

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

ASSESSMENT SUMMARY

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

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

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

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

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

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

WORKBOOK INSTRUCTIONS

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

Participant name Caroline Jane

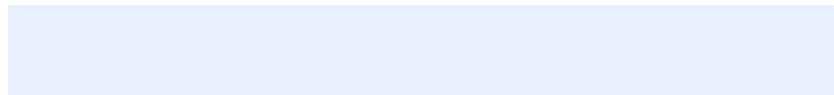
Participant signature



Date 13/01/2023

Assessor name

Assessor signature



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

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

ASSESSOR COMMENTS

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

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

Name of workplace	CPB Contractors Pty Ltd
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ACTIVITY 1

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

Example:

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

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld): www.legislation.qld.gov.au Worksafe Australia (Guidance): www.safeworkaustralia.gov.au
Relevant excerpt/requirement for chosen workplace
Work Health and Safety Act 2011 (Qld), section 3: Objectives: to provide a nationally consistent framework to secure the health and safety of workers and workplaces. Work Health Safety Action (WHS Act 2011 (Qld), section 19: Primary duty of care: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.

Link to workplace

Working in the construction industry requires workers to undertake high risk work. It is vital that companies like CPB Contractors follow the objectives outlined in Section 3 of the WHS, not only to keep their workers safe at all times, but to ensure plant and equipment is regularly maintained, provide fair workplaces, advice, education, training and compliance to the high standards set in Australia and Qld. In all high-risk workplaces, a duty of care is essential, not only to ensure, so far as is reasonable, the safety and health of workers, but also to provide a safe working environment with safe plant and equipment while maintaining safe systems of work.

Name and location of Regulation

Work Health Safety Regulation: <https://www.worksafe.qld.gov.au/>
 Work Health and Safety Act 2011 (Qld): www.legislation.qld.gov.au
 WorkSafe Qld: <https://www.worksafe.qld.gov.au/>

Relevant excerpt/requirement for chosen workplace

Section 43 of the WHS Regulation 2011:
 A person conducting a business of undertaking (PCBU) must ensure that an emergency plan is prepared for the workplace.

WorkSafe Qld, Emergency planning:
 Workplaces have an obligation to prepare, maintain and implement an emergency plan that provides for emergency procures, evacuation procedures, notifying emergency services, medical treatment, communication, testing emergency procedures and information, training and instruction to workers regarding emergency procedures.

Link to workplace

It is essential in the construction industry for emergency plans and procures to be keep up to date and testing conducted regularly. At CPB Contractors we go through our emergency plan during toolbox each month and are kept up to date with any changes made to the plan. We also walk around our site and talk about different possible, hypothetical incidents and how we would assess and handle these. It is crucial that we keep doing this, because during a real emergency everyone should know exactly what they need to do to keep the situation calm..

Name and location of Code of Practice

How to manage work health and safety risk – Code of Practice 2021
<https://www.worksafe.qld.gov.au/>
 Work Health and Safety Act 2011 (Qld): www.legislation.qld.gov.au
 Work Health Safety Regulation 2011: <https://www.worksafe.qld.gov.au/>

Relevant excerpt/requirement for chosen workplace

How to manage work health and safety risks – Code of Practice 2021 Work Health and Safety Queensland (WHSQ):
 (Workers) Workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons. Workers must comply with reasonable instructions, so far as they are reasonably able, and cooperate with reasonable health and safety policies or procedures that have been notified to workers. (Others): Other persons at the workplace, like visitors, must take reasonable care for their own health and safety and must take reasonable care not to adversely affect other people's health and safety. They must comply, so far as they are reasonably able, with reasonable instructions given by the PCBU to allow the PCBU to comply with the WHS Act.
 Division 4, section 28 & 29 WHS Act 2011 (Qld):

Duties of workers & others at the workplace: Workers (and others) have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons.

Link to workplace

Working in a large construction company like CPB Contractors, it is easy to assume all the responsibility is put onto the company alone, however, this is simply not the case. It is essential that all workers take reasonable care for their own safety and health and not harm others. We are provided with training, policies, and procedures, that if followed by the individual, should keep us all safe.

Another aspect to consider is the safety of other persons at CPB Contractors. We have multiple subcontractors, delivery drivers and visitors to site each day. I am responsible for all inductions to site, and I make time to go through this with each person. This has helped to not only reduce incidents on site, but also to help slow each person down and highlight the risks that may be involved during their visit.

Name and location of Standard

National practice standards for the mental health workforce 2013:

<https://www.health.gov.au/>

Mental health: www.safeworkaustralia.gov.au

Work Health and Safety Act 2011 (Qld): www.legislation.qld.gov.au

Australian Government: <https://www.comcare.gov.au/>

Mental Health Act 2016: <https://www.health.qld.gov.au/>

Managing the risk of psychosocial hazards at work – Code of Practice 2022:

<https://www.worksafe.qld.gov.au>

WorkSafe Qld, People at Work: <https://www.peopleatwork.gov.au/>

Relevant excerpt/requirement for chosen workplace

Nation Practice Standards for the Mental Health Workforce "...empathy, understanding and expert knowledge are critical to successful outcomes".

Managing the risk of psychosocial hazards at work – code of practice 2022:

The WHS Act 2011 defines 'health' to include both physical and psychological health. This means that where the WHS Act imposes a duty in relation to 'health', PCBUs must manage risks to both physical and psychological health, so far as is reasonably practicable.

Link to workplace

It is so important to have the correct information and support in place for a company like CPB Contractors and their workers. A study from 2020 found that 83% of construction workers have experienced mental health issues at some point during their lives. CPB Contractors have been great at bringing awareness to this issue by supporting days like "Mates in Construction" & "Are you okay day?". While we also have access to a psychology phone line called Gryphon Psychology, the construction industry needs to continue to bring more awareness and resources to this area, which in turn will not only benefit individuals and communities, it will also benefit companies. The Australian Government said, "Every \$1 invested in a mentally healthy workplace has a return on investment of \$2.30".

Name and requirement of Guidance Publication

Safe work method statements: <https://www.worksafe.qld.gov.au/>

Work Health and Safety (Construction Work) Code of Practice 2015:

<https://www.legislation.gov.au/>

Relevant excerpt/requirement for chosen workplace

WorkSafe Qld: Safe work method statement (SWMS):

The primary purpose of a SWMS is to help supervisors, workers, and any other persons at the workplace to understand the requirements that have been established to carry out the high-risk construction work in a safe and healthy manner.

Section 4 – Code of Practice 2015:

Its primary purpose is to help supervisors and workers implement and monitor the control measures established at the workplace to ensure high risk construction work is carried out safely.

Link to workplace

The construction industry is considered a high-risk place to work. It has been essential to CPB Contractors to have guidance from SafeWork Qld on procedures such as safe work method statements (SWMS). By having the guidance publications from Work Safe to follow, it has helped minimise dangers and provides work activities to be managed in the correct order by identifying the resources and workers needed, identify hazards, document each job for future work and for employees to be able to review past SWMS and have access to current and revised information. This in turn will hopefully keep employees in a risk-free working environment.

**Satisfactory
Outcome**



ACTIVITY 2

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

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

For each, summarise:

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

Name and purpose of WHS Policy

Working near mobile plant.

This is to reduce and minimise risks around mobile plant and equipment and to keep workers safe.

How document can be accessed

Work safe Qld: <https://www.worksafe.qld.gov.au>

Work Health Safety Regulation 2011 (Qld): <https://www.worksafe.qld.gov.au/>;
<https://www.legislation.qld.gov.au/>

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

CPB Contractors has created *Safety Essential Training* PowerPoints that simplify the best way to limit risks when employees are working near mobile plant. They start with the hierarchy of controls: Elimination, substitution, isolation, engineering, and administrative controls; breaking down the best way for staff to analyse each situation. Through planning and removing workers inside the Plant Operating Zone (where possible), will help lower exposure with mobile plant and equipment, thus lowering the risks of incidents. At CPB Contractors you must apply for a Safety Essentials Exception if a worker is required to enter a Plant Operating Zone. This is an excellent requirement, as it helps the duty holder and other staff to brainstorm on all possible options and reduce unnecessary risks. I suggested to my boss in June 2022 that it would be beneficial to add these safety essentials into our prestart on a rotating basis to bring the information to the forefront of everyone's minds on a daily basis.

Name and purpose of WHS Procedure
Managing first aid in the workplace procedure. This procedure outlines the process' workplaces must follow to ensure compliance with the First Aid in the Workplace Code of Practice 2014. Section 3 of the Work Health and Safety Act 2011 and section 42 of the Work Health and Safety Regulation 2011 (Qld) It is the responsibility of each workplace to have appropriate first aid trained employees to respond to injuries, illness, or events. This procedure is essential to keeping all workplaces as safe as possible
How document can be accessed
Managing first aid in the workplace procedure: Managing first aid in the workplace procedure (qed.qld.gov.au) Work Health and Safety Act 2011: https://www.legislation.qld.gov.au/ Work Health Safety Regulation 2011 (Qld): https://www.worksafe.qld.gov.au/; https://www.legislation.qld.gov.au/
How it can be developed and changed to ensure compliance with WHS legislation
Education, training and communication are some of the most vital ways to continue to develop and ensure compliance with Work Health and Safety legislation. Providing staff with the knowledge and understanding at CPB Contractors has greatly helped our employees keep safe in this high risk industry. Creating first aid reviews monthly, instead of annually, and including all staff in discussions at toolbox talks has opened up ideas and recommendations for improvements. Engaging all workers and subcontractors on site to participate and take more responsibility for not only themselves but each other has not only helped CPB Contractors make sure they are meeting legislative requirements, but it is keeping our workers safe.

Name and purpose of WHS Process
Risk Management 1. Identify hazards 2. Assess risks 3. Control risks 4. Review This is a proactive process that can help you identify the risks, what control measures you can put in place and implement improvements.
How document can be accessed
Section 3: Work Health and Safety (Construction work) Code of Practice 2015: https://www.legislation.gov.au Work Health and Safety Regulation 2011: https://www.legislation.qld.gov.au/
How it can be developed and changed to ensure compliance with WHS legislation
Each week at CPB Contractors an employee is given the task of completing all the plant risk assessments. This has greatly decreased any possible risks associated with using the plant throughout the day and allows us to record if there are any defects that may cause risks for workers. It would be very useful to add more to this role by having better checklists that help identify hazards before starting work each day. Some of these could include, layout of worksite, condition and accessibility, falling objects and tool condition, structural integrity, hazardous materials, trips, falls, and staff being exposed to excessive noise, heat, cold and radiation (including ultraviolet radiation). Creating a time for the workers to identify these hazards each morning before prestart, would help the team as a whole to assess them together and put in place any controls that would be beneficial. By removing any hazardous risks and engaging our minds before the day starts gives workers a safer place to work. Regulation 37 states any control measures implemented, must be maintained for the job, suitable for the work, installed and set up correctly. By reviewing and documenting the risks each day, control measures would lead to a safer and more aware workplace within CPB Contractors. Regulation 299(2): Safe Work Method Statements (SWMS) are required for 18 high risk construction work tasks. At CPB Contractors, it is mandatory that our staff review these SWMS each month at toolbox or before commencing work.
Name and purpose of WHS System
Work health and safety management system - A workplace health and safety management system is a set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.

How document can be accessed

Work health and safety management system: <https://www.comcare.gov.au/>
Work Health Safety Regulation 2011 (Qld): <https://www.worksafe.qld.gov.au/>
Work Health and Safety (Construction work) Code of Practice 2015:
<https://www.legislation.gov.au>

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

Developing an in-depth workplace health and safety management system is something CPB Contractors, as the principal contractor for most of our projects, needs to continue to evolve and improve on. Not just from a documentation point of view but also in an ongoing, education way. Engaging workers to give more feedback and on the ground advice, to feel included around managing and improving safety. It would lead to more knowledgeable decision making and in turn, could help support and nurture corporate culture.

**Satisfactory
Outcome**



ACTIVITY 3

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

1.0 INTRODUCTION

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

2.0 WHS REGULATOR

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

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

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

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

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

4.0 COMPLIANCE

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

5.0 CONCLUSION

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

TIPS:

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

1.0 INTRODUCTION

CPB Contractors Pty Ltd is an Australasian construction company that sits within the CIMIC Group. They are focused on building and designing infrastructure across various sectors such as roads, rail, defence building, resources infrastructure and tunnelling. Our role as a key contractor, is to drive economic growth, provide long-term infrastructure to help connect communities both in rural and urban areas.

CIMIC Group Code of Conduct provides the framework of requirements and standards expected at CPB Contractors based on all applicable laws and standards where they are operating. They are guided by their four main principles:

- Integrity
- Accountability
- Innovation
- Delivery.

CPB Contractors objectives are:

- Ensure the safety and welfare of our people, their parties, communities and the general public while managing adverse impacts on the environment.
- Manage risks
- Ensure compliance with legal, regulatory, and other obligations
- Improve planning, decision making and governance
- Apply a consistent approach to risk management across all sectors

2.0 WHS REGULATOR

Worksafe QLD is the regulator for CPB Contractors in Qld. The Commonwealth, states and territories are accountable for creating their own work health and safety laws (WHS). In Qld, it is Worksafe Qld who makes recommendations to the Minister, monitors and enforces compliance with the WHS laws. Regulators can also give information and advice regarding WHS duties, collect, analyse, and publish data, support education and training, help duty holders and representatives and share information and initiatives internally. Regulators across Australia collaborate to implement national campaigns and ensure consistency regarding compliance. (WHS Act 2011 sections 152-154).

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

A worker is a person who carries out work in any capacity, such as an employee, contractor, subcontractor, apprentice or trainee, student or volunteer. (WHS Act 2011, section 7). Their duties under the Work Health and Safety (WHS) legislation are (Work Health and Safety Regulation 2011, section 28; Work Health and Safety (Construction work) Code of Practice 2015, Section 2.3 & 2.4; WHS Act 2011, Section 84):

- Take reasonable care for their own safety and health, take steps to ensure their actions or omissions do not harm the health and safety of others
- Comply, if able, with any reasonable instruction from the person conducting business
- Cooperate with any policy or procedure that is reasonable, from the person conducting business regarding health or safety that the worker/s has been told about.

A worker has the rights under WHS legislation to (Worksafe Qld; (Work Health and Safety Regulation 2011, section 83-89):

- A worker may refuse to carry out or cease work if the worker has a genuine concern that the work could expose them to serious risk or the workers' health and safety, from contact with an immediate hazard
- The right to a safe and healthy workplace, include safe machinery and structures
- Workers' compensation
- Training
- Consultation about safety in the workplace.

A worker's obligation under WHS legislation is (Worksafe Qld; Work Health and Safety (Construction work) Code of Practice 2015, Section 2.3):

- Take reasonable care of yourself and others
- Follow WHS instructions
- Follow workplace WHS policies and procedures
- Work safely
- Use personal protective equipment (PPE) as correctly trained and not mistreat anything provided for your health and safety at work.
- Report injuries and unsafe situations to a supervisor or health and safety representative
- Construction card induction training card must be available for inspection

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

A person conducting a business or undertaking (PCBU) duties, under WHS legislation are (Work Health and Safety (Construction work) Code of Practice 2015, Section 1.7; Work Health and Safety Regulation 2011, section 19 & 20 & 40 & 41 & 201-202 & 203; Worksafe Australia, Guidance):

- A PCBU is expected to reasonably consider the standard of health and safety under the WHS Act and Regulations; *So far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking*
- Provide and maintain a safe workplace
- All plant, substances and structures are supplied and stored without risks to safety and health of person, including but not limited to, operators, handlers, store persons, persons that may come into contact
- Provide and maintain safe work systems
- Provide and make accessible acceptable facilities e.g., toilets and drinking water
- Provide instruction, information, supervision, and training
- Monitor the health and conditions at the workplace for all workers

- Report incidents of note to Workplace Health and Safety Queensland Provide worker' compensation insurance
- Comply with requirements from the WHS regulations

A PCBU has the rights under WHS legislation to (Worksafe Qld):

- Hire and dismiss all workers
- Expect their staff to perform reasonably
- Minimise risk

The obligations of a PCBU are (Worksafe Qld; Work Health and Safety (Construction work) Code of Practice 2015, Section 2.1 & 4 & Work Health and Safety Regulation 2011, section 35-39 & Australian Government WHS, <https://business.gov.au/>):

- If an employee is injured at work, reporting the injury and starting a claim so rehabilitation is to be provided and the injured worker. Supporting the worker to ensure a quick and safe return to work. If they are not able to return to work, a period of 12 months is required to wait before dismissing the injured worker
- When carrying out high risk work, ensure a safe work method statement (SWMS) is prepared before work starts, carry out work according to SWMS, ensure the SWMS is provided to the principal contractor before work starts, revise SWMS when necessary, the SWMS is kept accessible for any worker to review
- Notify Workplace Health & Safety Qld immediately if any dangerous incident occurs, including but not limited to; uncontrolled spillage or leakage, implosion, explosion or fire, escaped gas, electric shock, fall from height, plant overturning or collapse, collapse of a structure and all other incidents stated in the WHS Regulation
- Ensure accommodation is provided (when necessary e.g., Project work)

4.0 COMPLIANCE

CPB Contractors has clear policies, procedures, processes, and systems which help reduce risk regarding workplace health and safety and protect their workers. (Worksafe Qld; Work Health and Safety (Construction work) Code of Practice 2015, Section 2.1 & 4; 4 & Work Health and Safety Regulation 2011, regulation 299(2) & Australian Government, business.gov). Below is a list of how policies, procedures, processes and systems are developed, maintained and changed for meet compliance:

Work health and safety (construction Work) code of practice 2015, section 3)

1. Identifying hazards

CPB Contractors communicates and consults with all appropriate workers during all steps of the risk management process. This is essential to gain knowledge and understanding from all sides to have better outcomes overall areas. CPB Contractors make sure they have factual, relevant, and understandable information to identify hazards to make accurate decisions.

2. Assessing the risks

During this step the overall process of risk identification, analysis and evaluation is assessed. CPB uses a Risk Register to identify risks, determine controls, risk treatments, and analyse any gaps and potential consequences to the tasks and workers. CPB Contractors has developed a Risk Rating Level to prioritise and determine which tasks have a higher consequence risk and require extra planning and controls.

3. Controlling the risks

Allocating a supervisor or leading hand to review the control measures is a great control method, however, it is still the responsibility of the PCBU to review and ensure the safety and health of all workers. With this in mind, CPB Contractors

have developed a Risk Rating Level, to help make correct decisions at both management and worker levels. Questions to ask yourself:

- Can I avoid the risk by deciding not to start/continue the activity or removing the source of risk?
- Can I change the likelihood of the risk occurring?
- Can I accept the consequences if the risk occurs?
- Can I share the risk with other parties, including partners, contracts, and insurance?
- Can I retain the risk through informed decision?

At CPB Contractors safe work method statement (SWMS) is part of our controlled risks. To meet the WHS compliance, a SWMS must (Work health and safety (Construction Work) code of practice 2015) – (Work Health and Safety Regulation 2011, Regulation 299(2)):

1. Identify the work that is high risk construction work
2. Specify hazards, risks to health and safety regarding these hazards
3. Specify the measures that need to be implemented to control the risks
4. Specify how the control measures are to be implemented, monitored and reviewed

All workers acknowledge their participation in either developing these SWMS or receiving the information from these SWMS by signing on to them. All versions of SWMS must be kept for 2 years (Work health and safety (Construction Work) code of practice 2015, section 4.3)

4. Reviewing control measures

Reviewing CPB Contractors policies, procedures, processes and systems needs to happen regularly, however, CPB Contractors needs to review these if we have an incident at work, changes occur in the workplace, workers advise the procedure is not correct or the rules and regulations change (Code of practice 2015 (Construction Work), section 3.4 & Work Health and Safety Regulation 2011, Regulation 38).

Monitored for compliance:

CPB Contractors conduct a monthly SHEQ Review (Safety, Health, Environment and Quality Review) for all safety officers, leading hands, and supervisors. CPB Contractors also conduct internal audits on every project to determine if we are meeting and achieving the high standards, we have set for ourselves and meeting all legislative requirements. CPB Contractors have created a registered called Legal and Other SHE (Safety, Health and Environment) Requirement register (LoRR), which is essential at keeping up to all workers updated on the latest legal obligations for Queensland and Australia. CPB Contractors have also set the standard for routine or random workplace inspections to monitor and assess both workers and the business systems and processes. (Code of practice 2015 (Construction Work), section 3.4 & Work Health and Safety Regulation 2011, Regulation 38). All workers must report all incidents, near misses and hazards to a CPB Contractors supervisor, no matter how minor the incident is.

Training needs assessed:

CPB Contractors evaluate competency needs by assessing tasks in the planning process and risk assessment reviews. CPB Contractors also require staff to attend workplace specific training such as toolbox talks and daily prestart's. PCBUs must provide relevant training, instruction, information, and supervisions for protection of all persons from risks to their health and safety which may arise from construction work (WHS Act 2011, Section

3, 19, 27 & Work health and safety (Construction Work) code of practice 2015, section 6 & Work Health and Safety Regulation 2011, Regulation 39). CPB Contractors ensure workers have successfully completed general construction induction training before commencing work (Work Health and Safety Regulation 2011, Regulation 317).

Supports training needs

(Worksafe Qld notes, WHS Act 2011, Section 19)

Under section 19 of the WHS Act 2011, section 19, CPB Contractors must provide training, information, and supervision to help keep workers safe. CPB Contractor, as a PCBU, assess their compliance needs regularly to see if they need staff to fit into an evolving role. CPB Contractors are very supportive of staff wanting to study and gain more information to help in their role or step into a new role. The more knowledgeable our staff have, the better and safer our business is able to run.

5.0 CONCLUSION

Work health and safety within CPB Contractors is essential to maintaining a safe environment for all workers over multiple sectors. It helps eliminate and minimise workers risk of injury, while still achieving the goals and progression of CPB Contractors as well as individuals.

Whilst it is the responsibility and legal obligation of the PCBU's to provide workers with a safe workplace, access to training, information, and supervision, it is the responsibility of the workers to cease work if it is unsafe, follow instruction and guidelines, and keep themselves and others safe.

Continuing to train, educate and inform our staff at CPB Contractors, will not only meet our compliance with the Australia Standards in legislation, but it will also be empowering our people and workers across all sectors to maintain compliance by reducing risks and harm to themselves and others.

**Satisfactory
Outcome**



BSBWHS412

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QUIZ INSTRUCTIONS

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 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name Caroline Jane

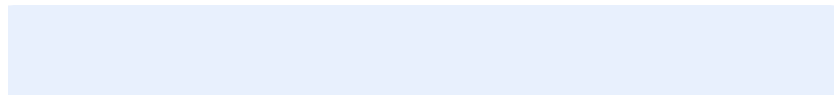
Participant signature



Date 23/01/2023

Assessor name

Assessor signature



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

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

ASSESSOR COMMENTS

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

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

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

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

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

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

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

☒	True
☐	False

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

Answer ☐

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

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

Answer ☐

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

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

Answer ☐

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

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Caroline Jane

Participant signature



Date Click here to enter a date.

Assessor name Andrew Neal

Assessor signature



Date 23/01/2023

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory

Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

In relation to the hierarchy of controls what are referred to as 'Above the Line Controls'? Eliminate, Substitute, Isolate and Engineering.

and if above the line controls can't be used to control the risks what is required before work can commence? A Safety Essentials Exception that is signed by the Business Unit General Manager.

Where within CPB could you find up to date copies of procedures?
On our CPB Management Systems (CMS)

Why is it a requirement for operators competencies to be validated by a the supervisor?

We need to make sure that everyone that says they can operate something actually can. Sometimes workers may have the correct competencies, however, they might not have used them for a long time and fraudulent certificates have come to light very recently as well, where workers have been making copies of certificates to obtain jobs they are not qualified to do.

Why is it important to monitor hazard controls that have been implemented?

To ensure that the controls implemented are still effective. It is vital that supervisors monitor the hazards and control measures that have been implemented as things constantly change. Scope of work and workers can be changing regularly and something that might have been working might need some readjusting.

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

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

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

Working at Heights Review Checklist

SECTION 1 – DETAILS

Site/Location:		Contract Package:	
Contractor:			
Date Submitted:		Submitted By:	
Date Reviewed		Work Pack Reference No:	

SECTION 2 – REVIEW STATUS

1 st Review by supervisor	Name:		Signed:		Date:	
2 nd Review: SHE Review (Reviewed to the Safety Essentials & Legislative Compliance)	Name:		Signed:		Date:	
3 rd Review: Project Manager						
CPB has no objection to work commencing						
Project Manager Name:			Signed:			Date:

SECTION 3 – REVIEW CHECKLIST

NOTE 1: To assist with the development of this checklist, ensure the Construction Area Risk Register and Work Pack Risk Assessment are used.

Please complete the below questions

			Yes		No
1	Identifies the Project and specific Site/Location	☐		☐	
2	Identifies the Exclusion & Restricted Access Zones (if any)	☐		☐	
3	Identifies the Plant Operating Zone (POZ) (if any)	☐		☐	
4	Identifies the subcontractors name and telephone contact details (Mandatory for subcontracted works)	☐		☐	
5	Uses the Hierarchy of Control (<i>i.e., Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment</i>) to determine the most appropriate control to reduce risks if, reasonably practicable.	☐		☐	
6	Work Pack Risk completed and designated are assigned	☐		☐	
7	Identifies the work conditions and or tasks	☐		☐	
8	Identifies all training and competency requirements meet	☐		☐	
9	Identifies all hazards and developed control measures	☐		☐	
10	Identifies the specific hazards and associated risks controls related	☐		☐	
11	Identifies SWMS	☐		☐	

12	Identifies how the controls measures will be reviewed and who will review SWMS	☐	Yes	☐	No
13	Identifies the worker(s) responsible for ensuring compliance and signing onto the SWMS	☐	Yes	☐	No
14	'Above the Line' controls are included in the SWMS in accordance with CPB Contractors policies and procedures	☐	Yes	☐	No
15	Record any changes or alterations made to the SWMS	☐	Yes	☐	No
16	Identifies the Emergency Response Plan	☐	Yes	☐	No
17	Principle Project Risk Register (PPRR) hazards and their controls have been cross referenced	☐	Yes	☐	No
18	Identifies that the SWMS has been developed with the involvement of workers or their health and safety representatives	☐	Yes	☐	No
19	Correct Personal Protective Equipment (PPE) worn	☐	Yes	☐	No
20	Identifies that work has been monitored and compliance met	☐	Yes	☐	No

SECTION 5 - DETAIL ACTIONS REQUIRED / GENERAL COMMENTS

Item No.	Comments

Working In and Around Mobile Plant Review Checklist

SECTION 1 – DETAILS

Site/Location:		Contract Package:	
Contractor:			
Date Submitted:		Submitted By:	
Date Reviewed		Work Pack Reference No:	

SECTION 2 – REVIEW STATUS

1 st Review by supervisor	Name:		Signed:		Date:	
2 nd Review: SHE Review (Reviewed to the Safety Essentials & Legislative Compliance)	Name:		Signed:		Date:	
3 rd Review: Project Manager						
CPB has no objection to work commencing						
Project Manager Name:		Signed:		Date:		

SECTION 3 – REVIEW CHECKLIST

NOTE 1: To assist with the development of this checklist, ensure the Construction Area Risk Register and Work Pack Risk Assessment are used.

Please complete the below questions

		☐	Yes	☐	No
1	Identifies the Project and specific Site/Location	☐	Yes	☐	No
2	Identifies the Exclusion & Restricted Access Zones (if any)	☐	Yes	☐	No
3	Identifies the Plant Operating Zone (POZ) (if any)	☐	Yes	☐	No
4	Identifies the subcontractors name and telephone contact details (Mandatory for subcontracted works)	☐	Yes	☐	No
5	Uses the Hierarchy of Control (<i>i.e., Elimination, Substitution, Isolation, Engineering, Administration and Personal Protective Equipment</i>) to determine the most appropriate control to reduce risks if, reasonably practicable.	☐	Yes	☐	No
6	Work Pack Risk completed, and designated area assigned	☐	Yes	☐	No
7	Identifies the work conditions and or tasks	☐	Yes	☐	No
8	Identifies all training and competency requirements meet	☐	Yes	☐	No
9	Identifies all hazards and developed control measures	☐	Yes	☐	No
10	Identifies the specific hazards and associated risks controls related	☐	Yes	☐	No

11	Identifies SWMS	☐	Yes	☐	No
12	Identifies how the controls measures will be reviewed and who will review SWMS	☐	Yes	☐	No
13	Identifies the worker(s) responsible for ensuring compliance and signing onto the SWMS	☐	Yes	☐	No
14	'Above the Line' controls are included in the SWMS in accordance with CPB Contractors policies and procedures	☐	Yes	☐	No
15	Record any changes or alterations made to the SWMS				
16	Principle Project Risk Register (PPRR) hazards and their controls have been cross referenced	☐	Yes	☐	No
17	Identifies that the SWMS has been developed with the involvement of workers or their health and safety representatives	☐	Yes	☐	No
18	Correct Personal Protective Equipment (PPE) worn	☐	Yes	☐	No
19	Removal of Exclusion Zones – ensure all work activity is complete or the hazard has been removed	☐	Yes	☐	No
20	Identifies that work has been monitored and compliance met	☐	Yes	☐	No

SECTION 5 - DETAIL ACTIONS REQUIRED / GENERAL COMMENTS

Item No.	Comments