributing factor, it is not the only reason why workers in the construction industry need mental health first aid. First aid is to be given until a worker has received professional treatment. In assessing a person with mental health problem, it is necessary to know the signs, know what is not helpful, and be supportive. Note that diagnosis is only done by trained professionals, but it is vital to stay alert to changes in a person's mood, behaviour, energy, habits, or personality



Q27. What is mental health first aid?

Answer

Mental Health First Aid is a practical, skills-based education program that equips adults in the workplace with the skills and confidence needed to recognise and respond to a co-worker or another adult experiencing a mental health problem or mental health crisis, until appropriate professional help is received



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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

WORKBOOK

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions
• You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. • The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. • You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. ○ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. ○ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

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 activity, name a state/territory regulator that you wish to examine.

Name and state / territory of regulator	Queensland
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ACTIVITY 1

Research your state/territory regulator for health and safety guidance and resources for construction businesses and respond to the following:

- Locate information relating to SWMS
- Specify who is responsible for ensuring a SWMS is prepared before the proposed work starts
- Summarise the purpose of a SWMS.

- | |
|---|
| a) Locate information relating to SWMS (specify where information was found -website pathway) |
|---|

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

- | |
|---|
| b) Specify who is responsible for ensuring a SWMS is prepared before the proposed work starts |
|---|

A person conducting a business or undertaking (PCBU) carrying out high risk construction work is required under the Work Health and Safety Regulation 2011 (WHS Regulation) to: ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

- | |
|-------------------------------------|
| c) Summarise the purpose of a SWMS. |
|-------------------------------------|

<https://www.safeworkaustralia.gov.au/system/files/documents/1703/information-sheet-safe-work-method-statement.pdf>

Satisfactory Outcome



ACTIVITY 2

Complete the table by documenting one (1) potential hazard and one (1) potential harm the hazard may cause related to the construction work specified.

Construction Work	Potential Hazard	Potential Harm
Tilt-up panel construction	Risk of injury from lifting and handling heavy objects.	Risk of injury from falling objects
Scaffolding	scaffold collapse	falls from height
Operation of plant and equipment	unguarded moving parts of machines	being crushed by mobile plant
Demolition	Being unaware of modifications to the original design of a structure	silica, asbestos, chemicals or heavy metals
Asbestos removal and exposure to asbestos fibres	Being exposed to asbestos fibres	increases the risk of developing cancers of the lung, ovary and larynx as well as mesothelioma
Exposure to silica	Asbestos is extremely fibrous and the tiny fibres are easily breathed in where they can become trapped in the lungs	increases the risk of developing cancers of the lung, ovary and larynx as well as mesothelioma (cancer of the lining of the lung).
Airborne contaminates	Work processes can release dusts, gases, fumes, vapours or mists into the air.	People that breathe in airborne contaminants at work may be at risk of adverse health effects, including developing an occupational lung disease.
Exposure to excessive noise	repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.	Loud noise can create physical and psychological stress
Electrical work	contact with exposed live parts causing electric shock and burns	electrical equipment coming into contact with metal surfaces such as metal flooring or roofs) faults which could cause fires.
Dogging and rigging	Failure to appropriately rig an object for its centre of gravity can lead to serious and potentially fatal accidents.	if the load moves, the rigging slips or the chain breaks, you or your workmates could be seriously hurt or killed."
Concrete pumping	Concrete pumping has caused serious incidents in recent years through: concrete boom failure	Workers can be struck directly by the whipping hose itself, knocked over and hit the ground or an object, or hit by ejected material

**Satisfactory
Outcome**



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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

PRACTICAL ASSESSMENT

Participant name	Rex Henderson
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FOR THE PARTICIPANT
Instructions
• The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. • The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. • You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. ○ For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions
• The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. ○ For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. ▪ Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. ○ In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). • All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). ○ Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. ○ If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1	Select Date.	☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify potential risk areas determined following site and site documentation inspection:
1.1B.	Specify WHS regulator accessed for guidance:
1.1D. 1.2E.	Worker consultation conducted (tick or specify): ☐ Applied active listening techniques ☐ Demonstrated respect for the opinion of others ☐ Discussed WHS policies, procedures, technical guidance documents, reporting ☐ Discussed access to documentation for recording and reporting ☐ Applied effective negotiation techniques ☐ Other (please specify):
1.1F.	Specify faults, problems and non-compliances and their impact identified:
1.2C.	Specify educational programs established:
1.2D.	Specify safety systems implemented:

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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Practical Task 1

Description of task:

The participant must demonstrate the skills and ability to manage work health and safety in the building and construction workplace by conducting a workplace safety audit for a construction worksite including:

- Assess workplace risk.
 - Inspect site and site documents to evaluate construction site safety and identify potential risk areas.
 - Assess and determine on site worker's health and safety, accessing relevant WHS regulator for guidance.
 - Identify hazards and determine control measures that comply with legislative requirements and organisational policies. *(Hazard identification form template available HO1)*
 - Consult with workers to evaluate effectiveness of existing control measures and document results.
 - Consult with WHS experts, as necessary, to contribute to an inspection report.
 - Identify faults, problems and non-compliances and their impact on workplace safety.
 - Complete a workplace inspection report with recommended actions to minimise workplace incidents and mitigate risk. *(Workplace inspection report template available HO3)*
- Establish and implement safety plans.
 - Establish a workplace safety plan incorporating information from the workplace inspection report to raise safety awareness and support safe workplace practices. *(Workplace safety plan template available HO4)*
 - Implement processes to identify hazards, rate the risks and put control measures in place. *(Risk register template available HO2)*
 - Establish educational programs specific to the building and construction workplace to ensure workers carry out safe work practices.
 - Introduce safety systems allowing for ease of reporting safety issues, controlling hazards and maintaining worker safety and competence.
 - Negotiate and resolve safety issues and conflicts.
- Monitor workplace safety.
 - Monitor and audit workplace safety to ensure compliance with WHS regulations and workplace safety requirements. *(Site WHS audit report template available HO5)*
 - Record findings in audit report.
 - Recommend and implement actions to address non-compliance.
 - Review effectiveness of educational programs to ensure all workers have been inducted and maintain safe work practices.
 - Monitor, review and document effectiveness of control measures to determine changes and improvements as required.

These tasks may be simulated or real. The Participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Worksite; Workers; Access to WHS legislation and regulations, safety codes, standards and guidelines, organisational policies and procedures, quality documentation and templates required to undertake assessment requirements (HO1-HO5), workplace incident data and reports, equipment and digital devices, applications and software to research, transmit and receive information electronically and to collect and record data, and produce reports.

Practical Task 1	
Observer details	
Name of observer:	
Role of observer (Confirm suitability to sign)	
Email address of observer	
Signature of observer:	
Date:	Select Date.

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Assess workplace risk.	
1.1A. Inspect site and site documents to evaluate construction site safety and identify potential risk areas.	☐
1.1B. Assess and determine on site worker's health and safety, accessing relevant WHS legislation to determine compliance.	☐
1.1C. Identify hazards and determine control measures that comply with legislative requirements and organisational policies. (<i>Hazard identification form template available HO1</i>)	☐
1.1D. Consult with workers to evaluate effectiveness of existing control measures and document results.	☐
1.1E. Consult with WHS experts, as necessary, to contribute to an inspection report.	☐
1.1F. Identify faults, problems and non-compliances and their impact on workplace safety.	☐
1.1G. Complete a workplace inspection report with recommended actions to minimise workplace incidents and mitigate risk. (<i>Workplace inspection report template available HO3</i>)	☐
2 Establish and implement safety plans.	
1.2A. Establish a workplace safety plan incorporating information from the workplace inspection report to raise safety awareness and support safe workplace practices. (<i>Workplace safety plan template available HO4</i>)	☐
1.2B. Implement processes to identify hazards, rate the risks and put control measures in place. (<i>Risk register template available HO2</i>)	☐
1.2C. Establish educational programs specific to the building and construction workplace to ensure workers carry out safe work practices.	☐
1.2D. Introduce safety systems allowing for ease of reporting safety issues, controlling hazards and maintaining worker safety and competence.	☐
1.2E. Negotiate and resolve safety issues and conflicts.	☐
3 Monitor workplace safety.	
1.3A. Monitor and audit workplace safety to ensure compliance with WHS regulations and workplace safety requirements. (<i>Site WHS audit report template available HO5</i>)	☐
1.3B. Record findings in audit report.	☐
1.3C. Recommend and implement actions to address non-compliance.	☐
1.3D. Review effectiveness of educational programs to ensure all workers have been inducted and maintain safe work practices.	☐
1.3E. Monitor, review and document effectiveness of control measures to determine changes and improvements as required.	☐

Observer comments: