

BSBWHS509

Facilitate the development and use of WHS risk management tools



Copyright © 2019 CSTC Pty Ltd

All rights reserved. No part of the contents of this publication may be reproduced or used in any form or by any means – graphic, electronic, or mechanical including photocopying, digitising, recording, or information storage-and-retrieval systems – without the written permission of CSTC Pty Ltd.

ASSESSMENT FOR BSBWHS509

Student name	Shaun Coffey
Date of assessment submission	Click here to enter a date.
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Legislative requirements for risk management	Workbook response (below)
2. Application of risk management tools	Workbook response (below)
3. Using risk management tools	Workbook response (below)
4. Reviewing risk management tools	Workbook response (below)

ACTIVITIES

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

Name of workplace

ACTIVITY 1

Summarise what the following documents address with respect to risk management (in the context of risk management tools):

- a) *Work Health and Safety Act 2011* (Qld)
- b) *Work Health and Safety Regulations 2011* (Qld)
- c) *Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011*
- d) *Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks*
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes
- i) Organisational systems

	Summary of contents
a) Work Health and Safety Act 2011 (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018#sec.17 <i>Summary of contents:</i> The Act requires PCBUs, persons in control of a workplace, and workers to eliminate or minimise risk as far as reasonably practicable. The act outlines the requirement to identify, assess, control, monitor and review risks (and their controls) in the workplace.
b) Work Health and Safety Regulations 2011 (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240 <i>Summary of contents:</i> The Regulations further describe the requirements of duty holders to manage risk and provide guidance on the process for risk management.
c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011	<i>Location of document:</i> https://www.safeworkaustralia.gov.au/system/files/documents/1702/whsconsultationcooperationcoordination.pdf <i>Summary of contents:</i> This document outlines the need for consultation to take place that concerns risk management at a workplace. It provides suggestions and strategies for risk management consultation and recommends they be in accordance with the how to manage work health and safety risks code of practice.

d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	<i>Location of document:</i> https://www.safeworkaustralia.gov.au/risk <i>Summary of contents:</i> Document highlights the entire risk management process. It give a comprehensive step by step process on managing risks in the workplace and is design to achieve compliance with the legislation and industry practices.
e) Guidance material	<i>Location of document:</i> http://thehub.iplgroup.net/en/HSE/Training%20and%20Resources/Risk%20Management%20Tools.aspx <i>Summary of contents:</i> The following document outlines risk management tools including the risk matrix that the company uses. It aims to standardise the methods used and more importantly, how risk is assessed / quantified within the business.
f) Organisational policies	<i>Location of document:</i> http://thehub.iplgroup.net/en/HSE/HSECPolicy.aspx <i>Summary of contents:</i> The HSEC policy document requires all persons involved or linked to the company to ensure the total risk management process is followed in aspiration of Zero Harm.
g) Organisational procedures	<i>Location of document:</i> http://thehub.iplgroup.net/en/Risk/Risk%20Management/Risk%20Management%20Framework/Policies%20and%20Procedures.aspx <i>Summary of contents:</i> The IPL Group's approach is to efficiently and effectively manage Risk by identifying, analysing, evaluating, treating, controlling, monitoring, reviewing and communicating Risks that can materially affect its business. This procedure is designed to ensure Risk is suitably balanced against the appropriate rewards.
h) Organisational processes	<i>Location of document:</i> http://thehub.iplgroup.net/en/Risk/Risk%20Management/Risk%20Management%20Framework/Document%20Suite.aspx <i>Summary of contents:</i> This document outlines the processes to be followed to escalate significant risks and who can approve risk that are assessed as High (given a score greater than 23).
i) Organisational systems	<i>Location of document:</i> http://thehub.iplgroup.net/en/Risk/Risk%20Management.aspx <i>Summary of contents:</i> This system forms the hub of risk management for the company. It provides links to guidance material, policies, procedures, process and any information relevant to the risk management within the company.

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

There are a range of techniques, tools and processes used for physical or psychosocial hazard/risk identification, including:

- Hazard/risk checklists
- Hazard hunts
- Job safety analysis (JSA)
- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
- Surveys (e.g. questionnaires, interviews)
- Safe work method statement (SWMS)
- Workplace inspections and walk-throughs

Explain the following:

- a) Name the individuals/parties you would consult with to determine:
 - Suitable risk management tools for the workplace
 - Necessary logistical arrangements for the use of risk management tools
- b) For each tool listed, identify its applications and limitations (i.e. usefulness and usability) within your workplace.
 - Consider the logistical arrangements necessary to use and apply each tool

Consultation

To determine suitable risk management tools for the workplace, you may need to consult with PCBU's (or their officers), any worker on site regardless of employee / contractor status, Health and Safety Committees, Health and Safety Representatives, specialists or experts, HSE department, training department and management for the workplace.

Logistical arrangements for the use of risk management tools include tailored training for the use and access of the tools, the allocation of time to use the tools, auditing, monitoring, and review of the process.

Hazard/risk checklists

Hazard checklists can be applied as a rudimentary check for tasks to ensure that certain hazards do not exist. Their limitations are in that they are not a comprehensive assessment of the current environment / hazards, they reflect common or perceived hazards.

Hazard hunts

Hazard hunts are a good way of finding risks or hazards in the workplace. They can be used as a tool when there is not a specific task or situation at hand. They are limited by the persons conducting them (competency / complacency).

Job safety analysis (JSA)

JSAs can be applied to a number of different tasks and are a good method for addressing risks in different tasks or environments. They are limited as they are usually completed by a single work team that may be small in number or limited by experience.

Manifest/register

A manifest or register is a good way of capturing known risks of a workplace. They are limited by having to be constantly updated and can lag behind the actual list of known hazards.

Surveys

Surveys are a good way of obtaining honest feedback regarding risk in the workplace. They are limited by the number of persons undertaking them and by the method used.

Safe work method statement

Safe work method statements are a good tool for identifying known or generic risks of a task. They are limited by design as they are not based on a specific scenario or situational risks.

Workplace inspections and walk-throughs

Workplace inspections and walk-throughs are a good method of reviewing hazard identification, risk control and risk management in general. They are limited by the time allocated to conduct them and the conductor's knowledge of the workplace, processes, and procedures.

Outcome for Activity 2

☐ Satisfactory

☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Select two (2) risk management tools (from Activity 2) which are suitable for your workplace. For each tool:

- Explain the necessary training and instruction for individuals/parties to use the tool
- Identify additional support that can be provided to individuals/parties to use the tool
- How results and findings of its use will be collated and analysed
- The individuals/parties you would communicate results, findings and outcomes to
 - Who has right to be aware of such results?
 - Consider expert assistance you might need to interpret results

Name of risk management tool 1

Job Safety Analysis

Training and instruction

Persons need to be trained in general risk management practices and the company specific risk management process. Additionally, they should have a sound understanding of the task they are undertaking and the hazards of the environment that it is to be carried out.

Additional support

Utilising senior work members to partake in the process will build capability and increase the effectiveness of the tool. Training can be provided and include live use of the system, documents, and process.

Collating and analysing results and findings

All JSAs are recorded as a written document and kept. Safe Act Observations and Safety Audits are carried out daily on work groups and include the review of JSAs with particular focus on risk identification and control.

Communicating results, findings and outcomes

Significant findings or problems found with JSAs or related process will be captured in the hazard reporting system SHEARS. These often trigger an operations bulletin or hazard alert that communicates the findings and corrective actions of such occurrences. Any person at the workplace has the right to be aware of such results.

Name of risk management tool 2

Safe Work Method Statement

Training and instruction

Persons should be trained in general risk management principles and have general literacy. Understanding of the tasks and outline of the document (generally these feature columns for job step, risks, controls, and risk score).

Additional support

Persons should be allocated time to review SWMS, asks questions, and clarify understanding. Therefore, a competent person should be made available to ensure the intention of SWMS are met.

Collating and analysing results and findings

SWMS are written documents that are kept on file and signed by workers. Any concerns raised with SWMS should be documented, reflecting the actions or outcomes. All previous versions of SWMS should be kept, and re-signing should take place after any changes / updates to SWMS.

Communicating results, findings and outcomes

Significant changes should be communicated immediately via toolbox talks, and any persons working under a SWMS should be notified of any changes are requested to sign to confirm their understanding. Any person working under a SWMS has the right to be informed of changes to the document.

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

ACTIVITY 4

Consider the review process for the two (2) risk management tools identified in Activity 3. For each tool:

- a) Identify factors that may impact on its effectiveness
 - Consider the impact of workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Consider the points raised about the usefulness, usability and logistics of the tool in Activity 2
- b) Outline recommendations to improve the effectiveness of each tool
 - Consider how consultation, liaison and communications may also need to be modified

Name of risk management tool 1

Job Safety Analysis

Factors impacting on effectiveness

There can be several factors impacting the effectiveness of JSAs including: literacy of workers conducting JSAs, experience of the environment or task, understanding of general and company specific risk management process, and the safety culture of the workplace.

Recommendations

Consultation should be utilised to ensure workers are comfortable and confident using JSAs. The consultation should capture the entire process, including the worker's understanding and their view on the effectiveness of training and guidance on using JSAs. Audits, surveys, and Safe Act Observations can also be used to determine the effectiveness of JSAs.

Name of risk management tool 2

Safe Work Method Statements

Factors impacting on effectiveness

There can be several factors impacting the effectiveness of SWMS including: literacy of workers, experience in industry and task, understanding of general and company specific risk management process, and the safety culture of the workplace.

Recommendations

Consultation should be utilised to ensure workers are understanding SWMS information. The consultation should review worker's understanding and their view on the effectiveness of SWMS. Audits, surveys, and Safe Act Observations can also be used to determine the effectiveness of SWMS relative to their intent and what is displayed at the work site.

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. Which of the following may influence the selection of risk management tools? Select all that apply. ☒ Language, literacy and numeracy levels of the workforce ☒ Having separate work sites ☒ Existing WHS management systems ☒ The types of activities, jobs and tasks conducted in the workplace	☐
2. In which situations should individuals/parties be consulted regarding risk management tools? Select all that apply. ☒ To determine suitable risk management tools ☒ In providing training and support for risk management tool use ☒ To determine necessary logistical arrangements for risk management tools ☒ To collate and share results, findings and outcomes of risk management tool use	☐
3. Which of the following individuals/parties should be consulted regarding risk management tools? Select all that apply. ☒ Contractors and subcontractors ☐ Family members of employees ☒ Health and safety representatives ☒ PCBU's or their officers ☒ Workers	☐
4. Which of the following need to be considered when determining a risk management tool's suitability? Select all that apply. ☒ Available workplace resources (e.g. equipment) ☒ Timetabling requirements of staff and work areas ☐ Costs of using risk management tools ☒ Impact of tool's use on the workplace (e.g. danger, disruption)	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

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

TASKS	VERIFIED
A. Obtain a copy of a physical or psychosocial WHS risk management tool to evaluate and review.	☒
B. Use and apply the risk management tool, after collaborating with others to facilitate logistical arrangements.	☒
C. Collate and analyse results/findings of the use of WHS risk management tool, communicating these results within a team.	☒
D. As a team, evaluate whether the risk management tool reflects legislative and workplace requirements, and make required modifications. Consider: • Usefulness, usability and limitations • Language, literacy and cultural profile of the work team • Consultation, liaison, communication and logistical arrangements	☒
E. Present and promote (verbally and electronically) the updated WHS risk management tool to another worker, explaining how the tool is to be used.	☒

Name of observer	Allan Martin
Role of observer (Confirm their suitability to sign)	☒ Trainer/Assessor ☒ Other (specify): Operations Team leader
Phone number of observer	041 8877 031
Email address of observer	allan.martin@ineitecpivot.com.au
Signature of observer	
Date	Click here to enter a date. 12-1-19
Comments	

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

