

BSBWHS410

Contribute to work-related health and safety measures and initiatives



Copyright © 2020 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 BSBWHS410

Student name	Merlinda Huston
Date of assessment submission	11/07/2020

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 and non-statutory measures	• Workbook response (below)
2. Consultation	• Workbook response (below)
3. Establishing measures	• Workbook response (below)
4. Ensuring compliance	• Workbook response (below)
5. Reviewing and evaluating measures	• Workbook response (below)

ACTIVITIES

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

Name of workplace	Inner City South State School – Broad Construction
--------------------------	--

ACTIVITY 1

- a) Identify and describe one (1) chemical hazard and one (1) physical hazard that workers may be exposed to.
- b) Research, name and describe one (1) health monitoring measure/initiative for workers exposed to the dangerous chemical identified in (a).
 - The health monitoring measure/initiative must involve biological monitoring
 - The health monitoring measure/initiative must meet requirements for health monitoring under the *Work Health and Safety Regulation 2011* (Qld)
 - Summarise its benefits and how it addresses the chemical hazard effectively
- c) Research, name and describe one (1) non-statutory health promotion program
 - Summarise its benefits and how it addresses worker health and safety effectively
- d) Identify the differences between these measure/initiative and program.
- e) Identify who would be interested in receiving this information
 - How would you communicate such findings to them and in what timeframe?

Identify and describe chemical hazard

Hazard; Specific target organ toxicity – Respiratory irritation through inhalation.

Description: Inhalation of chemical fumes, vapours, gases, etc through either the nose or mouth is extremely hazardous as it causes respiratory issues due to damage to lungs.

Source(s) of information:

L&D Hazardous substance register, MSDS and associated Risk Assessment for chemicals used.

Identify and describe physical hazard

Hazard; Physical sprains and strains from incorrect Lifting, pulling, pushing, or twisting.

Description: All personnel that conduct any sort of manual activity that uses any of the movements mentioned above can experience injury from incorrect motions, procedures, and techniques to achieve the works.

Source(s) of information:

Manual Handling & Hot works SWMS, Project Induction

Identify and describe health monitoring measure/initiative for chemical hazard

Health monitoring will show if a workplace hazardous chemical has harmed or may harm you. It is there to help keep you safe.

:

- work health and safety instructions illustrated in the Risk Assessment for each chemical.
- follow any policy or procedure including health monitoring outlined in the MSDS's.
- wear personal protective equipment outlined in the project SWMS, and MSDS's for the Chemical hazard.

Source(s) of information:

<https://www.safeworkaustralia.gov.au/book/health-monitoring-when-you-work-hazardous-chemicals-guide>

Identify and describe non-statutory health promotion program	
Health promotion is the process of enabling people to increase control over, and to improve their health. Health promotion represents a comprehensive social and political process as it not only embraces actions directed at strengthening the skills and capabilities of individuals, but also action directed towards changing social, environmental and economic conditions so as to alleviate their impact on public and individual health. Workplace health and wellbeing programs involve the use of health promotion principles to develop a set of planned strategies to address identified health and wellbeing needs within an organisation. Programs consists of a range of individual employee (e.g. smoking cessation programs) and organisation (e.g. environmental, policies and cultural) based strategies to address issues such as physical activity, nutrition, alcohol consumption, smoking and mental health. Source(s) of information: http://www.dpac.tas.gov.au/__data/assets/pdf_file/0006/123855/Ministerial_Direction_23_Guidelines.pdf	
Differences between measure/initiative and program	
Measures are important to ensure that WHS controls are in place to control the hazards. Measures generally manage the initiates using management support e.g. policies, procedures. Initiatives are health and safety programs that have been modified for use in the workplace. Programs are tailored to management commitments and consistent resource support.	
Communication of findings	
Incident registers, Sick leave Registers, First- aid records, employee files. And onsite pre-starts.	

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

ACTIVITY 2

For each of the following matters, identify two (2) individuals and/or parties who you would consult with and outline why you would consult with them:

- To assist with identifying and evaluating factors impacting on work-related health and safety
- To assist with determining appropriate measures and initiatives to address factors impacting on work-related health and safety
- To assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs.

	Identify two (2) individuals and parties	Why you would consult with them
a)	Individual/Party 1: Adam Barnes	Adam Barnes is a Skilled operator that can operate several machines. Adam has experience working in the construction industry for several years. I consult with him on a regular basis to enforce the WHS's requirements for plant operation.
	Individual/Party 2: Brenton Graham	Brenton Graham has worked as a drainer for several companies prior to L&D, he has done work with the council and other Civil companies and has a sound knowledge of the labour element and respected hazards associated with the work. Therefore, he is consulted with to produce a risk assessment matrix of hazards associated with Stormwater and Roadworks.
b)	Individual/Party 1: Keith Hilton	Keith Hilton is a Senior Supervisor that has worked with L&D for several years. I consult with him to develop appropriate measures to implement to reduce hazards associated with health and safety.
	Individual/Party 2: Kelvin Roud	Kelvin Roud is the project manager for the inner-city south project, and I consult with him to develop measures and initiatives to address works related health and safety measures with reference to the commercial matters.
c)	Individual/Party 1: Srinny Dolamune	Srinny has completed his WHS Diploma and is allocated the HSE for the company. He is up to date with the regulations and legislations for Australia, as well as new obligations.
	Individual/Party 2: Keith Parsons	Keith Parsons is the Director for L&D and implements health and safety measures above the legislations or regulations as required. He has the capability of implementing cost related measures above and beyond requirements as he deems necessary

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

ACTIVITY 3

To assist with the planning and development of the health monitoring measure/initiative measure you identified in Activity 1(b) undertake the following tasks (refer to organisational policies, procedures, processes and systems as required):

- a) Identify resourcing requirements
 - Outline the involved cost and how it should be implemented in the workplace
 - How would you be involved in organising the resources?
- b) Identify timelines for implementation
 - How might you assist with timetabling?
- c) Identify parties who would be involved and their responsibilities
 - How would you liaise with and coordinate parties?
- d) In what ways would you provide communication about the measure?
 - Who would you need to seek permission from according to workplace policies, procedures and processes (or under the Work Health Management System)?
 - In what timeframes would you communicate this information?

	Response
a)	Resources include ensuring the correct PPE is provided as required to the personnel on site. Another resource would be including producing and enforcing policies such as heat stress, mental management, harassment policies to the workplace. Furthermore, procedures can be implemented to ensure the correct course of action is used to minimise any issues/hazards. My involvement in these would be to ensure that personnel have correct PPE by conducting numerous checks, as well as use my theoretical knowledge of the industry to produce policies /procedures
b)	Preferably any health monitoring measure or initiatives are implemented prior to the commencement of a project, this will ensure that the measures are being monitored and enforced from day dot. If they are ongoing measure/ initiatives, they will be employed through the project as they are required.
c)	The Company management personnel are involved in the production of health monitoring measures/initiatives. however, it is primarily the responsibility of the personnel on site to manage, and ensure they are being enforced. Therefore, the project manager, site supervisor, foreman, engineers, HSR's and any other personnel on-site.
d)	Depending on the health monitoring measure, however generally speaking the management staff, and health and safety officer would be the primary contact to seek permission from. The timeframes also depend on the measure and severity of the outcome.

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

ACTIVITY 4

For the following points, identify and outline the obligations according to legislation and explain how they will be addressed for the health monitoring measure described in Activity 3:

- a) Required consultation and participation with individuals and parties about all aspects of the health monitoring measure
- b) Health monitoring reporting
- c) Maintaining confidentiality of health monitoring results

Required consultation**Legislation name and relevant section**

Work health and safety act 2011

Obligations

By consulting, so far as is reasonably practicable, on work health and safety matters with any health and safety representative for a work group of workers carrying out work for the business or undertaking; and

By allowing any health and safety representative for the work group to have access to information that the person has relating to.

How legislative obligations will be addressed

Consultation under this division is required in relation to the following health and safety matters-

- (a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business.
- (b) when making decisions about ways to eliminate or minimise those risks.
- (c) when making decisions about the adequacy of facilities for the welfare of workers.
- (d) when proposing changes that may affect the health or safety of workers.
- (e) when making decisions about the procedures for;
 - consulting with workers; or
 - resolving work health or safety issues at the workplace; or
 - monitoring the health of workers; or
 - monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking; or
- (v) providing information and training for workers; or
- (f) when carrying out any other activity prescribed under a regulation for this section.

Health monitoring reporting**Legislation name and relevant section**

Work Health and Safety Act 2011

Obligations

Where the measures or initiatives are failing or needs to be amended to meet current legislations and regulations an improvement notice must be issued.

How legislative obligations will be addressed

An improvement notice may include directions concerning the measures to be taken to remedy the contravention or prevent the likely contravention, or the matters or activities causing the contravention or likely contravention, to which the notice relates.

--

Confidentiality of health monitoring results
Legislation name and relevant section
Work Health and Safety Act 2011, Part 14 > Division 1> Section 271 Confidentiality of information.
Obligations
The person must not do any of the following— - disclose to anyone else the information; or the contents of or information contained in the document. - give access to the document to anyone else.
How legislative obligations will be addressed
A person must not intentionally disclose to another person the name of an individual who has made a complaint in relation to that other person unless the disclosure is made with the consent of the complainant. Unless the disclosure is required under a law.

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

ACTIVITY 5

Explain how you would engage in review and evaluation of the health monitoring measure/initiative described in Activity 3:

- a) Identify methods you would use to review and evaluate the measure
 - How would you be involved in the review process?
- b) Explain how you might assist with preparing reports (and communicating) about the outcomes of your review
 - What would be the purpose of the report?
 - Who would be included in the target audience?
 - How would digital systems and tools assist with completing record-keeping tasks?

	Response
a)	Evaluating the measure would ensure monitoring the work environment for new hazards all the time. My role would include developing and keeping records of work compensations, sick leave, hazard reports, or any other record to illustrate how the measures or initiatives are going.
b)	Upon completion of a WHS review the WHS practitioner is required to write a report. The purpose of the report is to outline the methods and supporting results. The target audience being; People who work with the hazard, people who are responsible for implementing risk controls, Managers who are responsible for funds approval.

Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following factors may impact on work-related health and safety? Select all that apply. ☐ Non-work related health and safety problems ☐ Legislative requirements and obligations ☒ Lifestyle factors ☐ Psychosocial factors (e.g. stress, bullying, fatigue)	☐
2. Development and planning of work-related health and safety measures and initiatives may require you to consult with which of the following parties? Select all that apply. ☒ Health and wellbeing specialists ☐ Government bodies ☒ Human Resources Department within your workplace ☐ Unions	☐
3. When reviewing and evaluating a work-related health and safety measure, which of the following might you refer to? Select all that apply. ☒ WHS legislation ☒ Exposure standards ☒ Privacy legislation ☒ Common law rights and duties	☐
4. When implementing a work-related health and safety measure/initiative, a workplace must elect to implement a measure to address specific legislative requirements <i>or</i> a non-statutory health promotion program. They cannot implement both. ☒ True ☒ False	☐
5. Non-statutory health promotion programs may make reference to privacy legislation, but are not obliged to follow such legislative requirements. ☐ True ☒ False	☐

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 (using the handouts provided) or real.

TASKS		VERIFIED
A.	Consult with others about a WHS measure/initiative designed to meet legislative requirements and a non-statutory health promotion program: - Differentiate between the legislative measure/initiative and non-statutory program - Identify the WHS issues that the legislative measure/initiative and non-statutory health program address - Determine effectiveness of measure/initiative/program, considering costs and benefits	☐
B.	Consult with others about how to modify and implement the legislative measure/initiative and non-statutory program to meet the requirements of the workplace. Identify processes for: - Coordinating resource requirements - Timetabling and timelines - Consulting and communicating with others - Encouraging participation of workplace members	☐
C.	In group interactions, play an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion.	☐
D.	Review/evaluate measures/initiatives to ensure they are compliant with legislation (WHS and other), and workplace policies and processes. Highlight required changes and how they can be implemented	☐
E.	Present findings in electronic report for various parties in the workplace (e.g. workers, health and safety committees, health and safety representatives, managers, supervisors and PCBUs or their officers), using correct vocabulary and grammar.	☐
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	