

CPCCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to conduct and report on a WHS risk analysis, including workplace inspection. 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. Evidence to be submitted may include: • A copy of a Site Specific Safety Plan or Construction Safety Plan, including: ○ Copies of Risk Assessments completed on a project ○ Copies of Safety Work Method Statements used on a project ○ A copy a workplace safety inspection checklist that has been used on a project The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Harley Arrowsmith	
Name of observer:	Les P. Portaniewicz	
Role of observer (Confirm suitability to sign)	SPECIAL PROJECTS - SENIOR SITE MANAGER	
Email address of observer	les@eastcoastconcrete.com.au	
Signature of observer:	QBC - Builders Forem 1139922	
Date:	26/04/2022	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Conduct a workplace inspection to evaluate construction site safety for the range of occupations in the workplace according to WHS legislation and company policies, including: • Identifying construction hazards and potential risk areas • Identifying and prioritising hazards • Identifying and prioritising risks	☒	☒
1.B. Seek expert advice as appropriate, including: • Advice from workplace personnel regarding the application of building codes and standards • Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) • Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.	☒	☒

1.C. Complete an inspection report in accordance with best practice and statutory obligations: including: • Recommendations from findings • Required approaches to remediation	☒	☒
1.D. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☒	☒
1.E. Monitor and review control measures, updating records with findings	☒	☒
1.F. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☒	☒
1.G. Review the effectiveness of communication and educational programs, updating records with findings.	☒	☒
1.H. Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

During two occasions Harley participated in the weekly WHS walk for the CNRB project during this he was able to identify some safety hazards on site. From there we conducted a risk assessment and implemented agreed control measures. After the site walk we went back and had a meeting to consult on our findings with relevant parties.

(SWMES)

- [illegible]

Safe Work Method/Environmental Statement (SWMES)

Project Name: CNRB
By Multiplex

Company Name: East Coast Concrete Contractors
8 Peace Court, Bethania
A.B.N. 20 050 411 366

High Risk Activity Yes/No

SWMES Prepared by Bill Aitken WH&SO 0414667958
SWMES Statement No 11. Next Rev. 16/5/22

Signature ...

Date: 16/11/21 Amended / Reviewed

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Date scheduled to commence: NOV> 2021 Duration of Project: May 2022

Section 1 Scope of this SWMES FORMWORK ON GROUND

Work Task	Hazard	Risk	Risk Class 1, 2 or 3	Control measures	By whom	Risk Class
Preparation to commence work task, inspect area and control all visible hazards, read and sign SWMS.	Unsafe work area, machinery working around workplace. Other trades	Injury to workers Injury to others Hit by machinery	2 2	Must attend and sign off on pre-start/task meeting before the commencement of any work Read and sign SWMS Erect signs and isolate work area, wear appropriate PPE for work task, inspect all hand tools and ensure current electrical testing and tagging is in place on all electric power tools. Erect barricades or exclusion zones	Supervisor Form Workers	3DE
Manual handling of materials to workplace	Lifting, carrying and placing tools and equipment.	Muscular/back strains, aches and pains Bodily injuries	2	All workers involved to be trained in the manual handling/lifting workshop and to have read and signed off before the commencement of any work. Materials to be placed as close as possible to the work area and handled in a way that will minimise the risk of injury. Mechanical aid for lifting materials is first priority then team lifting techniques is advised. Leave adequate space for the works to be carried out. Work areas and access ways are to be kept clear of materials	All Workers	3 D-E
The use of electrical power tools(saw, grinder, drills)	Electricity Sharp Objects Grinding Disc exploding	Electrocution Cuts and abrasions Lacerations	2	Refer to SWMS and read to gain awareness of the hazards and risks of using the tools. All workers must be trained in safe use of power tools. Wear PPE as advised at all times. Make sure all tools and guards are in correct working order before use. Check test and tag is current and make sure electrical leads are suspended above the ground at all times. DO NOT use if it is raining or near water	All Workers	3CDF
Erecting formwork edge board/ shutters in place	Manual handling Heavy materials Exposure to sunlight Unsteady ground	Sprains, strains, muscular pains Back issues, cancer due to being sunburnt, slip trips and falls	2	Shutters will need to be assembled in a manner that they can be man handled into position or stick built in all internal areas, stand shutter against wall reinforcing, and prop secure across top and bottom to eliminate dislodgement. Must allow sufficient access around work area. Keep all materials in neat stacks and clean up as you go. Sunscreens cream will be provided by ECC and must be worn when working outside in daylight hrs, reapply every 4 hrs. Keep hydrated by drinking water. If using Explosive power tools workers must be trained in safe use, Engineers to sign off shutters if required. Refer to Workshop of manual handling/lifting. Use mechanical aids to relocate shutters whenever possible	All Workers	3 D-F

Section 1 Scope of this SWMES Form and strip Edge board / Beam Shutters for concrete pour						
Work Task	Hazard	Risk	Risk Class 1, 2 or 3	Control measures	By Whom	Risk class
Prop, Plumb and support Edgeboard shutter	Manual handling/Tasks	Sprains, strains lifting stretching falling objects	2	Secure Bracing / props top and bottom, feed Z-Bars through shutter, and tighten to secure, cap Z-Bar ends Cap all steel pegs and star pickets used for bracing edge board	All Workers	3B
Pour Concrete edge board/shutter & Vibrate	Manual handling Noise,	Sprains, strains Hearing Damage	2	Concrete to be poured slowly against all support shutters to avoid collapse, evenly to distribute weight , Wear hearing protection during vibration process	All Workers	3F
Stripping of edge board/shutter	Manual Tasks Falling Objects Fall from height Un de-nailed timbers	Injury to workers Sprains, strains lifting stretching falling objects	2	Remove Acro props, and remove Z-Bars leaving some in place to secure the ply wood, lift down shutters support timbers 4x3s de nail immediately and stack, Lever the ply wood from the wall de-nail and stack Maintain safe clear access, Lever kicker off slab and remove ramset nails from concrete, All materials to be lowered/ handled in a controlled manner. De-nailing and progressive stacking of timbers and formwork components must be done at all times	All Workers	3-B
Housekeeping	Slips trips and Falls Cuts and abrasions, Manual Tasks, Ensure grease and oils cannot enter drains and waterways,	Cuts to hands and fingers Tetanus, environmental issues		lean up all timber and concrete debris from around wall and dispose of in rubbish skips. Ensure all nails are bent over on timbers and no nails are left laying around the ground, Wash up Tools and equipment in areas designated by Principal Contractor, re use - recycle materials whenever possible Store all excess materials in a safe manner away from access ways and work areas. Wash up Tools and equipment in areas designated by Principal Contractor, ensure runoff from washout does not enter drains and waterways <i>Spill Kits to be Maintained and kept in work area</i>	All Workers	3 (C-D)

Failure Of SWMS	Potential for Injury to workers, Members of the public or damage to property.	Initial for Injury to workers, Members of the public or damage to property.	I	Stop work, consult person involved in the work tasks, and Amend SWMS when it does not reflect the work activities described herein, fails or an incident occurs Workers to sign off on amendments to SWMS prior to re-commencing work tasks	All Workers; Supervisors	3B-C-D

Safe Work Method/Environmental Statement (SWMES)

SWMES

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Will any Hazardous Materials and substances be used	Hydraulic Oil, Form oil <i>Spill Kits to be kept in work area</i>
What Personal Protective Equipment will be provided to employees carrying out this activity	Steel cap work / gum boots; Hard hat; safety glasses, High Visual vest or shirt, Gloves, and Hearing Protection When Required Appropriate "Eye Protection" Must be worn, Long pants and long sleeves are a requirement on many projects (Check site requirements)
Detail how the methods to be used to ensure that the SWMS/JSA is used and kept up to date	Employees consulted in the development, inducted and monitored on compliance with the SWMS, any changes to state legislation or work methods imply altering of SWMS. Supervisor to Monitor compliance with SWMS, stop work, consult workers and Amend SWMS when it does not reflect the work activities described herein, fails or an incident occurs.
Identify relevant Legislation, Standards and Codes of Practice relating to the work.	Work health and safety Act 2011 WH&S Regulations 2011 Code of Practice Hazardous Manual Tasks 2021 Code of Practice Hazardous Substances 2019 Authority to work permits issued by Principal contractor, e.g., Hot Work, Confined Space, Etc EPA Act 1994 & Reg 2008 COP - Managing the Risk of Falls at Workplaces COP - Managing Electrical Risks in the Workplace COP - How to Manage WHS Risks COP - Construction Work COP - WHS Consultation, Co-operation & Coordination AS 4991- Lifting Devices AS/NZS 1892.5: Portable ladders Part 5 - Safe Use & Care
Environmental impact and controls measures taken to comply with environmental policies	Employee to wash equipment in area designated by Builder. Re use - recycle materials whenever possible. Store all excess materials in a safe manner away from access ways and work areas. Never allow runoff from concreting / Clean up activities to enter waterways or storm water drains,

Life Work Method / Environmental Statement (SWMES)

PROJECT:

HAZARD IDENTIFICATION and RISK ASSESSMENT

Consider the following hazards when developing the SWMS for the activity and place the appropriate risk score beside the identified hazard. Control measures for identified hazards must be addressed in this SWMS. Your work activity may have a hazard not listed below.

Hazard	Risk	Hazard	Risk	Hazard	Risk
Falling from height	2	Manual Handling	2	Struck by Plant	2
Falling Objects	2	Fire or Explosion		Plant-Failure	
Falls in Trench		Burns		Plant-Overturning	2
Trips and Slips	2	Personal Injury	2	Tools	2
Hazardous Substances		Quiet		Electric Shock	2
Needle-Stick Injury		Noise	2	Other:	
Sun Exposure	2	Trench Collapse			
Cuts and Abrasions	2	Confined Spaces			

RISK MATRIX

RISK	CONSEQUENCE		
	Major	Moderate	Minor
Likely	1	1	2
Possible	1	2	3
Unlikely	2	3	3
Class 1	Death, permanent disability or serious structure/ equipment damage		
Class 2	Short-term lost time, temporary disability or minor structure/ equipment damage		
Class 3	Minor injury or incident - no time lost		

HIERARCHY OF CONTROLS

Identify Plant & Equipment to be used including inspection and maintenance checks to be carried out
(3 monthly electrical testing / tagging, - RGBY system in place
Daily Pre-start meetings - Supervisor to facilitate
plant checks, daily logs) see page 3 SWMS

List the Appropriate PPE to be Used

See Page 4 (Section 2) SWMS

When deciding an appropriate control measure for each hazard you must consider the hierarchy of controls in order to eliminate the hazard or reduce the risk of harm to its lowest possible level through substitution, isolation, engineering, administration or personal protective equipment

Most effective control	A	Elimination – e.g., controlling the hazard at source by elimination
	B	Substitution – e.g., Replacing one substance or activity with a less hazardous one.
	C	Engineering – e.g., Installing guards on machinery, scaffold rather than ladders
	D	Administration – e.g., policies and procedures for safe work practices.
	E	Personal Protective Equipment – e.g., hearing protection, eye protection, safety harness
Least effective control		

I have prepared this SWMS and understand that persons involved in the task must have the SWMS explained to them prior to starting the work

BILL AITKEN

SAFETY MANAGER

Safety

WH&SO / Cert 1V

Name

Position

Qualification

Signature

Date

Sat Work Method/Environmental Statement (SWMES)

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SWMES No	2 to 5
Number of Employees who will carry out the activity.	
Qualifications / competencies required of persons carrying out work (licenses, qualifications, Permits)	Carpentry Relevant trade experience,
Details of training provided to employees carrying out the works including who conducted the training, when training was conducted, qualifications of trainer.	Traineeships; Cert 3 In concreting, Industry Safety Training (Blue Card) Site Specific Safety Training On-the job experience. Training organization – CSTC (Qld)
Details of supervision to be provided for this activity (number, names and qualifications of supervisors)	Kris Arrowsmith 18yrs Exp, BSA Supervisors Licence, Chris Kearney, Cert 3 Concrete, 12yrs Exp, BSA Supervisors Licence, Michael McNamara, Safety Co-Ordinator, 17 yrs Exp. WH&SR, Cert 4 Safety
What Plant and Equipment will be used to carry out this activity	Hand held power tools Crane, Various Hand Tools
Emergency Procedures Medical Emergency Injury / Illness To a worker Structural / Plant Collapse, (Scaffold, Conc Pump etc.) Hazardous Substance / Chemical Spill, Gas Leak or release of substance	Assess the nature and severity of the injury or illness, Seek appropriate First Aid or Medical attention, Notify Principal Contractor and follow procedure as per site specific induction Assess the nature and severity of Collapse, Move away from Danger zone and alert workers in immediate area, Assist injured or trapped workers if safe to do so, Alert workers in the vicinity of the spill and isolate the spill area if practical, Contain the spill / Release if safe to do so, Notify Principal Contractor and follow procedure as per site specific induction, Clean up and dispose of spill as per MSDS Notify Principal Contractor and follow procedure as per site specific induction