

BSBWHS404

Contribute to WHS hazard identification,
risk assessment and risk control



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ASSESSMENT FOR BSBWHS404

Student name	Sandra McCarthy
Date of assessment submission	03/01/2019
Trainer/Assessor's name	Brett Stoward
Date of assessment marking	
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. Identifying/assessing hazards and risks	• Workbook response (below)
2. Development, implementation and evaluation of risk control	• Workbook response (below)
3. Policies, procedures, processes and systems	• Workbook response (below)
4. Legislation, codes of practice and guidelines	• Workbook response (below)

ACTIVITIES

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

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

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

Name of Hazard 1

Reversing vehicles, low speed

Nature and scope of hazard

Most workplace have the potential for reversing incidents, some workplaces can be identified as posing a higher risk of reversing incidents due to poor reversing ability causing a collision

Source of information (e.g. website address): <http://www.hpw.qld.gov.au/SiteCollectionDocuments/safety/ReversingSafely.pdf>

The range of harms caused and how they are caused

Minor damage to the vehicle and other property causing a financial expense and loss to the company and driver
 Driver whiplash
 Cervical soft tissue injury
 Muscle injury

Source of information (e.g. website address): <https://www.dynamicchiropractic.com/mpacms/dc/article.php?id=40251>

Techniques, tools and processes to identify hazard

- Observe the worksite to identify areas where pedestrians and vehicles interact.
- Consider high traffic times
- Driver fatigue
- Distractions
- Where potential blindspots are and other areas for poor visibility
- Use a traffic Management Plan (TMP) which may include:
 - Flow of pedestrians and vehicles and high traffic times and routes
 - Traffic control measure e.g. layout of barriers, walkways, signs, TGS for signs and devices to warn traffic and to guide it through or past the worksite or temporary hazard
 - designated travel paths of vehicles including entry and exit points, traffic crossing other streams of traffic

A traffic management plan may also set out:

- responsibilities of people managing traffic in the workplace
- responsibilities of people expected to interact with traffic in the workplace, and
- instructions or procedures for controlling traffic including in an emergency.

Any incidents resulting in a reversing incident must be communicated back to the PCBU as there may be a breach in legal requirements e.g. barriers and signs may not be placed according to TGS. This information would then be passed down to the workers and how it will effect their day to operations e.g. discussing site specific requirements such as entering and exiting the site, reversing, loading and unloading etc.

This would need to be communicated as soon as the risk become apparent so that measures can be implemented to reduce the hazard.

Source of information (e.g. website address): <https://www.safeworkaustralia.gov.au/system/files/documents/1703/traffic-management-guide-construction-work.pdf>

Determine the level of risk

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

Level of risk: Possible / Lost time injury = Medium risk

How you advise others about hazards, harms and associated risk

1. Notify the supervisor or team leader (ute driver)
2. Advise them on the processes for reversing on the worksite e.g. Use of Traffic Management Plan (TMP) and discuss where potential blindspots and other poor visibility area are
3. This would then be passed on to workers e.g. Toolbox Talk
4. This should happen prior to starting work on the worksite and ensure that all regulations are adhered to.

Risk controls

Keep people and vehicles apart e.g. erect barriers, guardrails, entrances and exist
 Follow the TGS, signage and road markings
 Exclusion zones e.g. clean off area
 Identify blindspots and use bollards

Reversing vehicles should use:

- Reversing sensors, cameras, mirrors, audible reversing alarms, two way communication
- A spotter to help direct the reversing vehicle, this person it is mandatory to wear high visibility clothing and correct PPE equipment
- Spotters for pedestrians, resident vehicles and clients

Source of information (e.g. website address): <https://www.safeworkaustralia.gov.au/system/files/documents/1703/traffic-management-general-guide.docx>

Name of Hazard 2

Noise

Nature and scope of hazard

In the workplace exposure to noise is one of the most common contributors to hearing loss and impairment, it contributes to 10% of adult onset hearing loss

Source of information (e.g. website address): <https://www.audioclinic.com.au/hearing-loss/types-and-treatment-for-hearing-loss/workplace-hearing-loss/>

The range of harms caused and how they are caused

Exposure to very loud noise for a short time or prolonged/repeated exposure to moderately loud noise has the potential of the risk of hearing loss associated with noise exposure, which means that this risk can increase significantly with separate brief periods of exposure throughout a work period

Source of information (e.g. website address): https://www.safeworkaustralia.gov.au/system/files/documents/1702/occupational_noiseinduced_hearing_loss_australia_2010.pdf

Techniques, tools and processes to identify hazard

- Inspect the workplace by walking around, talk to workers and observe how things are done, this can help identify noise hazards
- Find out where the noise is going from and which tasks or processes produce noise
- A noise assessment should be done by a competent person in accordance with the procedures in AS/NZS 1269.1 Occupational Noise Management Part 1 Measures and assessment of noise emissions and exposure

The way a noise assessment is done will depend upon:

- the type of workplace
- the number of persons potentially at risk from exposure to hazardous noise
- the information already available on noise at the workplace.

A noise assessment should be done during a typical working shift and should determine:

- the noise levels produced during various tasks carried out during the shift
- how long your workers are exposed to noise during each of these tasks.

An assessment should take into account:

- plant, equipment and other sources of noise in operation at the workplace how work activities are carried out the length of the shift
- environmental factors (e.g. types of walls, surfaces, layout of work stations)

Noise measurements should be taken at 0.1 to 0.2 metres from the worker's ear canal entrance over a period of time that is representative of the noise produced during the tasks.

- Pre-purchase assessment of plant noise emissions.
- Acoustic engineering (noise buffers and dampeners).
- Provision of PPE.
- Job rotation.
- Safety signage.
- Job rotation.
- Implement a hearing protection program.

The results of the noise measurements must be communicated back to the PCBU as there may be a breach in legal requirements e.g exceed the allowable noise levels.

This information would then be passed down to the workers and how it will effect their day to operations e.g.mandatory servicing of equipment to ensure that the noise levels are kept to a minimum

This would need to be communicated as soon as the noise issues become apparent so that measures can be implemented to reduce the hazard

Source of information (e.g. website address): https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58176/Noise-preventing-hearing-loss-COP-2011.pdf

Determine the level of risk

☐ Satisfactory

☐ Not satisfactory

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

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

Hazard/Risk 1

Develop and implement risk control plan

With regards to the risks of reversing vehicles, low speed, contributions to developing and implementing risk control plans may include:

- Identify the risk and how likely this will occur - reversing vehicles incidents, very likely
- Identify the actions required for the risk controls to be effectively implemented - if a driver is found to have 2 collisions in a company vehicle, they are no longer able to drive a company vehicle until they undertake further training in how to reverse a vehicle in a safe manner
- Identify what is required and who is responsible - It is the responsibility of the worker to whom a company vehicle is allocated to ensure that it is fully serviced and maintained in accordance with the manufactures recommendations, e.g. notification to Civforce Traffic management when a service is due or when the driver notices any issues. Any accidents involving a company vehicle must be reported to the Operations Manager. All instructions must be followed as per policies and procedures which are located in the vehicle.
- Establish timeframes for when when targets must be achieved - There needs to be a drastic improvement in the care taken of company vehicles. All drivers have one week to clean their vehicle and bring it into the yard for inspection. Any issue to be noted. The Operations Manager will inspect the vehicles and log books. Any servicing of vehicles will be done and driver will be allocate another vehicle for the time while the one is in being serviced.
- Providing an explanation of the expected outcome - Without a well maintained and cared for fleet of vehicles, workers are unable to do their job to the best of their ability. This relies on all workers being accountable for ensuring these vehicles are looked after. Most reversing incidents can be avoided if the correct procedures are followed. Many of the collisions were contributed to by poor reversing visibility and by the driver's failure to compensate. The majority of the reversing collisions would be preventable if drivers took some very simple safety precautions and modified their driving behaviour. In conclusion It is essential that extreme care is taken to avoid any unnecessary damage caused by the drivers negligence. Reimbursement of repairs and or insurance excess will be sort from any traffic controller found to have driven negligently causing damage to company vehicles or property.
- Consideration of budget requirements - drivers will be deducted a set amount from their wages if found to be negligent to cover any reimbursement of repairs and or insurance until the total cost has been recovered. Training costs for drivers that have been involved in 2 collisions. This can be provided by an external body. Improving workplace traffic safety systems, in addition to reducing work related injuries, can also improve workplace efficiency and productivity.

This could be done by:

- Consulting with others e.g. vehicle manufactures
- Developing and maintaining a risk register
- Assisting the transition of new work practices e.g. provide training

"Embark college Contribute to WHS hazards, identification, risk assessment and control slide 23"

Evaluation of risk control

Evaluation of implemented risk controls may involve:

- Evaluate the effectiveness of the implemented risk controls e.g. maintenance
 - Compare risk analysis data both before and after controls have been implemented e.g. maintenance of vehicles, look at incident register to see if there are any reductions
 - Consider whether safety procedures have been followed and whether the job has been made safer e.g. ask workers their thought

Hazard/Risk 2**Develop and implement risk control plan**

With regards to risk of hearing damage, contributions to developing and implementing a risk control plan could include:

- Identify the risks and how likely this will occur - noise, possible/ Casualty treatment = Medium risk
- Identify the actions required for risk controls to be effectively implemented - job rotation (changing tasks carried out by workers to prevent exposure to excessive noise), keeping people out of noisy areas if their job does not require them to be there
- Identifying what is required and who is responsible - the PCBU is responsible for the rostering of workers, that workers exposure to excessive noise is prevented, that while workers are using plant and equipment that they are provided with Ear protection PPE, it is the responsibility of the workers to wear the correct PPE at all times and follow all procedures required to minimise risks to themselves and others
- Establish timeframes for when targets must be achieved - an audiometric testing must be provided within 3 months of a worker starting work. regular follow up testing must be carried out at least every 6 months if exposure are at a high level. This should be carried out well into the shift so that any temporary hearing loss can be identified, The PCBU should decide on the time interval between noise assessments by consulting with workers, Assessments should be repeated when there is:
 - installation or removal of machinery
 - a change to working arrangements affecting the length of time workers spend in noisy work areas https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0009/58176/Noise-preventing-hearing-loss-COP-2011.pdf
- Providing an explanation of the expected outcome - Without a regular audiometric testing and proper hearing protection workers are unable to do their job to the best of their ability. This relies on all workers being accountable for ensuring their own safety. Most incidents are caused by workers not taking proper care of how to use the PPE safely. Incidents can be avoided if the correct procedures are followed. In conclusion It is essential that extreme care is taken to avoid any unnecessary damage caused by excess noise.
- Consideration of budget requirements e.g. cost of PPE or alternative plant and equipment, cost for on going audiometric testing, servicing and maintenance of machinery.

This could be done by:

- Consulting with others e.g. specialists in noise levels
- Developing and maintaining a risk register
- Assisting the transition of new work practices e.g. provide training

"Embark college Contribute to WHS hazards, identification, risk assessment and control slide 23"

Evaluation of risk control

Evaluation of implemented risk controls may involve:

- Evaluate the effectiveness of the implemented risk controls e.g. maintenance
 - Compare risk analysis data both before and after controls have been implemented e.g. look at incident register to see if there are any reductions, conduct further audiometric testing
 - Consider whether safety procedures have been followed and whether the job has been made safer e.g. conduct surveys with those effected e.g. ask workers their options

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

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

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

Explain how you comply with the requirements of these documents.

Hazard identification

WHS policy

Civforce Traffic Management Occupational Health and Safety Management System policy and procedures manual outlines in Section 5.0 that the safety and welfare of employees are of paramount importance to the organisation. It identifies that their primary objective is to prevent personal injury, property damage and environment impacts.

WHS procedure

Civforce Traffic Management Occupational Health and Safety Management System Policy and Procedures manual outlines in Section 5.3 that a Hazard Identification Report form, incident report form if a driver or other has been injured as well as daily vehicle checklist and daily damage vehicle checklist should be completed to notify that there is a hazard present or damage to a vehicle has occurred

WHS process

Civforce Occupational Health and Safety Management System Policy and Procedures Manual outlines in Section 6.5.5 and 6.6.5 that all workers and subcontractors are required to report all hazards, incidents and near misses to their Supervisor or The Health and Safety Manager

WHS system

Civforce Traffic Management Health and Safety Management System Policy and Procedure manual outlines in Section 5.2 identifies that Civforce Traffic Management shall monitor its progress towards meeting their objectives for WHS through:

- Promoting OHS to all workers
- Weekly inspections on all company vehicles to identify and record hazards

How you comply

Civforce Traffic Management will ensure that all hazards are identified ASAP through

- Weekly vehicle inspections
- Hazard Identification Report forms
- Incident Report forms
- Daily vehicle checklist
- Daily damage vehicle checklist

https://www.comcare.gov.au/_data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf

Risk assessment**WHS policy**

Civforce Traffic Management Occupational Health and Safety Management System Policy and Procedures manual outlines in Section 5.0 that the safety and welfare of employees are of paramount importance to the organisation. It identifies that their primary objective is to prevent personal injury, property damage and environment impacts.

WHS procedure

Civforce Traffic Management Occupational Health and Safety Management Systems Policy and Procedures Manual outlines in Section 6.3 that all workers are to ensure that a Safe Work Method Statement (SWMS) is produced for the use of noise control at work

WHS process

Civforce Traffic Management Occupational Health and Safety Management Systems Policy and Procedures Manual outlines in Section 5.5 identifies that Civforce Traffic Management all ensure that all clients undertaking high risk activities have to be inducted into relevant Safe work Method Statements (SWMS) and sign this to acknowledge that they understand the agreed method that is required for them to perform the task and comply with the agreed method of work

WHS system

Civforce Traffic Management Occupational Health and Safety Management System Policy and Procedure manual outlines in Section 5.2 identifies that Civforce Traffic Management shall monitor its progress towards meeting their objectives for WHS through:

- Promoting OHS awareness to all workers
- Weekly inspections on all company vehicles to identify and record hazards

How you comply

Civforce Traffic Management will ensure that all high risk work have an associated Safe Work Method Statement (SWMS)

<https://www.rms.nsw.gov.au/safety/work-health-safety/documents/procedure-pn066p11.pdf>

Risk control**WHS policy**

Civforce Traffic Management Occupational Health and Safety Management System Policy and Procedures manual outlines in Section 5.0 that the safety and welfare of employees are of paramount importance to the organisation. It identifies that their primary objective is to prevent personal injury, property damage and environment impacts.

WHS procedure

Civforce Traffic Management Occupational Health and Safety Management Systems Policy and Procedures Manual outlines in Section 6.3 that all workers are to ensure that a Safe Work Method Statement (SWMS) is produced for the use of noise control at work

WHS process

Civforce Traffic Management Occupational Health and Safety Management Systems Policy and Procedure Manual outlines in Section 6.4 that Civforce Traffic Management will instruct all workers likely to be exposed to noise at the workplace, that all safety measures are to be used when around noise in the workplace

WHS system

Civforce Traffic Management Occupational Health and Safety Management Systems Policy and Procedures Manual outlines in Section 6.5 identifies that Civforce Traffic Management will monitor its progress towards meeting its objectives for WHS through:
Monthly walk throughs to identify and record hazards
Promoting OHS awareness to all workers

How you comply

Civforce Traffic Management will ensure that Safe Work Method Statement are followed
e.g. wearing the correct hearing protection PPE

<https://www.rms.nsw.gov.au/safety/work-health-safety/documents/procedure-pn066p11.pdf>

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

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

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

Explain how you comply with the requirements of these documents.

Hazard identification

WHS Acts

Work Health and Safety Act 2011 (Qld) Section 19 3 (g) outlines a person conducting a business or undertaking (PCBU) must ensure, so far as is 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

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018#sec.19>

Work Health and Safety Act 2011 (Qld) Section 28 (c) and (d) outlines comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking (PCBU) to allow the person to comply with this Act; and co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018#sec.28>

WHS Regulations

Work Health and Safety regulations 2011 Section 34 outlines that the duty holder (PCBU) in managing risks to health and safety must identify reasonably foreseeable hazards that could give rise to risk to health and safety

<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sec.34>

Codes of practice

Managing noise and preventing hearing loss at work, Code of practice 2011 Section 4 outlines if you have identified any noisy activity that might expose workers or others at the then you should assess the risks by carrying out a noise assessment, which determine what noise sources and process are causing the risks, this can only be done by a competent person in accordance with AS/NZS 1269.1 Occupational Noise Management - Part 1. The way a noise assessment should be done depends on several factors, one being the number of persons potentially at risk from exposure to the hazardous noise. It should be done for the length of the shift. A noise assessment report should show that the assessment was done correctly, that all factors were taken into account. The report should be used to select the appropriate control measure. This report should be made available to managers, HSR and regulators/

https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice/search-codes?queries_keyword_query=noise&search_page=58211_submit_button=Submit¤t_result_page=1&results_per_page=10&submitted_search_category=&mode=

Guidelines

The Guide Work Health and Safety Act 2011 (Qld) Section 49 (a) outlines that duty holder (PCBU) must consult with workers when identifying hazards

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0006/82545/guide-to-work-health-and-safety-act-2011.pdf

How you comply

You comply by ensuring that hazards are identified immediately by notifying the supervisor or WHS manager ASAP and or complete a hazard report forms that it can be monitored and rectified ASAP

Looking at whether the noise level are unreasonable by referring to the manufactures guidelines on expected or acceptable noise levels

Risk assessment

WHS Acts

Work Health and Safety Act 2011 (QLD) Section 18 outlines that reasonable practicability requires that duties held by other parties weigh up the possibility of the hazard or risk happening and the degrees of harm that might be the result from the hazard or risk. This is basically what is known as a risk assessment

<https://www.legislation.qld.gov.au/view/pdf/2017-06-30/act-2011-018>

WHS Regulations

Work Health and Safety Regulations 2011 (Qld) Section 32 -33 outlines that it is mandatory for the PCBU as a duty holder to follow any specific requirement of the Regulations when managing (assessing) risks

<https://www.legislation.qld.gov.au/view/pdf/2017-06-30/si-2011-0240>

Codes of practice

Managing noise and preventing hearing loss at work, Code of practice 2011 Section 4 outlines that risk assessments can only be done by a competent person in accordance with AS/NZS 1269.1 Occupational Noise Management - Part 1

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58176/Noise-preventing-hearing-loss-COP-2011.pdf

Guidelines

The Guide to Work Health and Safety Act 2011 Section 18 (a) (b) outlines that a risk assessment should consider the likelihood of the hazard or risk concerned occurring and the degree of harm that might be the result from the hazard or risk

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0006/82545/guide-to-work-health-and-safety-act-2011.pdf

How you comply

You can comply by ensuring that any high risk activities have an association Safe Work Method Statement (SWMS) and ensuring that all noise assessments are conducted by a competent person in accordance with AS/NZS 1269.1 Occupational Noise Management - Part 1 with an accurate audiometric testing

Risk control**WHS Acts**

Work Health and Safety Act 2011 (Qld) Section 19 (2) outlines that a PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

Work Health and Safety Act 2011 (Qld) Division 3 section 20-26 outlines other situations in which PCBUs are required to manage risks

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

Work Health and Safety Act 2011 (Qld) Part 5 defines that the PCBUs are required to consult with other parties when dealing with hazards and control risks

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

WHS Regulations

Work Health and Safety Regulations 2011 Section 36 outlines that the PCBU as a duty holder must implement risk control measures.

<https://www.legislation.qld.gov.au/view/pdf/2017-06-30/sl-2011-0240>

Codes of practice

Managing noise and preventing hearing loss at work, Code of practice 2011 Section 5 outlines the hierarchy of risk control, that they should be worked through order to choose the control measure that is most effective in eliminating or minimising the risk in the circumstances

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58176/Noise-preventing-hearing-loss-COP-2011.pdf

Guidelines

The guide to Work health and Safety Act 2011 (Qld) outlines that a PCBU must consult with workers when they are making decisions to eliminate or minimise risks
https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0009/58176/Noise-preventing-hearing-loss-COP-2011.pdf

<https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018>

How you comply

You can comply by ensuring that you follow the PCBU control methods and Safe Work Method Statements and when consultation is sought on controls options that any recommendations are offered

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments	
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QUIZ

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

Outcome for Quiz

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments	
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PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS		VERIFIED
A.	Conduct a meeting with a PCBU, using appropriate language, to discuss the organisation's WHS risk-management processes.	☐
B.	Confirm understanding of the duties held under WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities.	☐
C.	Contribute ideas about ensuring how workplace policies, procedures, processes and systems comply with legislative requirements.	☐
D.	Identify the techniques, tools and processes you will use to monitor hazards (and their associated risks) in your work area.	☐
E.	Identify how you will document and communicate the results of hazard identification and risk assessment.	☐
F.	Explain the PCBU and workers' duties in the development, implementation and evaluation of any risk controls to address identified hazards.	☐
Name of observer		
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer		
Email address of observer		
Signature of observer		
Date		Click here to enter a date.
Comments		

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
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Trainer/Assessor comments	
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