

BSBWHS405

Contribute to implementing and maintaining
WHS management systems



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ASSESSMENT FOR BSBWHS405

Student name	Shannen Cassidy
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

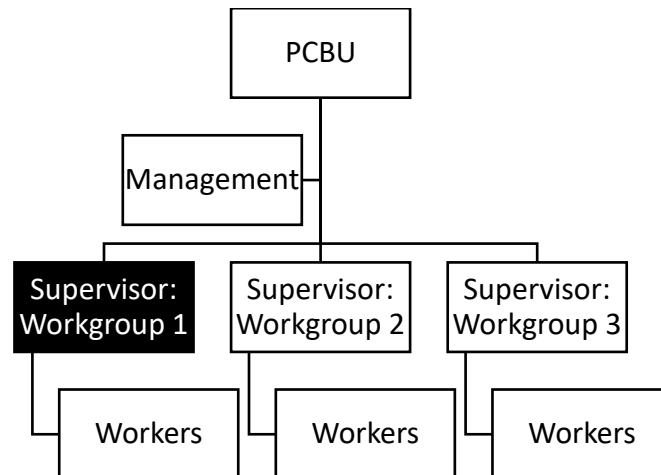
TASK INSTRUCTIONS

- 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. Documents supporting policy/WHSMS	• Workbook response (below)
2. Policy/WHSMS planning and implementation	• Workbook response (below)
3. Evaluating WHS performance	• Workbook response (below)
4. Review and improve WHSMS	• Workbook response (below)

ACTIVITIES

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace	McIlwain Civil Engineering
Workgroup	HSE

ACTIVITY 1

There are various legislative documents, standards and guidance documents to assist with the development of a WHS policy and associated WHSMS.

Summarise what the following documents address (e.g. duties) with respect to a WHSMS:

- Work Health and Safety Act 2011 (Qld)*
- Work Health and Safety Regulations 2011 (Qld)*
- Australian Standard AS/NZS 4801:2001
- Australian Standard AS/NZS 4804:2001
- Standards Australia publication HB 211-2001
- A code of practice relevant to your chosen workplace
- An example of guidance material from the regulator (e.g. WHSMS tools)

	Summary of contents
a) <i>Work Health and Safety Act 2011 (Qld)</i>	Summarised from Sections 19 Primary Duty of Care), 28 (Duties of Workers), 29 (Duties of other persons at the workplace) & 47 (Duty to consult workers) of the WHS Act 2011 Qld and compared to McIlwain's Safety Management Plan. The PCBU, workers and persons at a workplace all have a duty of care and must ensure, so far as reasonably practicable, the health and safety of themselves and those around them (the PCBU also have a duty of care for the workers when they are at work). Consultation, cooperation and compliance is also addressed in relation to the duties of workers and PCBU's.

b) Work Health and Safety Regulations 2011 (Qld)	Section 558 (Section 3) WHS Regulations 2011 Qld (1) The operator of a determined major hazard facility must establish a safety management system for the operation of the major hazard facility, under this section. (3) The safety management system must— (a) provide a comprehensive and integrated system for the management of all aspects of risk control in relation to the occurrence and potential occurrence of major incidents at the major hazard facility; and (b) be designed to be used by the operator as the primary means of ensuring the safe operation of the major hazard facility. The McIlwain Safety Management Plan outlines the requirements listed above and is accessible to all via the Site Office (hard copy) or the RNAJV Intranet / Internal Database.
c) AS/NZS 4801:2001	Standard provides the framework for establishing safe systems of work to ensure all people are safe at all times in and around the workplace, with better management of health and safety risks, now and into the future.
d) AS/NZS 4804:2001	AS/NZS 4801 is the Australian and New Zealand standard for safety management. Updated in 2001 – referred to as AS/NZS 4801:2001 – this standard is the benchmark in assessing Occupational Health and Safety across management systems.
e) HB 211-2001	This Handbook is intended for readers who have some sort of occupational health and safety management system in place already but who wish to develop and improve it so they can claim conformance with AS 4801-2000, OH&SMS - specifications and guidelines – reference out internal
f) Code of practice	Codes of Practice Qld 2011 – Managing Risks of Plant in the Workplace PCBU's have the primary duty to ensure, so far as reasonably practicable, that workers and other persons are not exposed to health

	and safety risks arising from the work undertaken – including: - The provision and maintenance of safe plant (McIlwain ensure that plant documents, initial / daily inspections and audits are completed) - The safe use, handling, storage and transport of plant (McIlwain ensure that there are competent operators that have been VOC'd and provide adequate supervision) Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. McIlwain have policies and procedures in place for the safe use of plant and equipment on site which is accessible to all via the RNAJV Intranet / Internal Database.
g) Guidance material	Worksafe Qld – Guides and Fact Sheets (Working in and around Mobile Plant) this video explains how to manage the interaction between powered mobile plant and pedestrians to keep the site safe. McIlwain have policies and procedures in place for the safe use of plant and equipment on site which is accessible to all via the RNAJV Intranet / Internal Database.

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

ACTIVITY 2

Explain your involvement, as a workgroup supervisor, with incorporating the following policy areas into your organisation's WHSMS:

- Injury management
- Return-to-work

In particular, explain how you would:

- a) Contribute to the planning, development and promotion of these documents.
- b) Seek the contribution and support of others in the planning, development and promotion of these documents.
- c) Apply these documents to your own and others' work areas and job roles.
- d) Communicate to others about the importance and application of these documents.

Injury management policy**Contributing to planning, development and promotion**

Meetings are held with all relevant personnel – where ideas are shared, actions put in place and research is conducted to ensure that the development of this plan meets all requirements. A draft is then created and once reviewed and amended where required, a final Injury Management Plan / Policy is developed and put in place.

This is then promoted by making it accessible via the Intranet, hard copies in the office, having toolbox talks on the topic and having it placed in the agenda at meetings.

Seek contribution and support in planning, development and promotion

Contribution in planning, developing and promoting an Injury Management Plan is vital for its success. Approach management, supervisors and workers asking for their opinion and revision before and after a draft has been created – this ensures that someone from each work group has had a chance to voice their view and it can be developed and implemented knowing that everyone has been recognised and involved in the process. When the final revision has been created, review one more time before promoting this further.

Apply policy/WHSMS

This policy and WHSMS needs to be known and understood by all in the workforce so that when an injury occurs, the process is clear for all involved and can be applied in the correct manner by following all processes in accordance with the Injury Management Plan – found in the RNAJV Intranet, also available in the crib rooms for worker awareness.

Communicate policy/WHSMS

This is communicated through internal meetings, toolbox talks, memo's, official staff emails and notices (in the crib room for worker awareness).

Return-to-work policy	
Contributing to planning, development and promotion	
Meetings are held with all relevant personnel – where ideas are shared, actions put in place and research is conducted to ensure that the development of this plan meets all requirements. A draft is then created and once reviewed and amended where required, a final Return to Work Policy is developed and put in place. This is then promoted by making it accessible via the Intranet, hard copies in the office, having toolbox talks on the topic and having it placed in the agenda at meetings.	
Seek contribution and support in planning, development and promotion	
Contribution in planning, developing and promoting an Injury Management Plan is vital for it's success. Approach management, supervisors and workers asking for their opinion and revision before and after a draft has been created – this ensures that someone from each work group has had a chance to voice their view and it can be developed and implemented knowing that everyone has been recognised and involved in the process. When the final revision has been created, review one more time before promoting this further.	
Apply policy/WHSMS	
This policy and WHSMS needs to be known and understood by all in the workforce so that when an incident occurs where this is required, the process is clear for all involved and can be applied in the correct manner by following all processes in accordance with the Return-to-Work Policy – found in the RNAJV Intranet, also available in the crib rooms for worker awareness.	
Communicate policy/WHSMS	
This is communicated through internal meetings, toolbox talks, memo's, official staff emails and notices (in the crib room for worker awareness).	

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

ACTIVITY 3

You are required, as a workgroup supervisor, to contribute to evaluating WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- a) Contribute to evaluation of these areas.
- b) Communicate and explain evaluation of WHS performance to others.
- c) Facilitate others' contributions to evaluate WHS performance. Be sure to consider timely collation of feedback.
- d) For each area, provide one (1) example of a limitation that might exist in the WHSMS (or a possible negative effect of the WHSMS on WHS) that could be identified through the evaluation.

Compliance with WHS legislation**Contribute to evaluation**

Contribution to the evaluation is found through the development and maintenance of the McIlwain / RNAJV Safety Management Plan.

The Safety Management Plan must be compliant with the WHS Legislation and therefore is reviewed regularly or when a notifiable change has occurred to ensure compliance is maintained.

Communicate and explain evaluation

In order to effectively communicate and explain evaluation of WHS performance to others, I would hold official meetings, toolbox talks, monthly HSE meeting (all of site) and also send emails to ensure I have covered all bases and that everyone has been notified.

Facilitate others' contributions

After explaining the evaluation, ask if there are any concerns or questions to be raised and explain that all opinions are valued and taken on board. This may be via email, mentioned at a toolbox talk / meeting or general face to face encounter.

Example of a limitation or negative effect

Split shifts may have a negative effect, meaning that not everyone can make it in – this is a good example when the Monthly HSE Meeting is held, this is supposed to be an all of site meeting to address these type of topics, although if there is night shift on, alternative options need to be made for another meeting.

Incident investigation	
Contribute to evaluation	
Contribution to the evaluation is found through the development and maintenance of the McIlwain / RNAJV Safety Management Plan and Incident Management Procedure. The Incident Investigation Procedure and SMP is reviewed regularly or when a notifiable change has occurred to ensure compliance is maintained.	
Communicate and explain evaluation	
In order to effectively communicate and explain Incident Investigations to others, I would hold official meetings, toolbox talks, monthly HSE meeting (all of site) and also send emails to ensure I have covered all bases and that everyone has been notified.	
Facilitate others' contributions	
After explaining the Incident Investigation, ask if there are any concerns or questions to be raised and explain that all opinions are valued and taken on board. This may be via email, mentioned at a toolbox talk / meeting or general face to face encounter.	
Example of a limitation or negative effect	
Split shifts may have a negative effect, meaning that not everyone can make it in – this is a good example when the Monthly HSE Meeting is held, this is supposed to be an all of site meeting to address these type of topics, although if there is night shift on, alternative options need to be made for another meeting.	

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

ACTIVITY 4

You are required, as a workgroup supervisor, to contribute to reviewing and improvement of WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- Contribute to review and improvement of these areas.
- Communicate and explain to others the review and improvement of the WHSMS.
- Facilitate others' contributions to review and improve the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation**Contribute to review and improvement**

Ensure that the revision dates are managed, and the Safety management Plan is reviewed adequately, taking any changes in legislation into account.

Communicate and explain review and improvement to others

Once the review has been conducted by all relevant personnel, the changes can be tool boxed and addressed at weekly meetings, electronic copies are available through the intranet and email, as well as ensuring an updated hard copy is available in the office and crib room.

Facilitate others' contributions

When communicating to others, ensure to ask if there are any questions, concerns or opinions which can be taken on board to improve compliance with the Safety management Plan.

Incident investigation**Contribute to review and improvement**

Ensure that the revision dates are managed, and the Incident Management Plan and Safety management Plan are reviewed adequately.

Communicate and explain review and improvement to others

Once the review has been conducted by all relevant personnel, the changes can be tool boxed and addressed at weekly meetings, electronic copies are available through the intranet and email, as well as ensuring an updated hard copy is available in the office and crib room.

Facilitate others' contributions

When communicating to others, ensure to ask if there are any questions, concerns or opinions which can be taken on board to improve the Incident Management Plan.

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following are elements of WHS policy that belong within a WHSMS? Select all that apply. ☒ Commitment to comply with relevant WHS legislation ☒ Effective rehabilitation management of work injuries and disease ☒ Documenting, implementing, maintaining and communicating the WHS policy to all workers ☒ Return to work of injured workers	☐
2. Development, promotion and communication of WHS policy are the responsibility of PCBU's only. ☒ True ☐ False	☐
3. It is best practice to communicate with others in the planning, implementation, evaluation and review of WHSMS ☒ True ☐ False	☐
4. Which of the following are types of evaluation processes for monitoring WHS performance? Select all that apply. ☒ Worker health surveillance ☒ Writing policies and procedures ☒ Monitoring effectiveness of risk controls ☒ Auditing	☐
5. The WHS regulator provides which of the following to assist with policy and WHSMS development? Select all that apply. ☒ Fact sheets on the role of return-to-work practices ☒ Fact sheets on what happens when a worker is injured ☒ Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice ☒ Return to work checklists	☐

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 WHS policy/Work Health and Safety Management System (WHSMS) to evaluate and review.	☐
B. Evaluate the WHS policy/WHSMS reflects legislative requirements for return-to-work and injury management procedures (e.g. duty holder requirements), flagging areas that require modification.	☐
C. Explain the outcomes of the evaluation to others and seek their contribution and support when writing updates to WHS policy/WHSMS.	☐
D. Present and promote (verbally and electronically) the updated WHS policy/WHSMS components to another worker, explaining how the new WHS policy/WHSMS is to be implemented by workers.	☐
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
Trainer/Assessor comments	