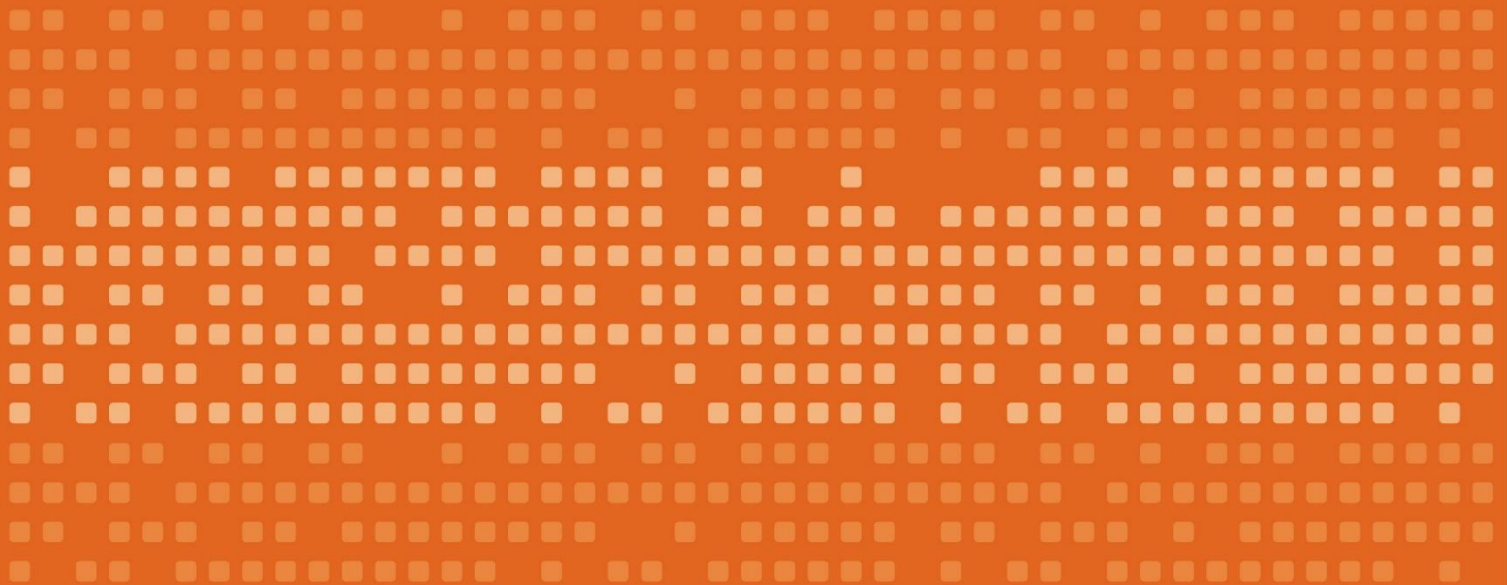


Work Health Safety Officer Core Assessment Activities

Marking Guide



For Trainer / Assessor Use Only

Notes regarding the marking guide:

-
- The following marking guide is provided for assessors information only, this information is not intended for the candidate.
 - This guide is provided to assist in making assessment decisions and to increase consistency amongst assessors.
 - The answers provided within the marking guide are a guide and assessors should consider each individual candidate answer.
 - Competence in this unit requires the candidate successfully completes all activities. Candidates are entitled to two (2) re assessments for any question, activity or the entire assessment. It is the assessor's responsibility to work with the candidate and assist them with any additional training that maybe required following an assessment, to ensure that they are prepared for reassessment.
 - Competency based assessment does not use a marking scale rather the candidate is deemed competent or not yet competent. Candidates deemed not yet competent are given additional opportunities to demonstrate competency.
 - Satisfactory demonstration of all activities is required before competency is achieved for the unit.
-

GROUP ACTIVITY

Assessment Activity 1 (A) – Advise on Workplace Health and Safety Legislation

Instructions to the Assessor

The following questions are to be answered by each candidate (a separate sheet of paper may be used if insufficient room). Candidates may collaborate in group discussion to find answers. The length of the answer for each question is indicated. All answers need to cover the key points. In the event that the candidate does not cover all of the key points you need to seek further information from the candidate.

Q1 How may a prohibition notice be issued by an Inspector? State the reference to support your answer.

A1 Direction may be given orally but **must** be confirmed by written notice.

Ref: *Act s195 (3) Prohibition Notices*

Q2 When can an Inspector appointed under the Work Health and Safety Act enter a workplace (without passing through domestic premises)

A2 At any time;

Ref: *Act s163 (1) Powers of Entry*

Q3 The maximum penalty for failing to discharge a Duty as a PCBU is:

A3 30000 penalty units;

Ref: *Act s31 (c)* – Note that a Body Corporate is a PCBU if they employ people.

Q4 How do you ensure your Health and Safety material (such as Legislation, Codes of Practice etc.) are current? List two (2) methods:

- A4
1. Regulator's Website – e.g. www.worksafe.qld.gov.au
 2. Regulator publications – e.g. Safety Zone
 3. Professional Industry Group – Safety Institute of Australia (SIA) etc.
 4. State legislation website – e.g. <http://www.legislation.qld.gov.au/OQPChome.htm>
 5. Contact a WHSQ Info line

- Q5 At a School, a tuckshop is being run by a contract convenor / catering company, in fully fitted premises owned by the School.
Volunteer parents, who are members of the school's P&C Committee assist in the running of the tuckshop.

State the sections of the Act which detail the **duties** of each party and **list at least 2 things** each party would have to do as part of these WHS duties in relation to the tuckshop operation.

- Q5a a. The School
Reference: Act s19 s20 s21

A5a Provide safe plant and equipment, maintain emergency equipment etc...

- Q5b b. The Convenor
Reference: Act s19 s20

A5b Train workers, ensure safe access...

- Q5c c. The Parents
Reference: Act s28

A5c Use PPE and follow instructions.

- Q6 A person with a Duty to ensure health and safety under the Act must manage risk as far as reasonably practicable. Which section of the Act states what "Reasonably Practicable" is?

A6 Section 18

Assessment Activity 1 (B) – Consultative Arrangements

Q1 An Inspector arrives at your workplace, responding to an anonymous complaint. You are the WHSO and the first point of contact for the Inspector.

Q1a a. Which relevant parties should be notified of the presence of an Inspector?

A1a The HSR and Management.

Q1b b. What section of the act requires you to assist the Inspector?

A1b Act S165 (1) (f)

Q1c

A1c

Q2 If workers do not have a Health and Safety Representative and they are parties to an issue, do they have a right to ask the regulator to appoint an inspector to decide a matter or **Resolve an Issue**? Yes / No

A2

Yes. Act s82 (2) (section 80 defines 'workers' to an issue if no HSR)

Q3 How would you determine that the relevant parties (in particular, management) are aware of the entitlements and obligations at a workplace, for Health and Safety Representatives (HSRs)? What may you look for, who would you question and what questions would you ask?

A3 Sample answers could include:

1. Regs s74 (1) - Is the list of Health and Safety Reps available?
2. Ask Management who is on the Safety Committee?
3. Does Management assist with the election of representatives?
4. Does Management include this in the induction process?
5. Ask Employer / Workers – “who is your Safety Representative?”
6. Seek advice from WHSQ infoline.

Q4 A workplace employs 20 staff. It is a high-risk industry type workplace. Safety is not an integral part of the operation and is poorly managed. You are the Work Health and Safety Officer for the site. How can you convince your employer that you require the support of a Health and Safety Committee? Describe your strategy, the benefits and references to the Act where relevant.

A4

1. s31, 32, 33 Penalties;
2. s19 - 26 Duties;
3. s27 Officers; (Due Diligence)
4. Part 5 Consultation – basic concept of Act; including Safety Reps and Safety Committee.

Q5 After a Health and Safety Representative (HSR) has identified a non-conformance with a legislative requirement what two conditions **must** be met before they can issue a Provisional Improvement Notice?

Ref: Regs 90 (3)

A5

1. After they have consulted with the other person in the matter.
2. And provided they are qualified by completing the prescribed/approved training course.)

Assessment Activity 1 (C) – Training

Q1 You have just taken over the management of a Hotel. The Restaurant Supervisor manages 10 staff. The Supervisor has been employed for only one month and has no record of training. In your groups, discuss what training programs this supervisor “MUST” attend. .

A1	(Communication) Hazardous Chemicals Fire & Emergency Food safety	Induction Reporting & Supervisor Equipment Operation First Aid
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Q2 You are the WHSO and during a training session, you identify a co-worker has literacy challenges and cannot complete the written assessment. How would you redevelop and deliver your course assessment to ensure the successful completion of the course by the co-worker?

A2	1. Practical demonstration; 2. Worked examples; 3. Oral assessment; 4. Mentoring / buddy system; 5. On the job access and instruction.
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GROUP ACTIVITY

Assessment Activity 6 – First Aid in the Workplace

Q1 According to the *First Aid in the Workplace code of practice*, a First Aid Room is suggested to be included in the **First Aid Facilities** if a risk assessment determines that first aid would be difficult to administer without it. List some of the features of a first aid room recommended by the COP?

A1

- be located within easy access to a sink with hot and cold water
- offer privacy via screening or a door
- wide enough to permit transport of injured or ill persons supported by a stretcher, wheelchair
- be well lit and ventilated
- have an appropriate floor area (national construction code)
- have an entrance that is clearly marked with first aid signage

Ref: COP First Aid 3.4

Q2 Who has a duty to provide and maintain the First Aid facilities?

A2 PCBU

Reference; WHS Regulation s42

Q3 List three (3) procedures that the *First aid in the workplace code of practice* states could be established as part of the '**standard precautions for infection control**' when delivering First Aid?

A3

Consider all bodily fluids as potentially infectious and use:

- Hand hygiene
- PPE (disposable preferred)
- Cleaning and Disinfection of surfaces and equipment
- Dispose of waste
- Spills and disposal of waste
- Sharps.

Q4 How often should First Aid and CPR qualifications be renewed?

A4 CPR should be undertaken annually and First aid qualifications should be renewed every 3 years.

Written Assessment 1 – Provide Advice on Workplace Health and Safety Legislation

Instructions to the Assessor

The following questions are to be answered by each candidate (a separate sheet of paper may be used if insufficient room). Work should be their own. The length of the answer for each question is indicated and the time allowed is a guide – a reasonable extension of this is allowable. All answers need to cover the key points. In the event that the candidate does not cover all of the key points you need to seek further information from the candidate.

Perusal Time: 10 minutes (reading only, no writing – alternatively, the trainer may read and explain the meaning of the questions)

Examination Time: 50 minutes

Instructions

1. This is an open book assessment. All training materials are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. All questions must be answered in ink.
4. Multiple-choice questions require the most appropriate answer to be circled.
5. Mistakes may be crossed out and replaced by another answer.
6. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act s124 or Reg. s133 (1)(a)(ii) or COP. Noise s4.5
7. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Total number of questions: 23

Question 1

Q1 Does a non-worker at a workplace have any duties imposed by the WHS Act?
If so what section relates to this provision?

A1 Yes.
WHS Act s29

Question 2

Q2 What are two of the primary duties of care that persons conducting a business or undertaking must ensure, so far as is reasonably practicable?

the provision and maintenance of:

- A2
- a) a work environment without risks to health and safety
 - b) safe plant and structures
 - c) safe systems of work
 - d) the safe use, handling and storage of plant, structures and substances
 - e) adequate facilities
 - f) monitoring health of workers

WHS Act s19 (3) (a) – (g)

Question 3

Q3 What is the meaning of *reasonably practicable*?

A3 WHS Act s18
Means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.

Question 4

Q4 Which specific section of the current Work Health and Safety Act requires a worker to comply, so far as the worker is reasonably able, with any reasonable instruction?

A4 WHS Act s28 (c)

Question 5

Q5 What is the maximum penalty (in penalty units) for not complying with an **Enforceable Undertaking** and what is the reference?

A5 The maximum penalty – 500 penalty units.
Reference WHS Act s219

Question 6

Q6 Is a health and safety representative (HSR) for a workgroup personally liable for anything done or omitted to be done in good faith? And what section relates to this provision?

A6 No.
Reference: WHS Act s66

Question 7

Q7 What is the term of office for a HSR for a work group?

A7 3 years.
Section WHS Act s64 (1)

Question 8

Q8 Which one of the following workplaces does the current Work Health and Safety Act NOT apply?

A8 **Coal Mines ✓**
State Government Departments
Airports]
Hospitals
Schools

Question 9

Q9 Is a HSR entitled to accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works? What section relates to this provision?

Yes. WHS Act s68 (2) (b)
A9

Question 10

Q10 Are you entitled to refuse or delay the entry of a **WHS Entry Permit Holder** without a reasonable excuse?

A10 No.
WHS Act s144 (1)

Question 11

Q11 State two duties a PCBU has under the WHS Act in relation to a **Health and Safety Representative**?

A11

- Consult on work groups
- Give access to information on hazards and health and safety of workers
- Allow presence at interviews
- Provide training if requested
- Etc.

WHS Act s70, s72

Question 12

Q12 What is the maximum penalty (in penalty units) for contravening a **provisional improvement notice**?

A12

Maximum penalty – 500 penalty units.

WHS Act 99

Question 13

Q13 A **PCBU has a duty to train HSRs** - how long after appointment must the HSR complete the initial 5 day training?

A13 6 months

WHS Regs s21 (2)

Question 14

Q14 Apart from a HSR who else may request that a **safety committee** be formed?

A14 5 or more workers.

WHS Act s75 (1) (a) (ii)

Question 15

Q15 Under what circumstances may an Inspector **seize dangerous workplaces and things** at a workplace?

A15 If the inspector believes it is defective or hazardous to a degree likely to cause serious injury or illness or a dangerous incident to occur

WHS Act s176 (1)

Question 16

Q16 An Inspector arrives at your workplace to inspect plant involved in an incident. The PCBU however fails to give reasonable help to the inspector by saying that the plant is now at the employer's other workplace and they are too busy to unlock the other workplace for at least a week. Is it likely that the PCBU has committed an offence?

If so, what is the maximum penalty?

A16 Yes.
100 penalty units.
General Powers on Entry – WHS Act s165 (2).

Question 17

Q17 After receiving a coercive warning,, a person is asked a question by an Inspector during investigation of an incident. The person believes that answering the question will incriminate him / her. Must the person answer the question

A17 Yes.
Abrogation of privilege against self-incrimination - WHS s172

Question 18

Q18 List three topics that a WHSO might identify where training should be provided to workers?

A18 Pick three from the Regulations/Student Notes, trainers interpretation.

Question 19

Q19 What are the current versions of the Work Health & Safety Legislation (Act and Regulation)?

For Qld:

A19 - WHS Act 2011 (current reprint number). WHS Regulation 2011 (current reprint number).

Question 20

Q20 Name two ways you can ensure your WHS Act and Regulations are kept current?

A20 Links from Regulator's Website
State Legislation Website
Subscription service

Question 21

Q21 The WHS Act provides information on the circumstances when an inspector may issue an **improvement notice** as part of the enforcement measures. Name one circumstance and state the reference?

A21 If an inspector reasonably believes a person is in contravention of, likely to be, or continue/repeat contravention of a provision of the Act
Reference: WHS Act 191

Question 22

Q22 Notices issued by an inspector must be in writing– True or False? State the reference.

A22 **True** ✓

Reference: WHS Act 203

Question 23

Q23 How long does the **Internal reviewer** have to make a decision on an application?

A23 14 Days

WHS Act 226 (1)

Assessment Activity 2 (A) – Risk Management

Case Study / Scenario

- Q1 Jim is a roof tiler working for your organisation. You are the Work Health and Safety Officer. On an informal inspection, you observe Jim up on the roof of a two storey home, with no fall protection and there is no edge protection on the building. Jim is wearing a pair of shorts and a pair of thongs.

Relevant Information:

It is summer and the temperature of the day is 32° C.

Scenario: Jim has been employed as a roof tiler for 15 years, without incident. A tile conveyor system is in use. Refer to photo in presentation for more detail.

Instructions to the candidate

In your groups using the templates provided and the risk assessment methods in your Student Notes and *How to manage work health and safety risks code of practice 2011*, complete the Risk Management process.

You will be looking at:

- Identification of the Hazards (and place them into the correct categories).
- Identification of the Dangers (Risks).
- The level of Risk (likelihood and consequence)
- Control Measure options – list at least one for each level in the hierarchy of controls.
- Implementation of your “preferred controls”.
- The review process.

You are required to develop a new procedure for distribution to all workers and/or contractors. Summarize the key issues that will be included in the procedure.

- A1
- Edge protection;
 - PPE;
 - Scheduling of work – time of day; other trades;
 - Outdoor work – sun;
 - Etc.

- Q2 How are you going to deliver the instruction and training for this procedure?

- A2
1. Tool box meetings;
 2. Mentoring;
 3. Induction – for new employees.

Q3 How are you going to monitor and review the training to ensure that Jim and his co-workers are complying with the new procedures and that they are effective in reducing the level of risk?

- A3
- Regular inspection;
 - Review incident reports;
 - Review requisition requests / purchases for sunscreen; edge protection work order;
 - Consultation (toolbox etc.);
 - Etc.

For Trainer / Assessor Use Only

Assessment Activity 2 (B) – Risk Management – Proforma

Ref	HAZARD/S Refer to Risk COP – Table 1 for assistance	Risk (or Danger)	ASSESSMENT			CONTROL OPTIONS (as per hierarchy)
			C	I	RS	
1	Work at Height	Falling person Falling objects				Elimination: Construct roof at ground level and lift on with crane Substitution: Use Colourbond roofing or concrete roof Engineer / Isolate: Use of conveyor (currently in use) Administrative: PPE: SC Boots/shoes
2	Manual Handling	Musculoskeletal Injuries: - back (repetitive handling of tiles) - foot (hit by falling tile)				Elimination: Substitution: Use Colourbond roofing Engineer / Isolate: Use of conveyor (currently in use) Administrative: Training PPE: steel capped shoes (or similar) On roofs, Dunlop Volley shoes (or similar)
3	Exposure to Sun	Dehydration Heat stress / stroke - Cancer				Elimination: Work at night Substitution: Engineer / Isolate: Shade structure Administrative: work hours procedure (don't work 10:00 to 14:00) PPE: Hat, sunscreen, long sleeved shirt

Assessment Activity 2 (C) – Risk Management – Implementation Plan

HAZARD REFERENCE	PREFERRED CONTROL	PERSON and/or POSITION RESPONSIBLE	PROPOSED IMPLEMENTATION TIMEFRAME	SCHEDULED REVIEW TIMEFRAME
1	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation
2	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation
3	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation	Trainer's interpretation

Assessment Activity 3 – Hazardous Chemical Risk Assessment

Only required for chemicals that are listed as Hazardous Chemicals

The chemical's label and Safety Data Sheet (SDS) will be needed to complete the risk assessment.
References: Work Health and Safety Regulation 2011 Chapter 7, Managing risks of hazardous chemicals in the workplace Code of Practice 2013.

1. Name of Chemical: **K-Pow Oven & Grill Cleaner**

2. How is the chemical used? - i.e. describe the process? <i>(If the chemical is used for a number of different processes a risk assessment may be needed for changes in the nature of each task. Also consider decanting, storage disposal and physicochemical hazards)</i>	Decanted from a 5 litre container into a 500ml spray bottle Sprayed onto oven and wiped off after									
3. How are people exposed to the chemical? <i>(Tick or mark applicable routes or entry)</i>	<table border="1"> <tr> <td>Skin (splashed onto/absorbed through):</td> <td>Yes</td> </tr> <tr> <td>Eyes (splashed onto/absorbed through):</td> <td>Yes</td> </tr> <tr> <td>Inhalation (breathed in):</td> <td>Yes</td> </tr> <tr> <td>Ingestion (swallowed):</td> <td>Not likely</td> </tr> </table>		Skin (splashed onto/absorbed through):	Yes	Eyes (splashed onto/absorbed through):	Yes	Inhalation (breathed in):	Yes	Ingestion (swallowed):	Not likely
Skin (splashed onto/absorbed through):	Yes									
Eyes (splashed onto/absorbed through):	Yes									
Inhalation (breathed in):	Yes									
Ingestion (swallowed):	Not likely									
4. How much and for how long are workers exposed to the chemical during the task? <i>(eg: in litres / millilitres - hours / day and days/ week)</i>	<table border="1"> <tr> <td>How Much <u>litres / millilitres</u> <u>5 lt when decanting</u> <u>500ml during spraying</u></td> <td>How Long <u>hours/day & days/ week</u> <u>Once a week 20 minutes</u></td> </tr> </table>		How Much <u>litres / millilitres</u> <u>5 lt when decanting</u> <u>500ml during spraying</u>	How Long <u>hours/day & days/ week</u> <u>Once a week 20 minutes</u>						
How Much <u>litres / millilitres</u> <u>5 lt when decanting</u> <u>500ml during spraying</u>	How Long <u>hours/day & days/ week</u> <u>Once a week 20 minutes</u>									
5. Are there any risks associated with the storage and transport of the chemical? - Fire and explosion risks (vapour/ignition) - Keeping hazardous chemicals stable - Impact protection - Containing spills - Controlling risks from compressed gases - Asphyxiation hazards - Contamination of food, food packaging and other items - Chemical reactions with other chemicals and items	- Keep from freezing. - Store away from food and keep container closed when not in use - For small spills, wash to drain with plenty of water. - For large spills, contain spill with sand, earth or similar inert absorbent material									
6. Briefly, what are the health effects of exposure to this chemical? <i>(Refer to the SDS)</i>	<table border="1"> <tr> <td>Skin:</td> <td>Corrosive to skin.</td> </tr> <tr> <td>Eyes:</td> <td>Corrosive to eyes.</td> </tr> <tr> <td>Inhalation:</td> <td>Inhalation of mist may cause irritation of the respiratory system.</td> </tr> <tr> <td>Ingestion:</td> <td>Corrosive.</td> </tr> </table>		Skin:	Corrosive to skin.	Eyes:	Corrosive to eyes.	Inhalation:	Inhalation of mist may cause irritation of the respiratory system.	Ingestion:	Corrosive.
Skin:	Corrosive to skin.									
Eyes:	Corrosive to eyes.									
Inhalation:	Inhalation of mist may cause irritation of the respiratory system.									
Ingestion:	Corrosive.									
7. What engineering control measures <i>(eg: extraction ventilation; dilution ventilation) are recommended by the SDS and/or label?</i>	If inhalation risk exists, use with local exhaust ventilation or wear suitable mist respirator.									
8. Currently, what engineering controls are used to control exposure to the chemical?	Natural ventilation with only one opening door and no other mechanical exhaust devices									
9. What Personal Protective Equipment (PPE) is recommended by the SDS and/or label?	<table border="1"> <tr> <td>Skin:</td> <td>Gloves – Rubber, PVC, Nitrile or Neoprene, overalls, impervious apron + rubber boots</td> </tr> <tr> <td>Eyes:</td> <td>Goggles, face shield or wear eye/face protection.</td> </tr> </table>		Skin:	Gloves – Rubber, PVC, Nitrile or Neoprene, overalls, impervious apron + rubber boots	Eyes:	Goggles, face shield or wear eye/face protection.				
Skin:	Gloves – Rubber, PVC, Nitrile or Neoprene, overalls, impervious apron + rubber boots									
Eyes:	Goggles, face shield or wear eye/face protection.									

10. Currently, what PPE is used? <i>(Give Details)</i>	<table border="1"> <tr> <td>Skin:</td> <td>Nil</td> </tr> <tr> <td>Eyes:</td> <td>Nil</td> </tr> <tr> <td>Inhalation:</td> <td>Nil</td> </tr> </table>	Skin:	Nil	Eyes:	Nil	Inhalation:	Nil
Skin:	Nil						
Eyes:	Nil						
Inhalation:	Nil						
11. Are <u>any</u> other control measures (eg: procedures, rotation of people, using chemical after hours to minimise how many people are exposed, etc....) recommended by the SDS and/or label?	No additional control measures						
12. Are any other control measures <u>currently</u> used at the workplace? <i>(Give Details)</i>	Staff are aware of the caustic nature of the chemical and have ready access to a sink with running water.						
13. What is the level of risk from use of this hazardous chemical (select one)? 1. Risks not significant and not likely to increase in the future 2. Risks are significant but effectively controlled (but could increase in the future) 3. Risks are significant and not effectively controlled 4. Uncertain about the risks (Conduct air monitoring and/or health surveillance [see below] or obtain further information and advice)	Level of risk: 3 Explanation of why this risk level is chosen: Skin and inhalation exposure to the chemical is significant considering the speed of the local injury that can occur.						
14. Does the Chemical have an exposure standard? <i>Air monitoring should then be completed to find out:</i> - how much your employees are being exposed to, and - if the controls being used are adequate to ensure employee's health and safety is protected	TWA: - ppm 2 mg/m3 From the MSDS						
15. What control measures will be implemented? (The best type of control is by elimination; however other types of controls can be used). <u>Hierarchy of Control Measures</u> Elimination (MOST EFFECTIVE) Substitution (with a less hazardous chemical) Engineer out the hazard by isolation Engineer out the hazard by ventilation Administrative controls (rotation, procedures etc) PPE (especially respiratory protection (LEAST EFFECTIVE))	Give details (if any): - Elimination : purchase self cleaning Ovens - Substitution : Replace the Oven Cleaner with a non-caustic cleaner e.g. citrus based or vinegar and baking powder - Move from a spray to a brush (risk assessment to be completed prior to introduction to determine different / additional hazards and hazard level. - Provide a range of PPE as per the MSDS - Develop deliver and assess training on the use of the chemical and the PPE						
16. Is health monitoring required? Is the level of risk (from question 14) significant <u>and</u> the chemical contains (or is) one or more of the following: <table border="1" data-bbox="79 1697 842 1944"> <tr> <td> 4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium </td> <td> - Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides </td> <td> - Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote </td> </tr> </table> (Refer to Work Health and Safety Regulation 2011 s368 and Schedule 14)	4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium	- Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides	- Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote	None of the ingredients are part of the health monitoring requirements			
4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium	- Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides	- Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote					

17. Date: _____

18. Review Date: _____

19. Person/s conducting risk assessment: _____

GROUP ACTIVITY

Assessment Activity 4 (B) – Hazardous Chemicals

- Q1 Provide the three main circumstances where *WHS Regulation 2011 part 7.1 – Hazardous chemicals* regulatory requirements for hazardous chemicals will be applicable to substances, mixtures or articles:
- A1
- meet the criteria of the GHS
 - are not excluded by definition of hazardous chemical in Schedule 19
 - are not excluded by section 328 regarding the application of part 7.1
- Q2 Which of the following statements are TRUE in regards to provision of an SDS? (Please circle)
- A2
- a) Manufacturer/importer must prepare an SDS for a classified hazardous chemical
 - b) PCBU must ensure SDS is readily accessible to workers who use the hazardous chemical
 - c) SDS must be available in a register which lists the product names
 - d) **All of the above ***
- Q3 What section of an SDS will you find the dangerous goods transport information which can be used for placarding and manifest purposes?
- A3 Section 14 – Transport Information
- Q4 Which of the following label elements are required on a supplied hazardous chemical label with the full set of workplace labelling information? (Please circle)
- A4
- a) Product identifier
 - b) Manufacturer/importer name address and telephone number
 - c) Any hazard pictogram(s) consistent with the correct classification
 - d) Hazard and precautionary statements consistent with the correct classification
 - e) **All of the above ***
- Q5 SDS's are valid for a certain period of time after their date of production. How long is this? (Please circle)
- A5
- a) One year;
 - b) Two years;

c) **Five years; ***

d) Ten years.

Q6 Can a hazardous chemical be decanted into a container without labelling if it is used immediately (not supplied) and then clean such that no residue remains? Provide the reason.

A6

YES – Reference: WHS Regulation s342 (4) as a PCBU duty.

Q7 Name the matters that WHS Regulation 2011 s351 require a PCBU to account for when managing the risks of using, handling, generating or storing hazardous chemicals:

- A7
- hazardous properties of the hazardous chemical
 - any potentially hazardous reaction (chemical or physical) between the hazardous chemical and another substance or mixture, including a substance that may be generated by the reaction
 - nature of the work to be carried out with the hazardous chemical
 - any structure, plant or system of work that is used in the use, handling, generation or storage of the hazardous chemical or could interact with the hazardous chemical at the workplace

Q8 Name the relevant Australian Standard for guidance on risk control measures for the storage and handling of the following hazardous chemicals:

A8

Gases in cylinders: **AS4332: Storage & handling of gases in cylinders**

Flammable and combustible liquids: **AS4332: Storage & handling of gases in cylinders**

Corrosive substances: **AS3780:Storage & handling of Corrosive Substances**

Q9 Using WHS Regulation 2011 Part 7.1 Division 5 Control of Risk – Obligations of persons conducting businesses or undertakings, identify five specific risk control requirements:

A9 Any of the following :

- safety signs
- placards
- identification of reactions
- fire and explosion prevention
- keeping hazardous chemicals stable
- safe operation of storage and handling systems
- containing and managing spills
- protecting against damage
- emergency planning
- fire protection and firefighting equipment.

Q10 If a workplace exceeds a prescribed manifest quantity for hazardous chemicals, what are the three actions triggered?

A10

- Develop a manifest compliant with WHS Regulation 2011 Schedule 12 s347
- Notify WHSQ (Form 73) as a manifest quantity workplace(WHS Regulation 2011 s348)
- Submit the emergency plan to QFES for review (WHS Regulation 2011 s361)

Written Assessment 2 – Identify Workplace Health and Safety Hazards & Recommend Controls

Instructions to the Assessor

The following questions are to be answered by each candidate (a separate sheet of paper may be used if insufficient room). Work should be their own. The length of the answer for each question is indicated and the time allowed is a guide – a reasonable extension of this is allowable. All answers need to cover the key points. In the event that the candidate does not cover all of the key points you need to seek further information from the candidate.

Perusal Time: 10 minutes (reading only, no writing) writing – alternatively, the trainer may read and explain the meaning of the questions)

Examination Time: 50 minutes

Instructions

1. This is an open book examination. All training material except for worked assessment questions are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. All questions must be answered in ink. Questions answered in pencil will not be marked.
4. Multiple-choice questions require the most appropriate answer to be circled.
5. Mistakes may be crossed out and replaced by another answer.
6. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act s124 or Reg. s133 (1)(a)(ii) or COP. Noise s4.5
7. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Total number of questions: 23**Question 1**

Q1 A decision has been made to introduce new risk control measures at your workplace with the introduction on new plant. Name two parties that you would consult with before introducing the control measures?

A1
Health and Safety Representative, Workers
WHS Act s47 & s48

Question 2

Q2 Where a duty is imposed on a person to ensure health and safety this requires the person to **manage the risk**. Which section of the **Act** defines this principle?

A2 WHS Act 17

Question 3

Q3 What does "Time Weighted Average" (TWA) mean?

A3 the average concentration of a particular substance when calculated over a normal 8 hour work day, for a 5 day working week

Reference: Student notes (Health and Hygiene)

Question 4

Q4 Within the field of **Occupational Hygiene**, health hazards are generally classified into three major groups. Refer to your Student Notes and name two of them.

A4
Physical, Chemical, or Biological.

Reference: Student notes (Health and Hygiene)

Question 5

Q5 Dust is a common airborne health hazard that may exist at a workplace. Refer to your Student Notes and name two types of classified dust?

A5 Fibrogenic, toxic, allergenic, carcinogenic, nuisance

Reference: Student notes

Question 6

Q6 Ventilation systems are a type of control for managing exposure to airborne hazards – Refer to your Student Notes and name two systems or types of ventilation?

A6
Open doors and windows – Natural
Air suction devices –local exhaust ventilation (LEV)

Working reduced schedules - General Dilution Ventilation
(Refer Student Notes Health and Hygiene for examples)

Question 7

Q7 In relation to hazardous chemicals, some are **prohibited and restricted carcinogens and chemicals**. Where would you find a list of these?

A7

WHS Regs Schedule 10

Question 8

Q8 What are the five “characteristics of **hazardous manual tasks**” for which there are regulatory requirements? (i.e. if a task involves one or more of these factors it makes the risk of Musculoskeletal Disorder more likely) and which document gives practical guidance on how to manage the risk associated with these?

A8

- (a) repetitive or sustained force;
- (b) high or sudden force;
- (c) repetitive movement;
- (d) sustained or awkward posture;
- (e) exposure to vibration.

Reference: COP Hazardous Manual Tasks & WHS Reg Schedule 19

Question 09

Q9 Changing the *nature, size, weight or number of items handled* can reduce the **manual handling risk**. Give two (2) examples of, or ways how this could be achieved?

A9 Trainers Interpretation, but examples may include:

- Reduce size, or weight of object
- Add handles to the object
- Modify the shape or balance of the object.
- Support the object, etc.

Reference: COP for Hazardous Manual Tasks – sect 4.4

Question 10

Q10 Which **part** of the Regulation states the requirements relating to **high risk work**?

A10 WHS Reg Part 4.5

Question 11

Q11 Which of the following items of plant **do not require annual registration** with the Regulator?

A11

- A. Gas cylinder ✓
- B. Escalators

- ~~C. Building Maintenance Units~~
- ~~D. Tower Crane~~
- E. Scissor Lift ✓**

Reference: WHS Reg Schedule 5 - Part 2

Question 12

Q12 A PCBU must ensure that the current **safety data sheet** for a **hazardous chemical** is readily accessible to what two groups of persons?

- A12 A: Workers who use the product, and
B: Emergency services persons.

WHS Reg 344 (3)

Question 13

Q13 In relation to hazardous chemicals state two circumstances where the WHS Regulations Part 7.1 for hazardous chemicals does not apply.

- A13 Includes:
- Chemicals in Batteries
 - Fuel in a vehicle
 - Fuel in domestic heater (<25lt)
 - Chemicals in fire fighting or medical equipment
 - Chemicals in refrigeration systems
 - Potable liquids that are Consumer products at a retail premises

Reference: WHS Regulations section 328 (4)

Question 14

Q14 A PCBU must manage risks associated with Hazardous Chemicals. At least how often, must the PCBU **review these control measures** and, as necessary, revise them?

- A14 At least once every 5 years
WHS Regs section 352 (d)

Question 15

Q15 Your employer has decided to use ear plugs and signage to control exposure to excessive noise from machinery at your workplace. What other control measure(s) would you recommend to your employer that would be more effective?

- A15 Placing the machinery away from workers – elimination.
Using noise dampening devices on machinery – engineering controls.

Question 16

Q16 According to the *Code of Practice for Managing Noise and Preventing Hearing Loss at work*, you should carry out a **Noise Assessment** if you cannot lower the level of noise to below the exposure standard immediately – what are two things that this noise assessment will help you do?

A16 COP part 4.1:

1. identify which workers are at risk of hearing loss
2. determine what noise sources and processes are causing that risk
3. identify if and what kind of noise control measures could be implemented
4. check the effectiveness of existing control measures

Question 17

Q17 According to the *Managing Noise and Preventing Hearing Loss at Work Code of Practice*, where it is identified that audiometric testing for workers needs to be provided, at what intervals should audiometric testing be carried out?

A17 Initial audiometric testing should be provided within three months of the worker commencing work with regular follow-up tests at least every two years. These should be undertaken well into the work shift so that any temporary hearing loss can be picked up. More frequent audiometric testing (e.g. every six months) may be needed if exposures are at a high LAeq,8h, which is equal or greater than 100 dB(A).

Reference:

Code of Practice for Managing Noise and Preventing Hearing Loss at Work - sect 5.7

Question 18

Q18 Adequate management of risk associated with plant is often achieved by installing guards. List 2 types of guards that may be used?

A18

- Permanently Fixed physical barrier.
- Interlocked physical barrier.
- Physical barrier requiring tools to remove
- Presence-sensing safe guarding device

Reference:

WHS Regulation s208 (2) or

COP for Managing risks of plant in the workplace - part 4.1

Question 19

Q19 If the design of plant at a workplace includes an emergency stop control, the person with management or control of the plant must ensure that –

Q19 Answers include:

- the stop control is prominent, clearly and durably marked and immediately accessible to each operator of the plant
- “ any handle, bar or push button associated with the stop control is coloured red
- the stop control cannot be adversely affected by electrical or electronic circuit malfunction.

Reference: WHS Regulation 211 (2)

Question 20

Q20 Does a person who is not a worker at a workplace, such as a customer or visitor, have any duties imposed by the WHS Act? State the reference.

A20 (Select one). **Yes✓** / ~~No~~ WHS Act s29

Question 21

Q21 The *Code of Practice – Managing Risks of Plant in the Workplace* provides some points to be considered when **positioning plant** in the workplace? Name two of them.

A21 Within part 3.2 of COP Plant - installation and commissioning
 Plant is erected and installed and used in accordance with designer's main instruction.
 Environmental factors are considered.
 The interaction of people and work processes (ventilation, noise etc).

Question 22

Q22 The *Code of Practice – Managing Risks of Plant in the Workplace* lists several persons that may have duties (under the Act) in regard to plant. Name four such duty holders?

A22 Designers; Manufacturers; Suppliers; Erectors / Installers; Persons in control of workplaces; Owners of plant.

Question 23

Q23 How many extra dBs equate to a doubling in the level of sound energy?

A23 3 dB

Assessment Activity 4 (A) – Identify Causal Factors

Checklist for identifying causal factors

Conduct an investigation **on the scenario presented in your Student Notes**. Complete the checklist for identifying causal factors and complete the Investigation Report.

Trainer's Notes

This may be facilitated by an interview Role Play exercise where student play witnesses and interviewers. Alternatively, students may ask the Trainer questions at any time as if they are interviewing the witnesses involved in the incident.

The below answers are examples only. Trainer to interpret responses.

PART 1 - EQUIPMENT	
1.0	Was a Hazardous Condition(s) a Contributing Factor? If yes, answer the following. If no, proceed to Part 2.
CAUSAL FACTORS	COMMENT
1.1	Did any defect(s) in equipment/tool(s)/ material contribute to hazardous condition(s)?
1.2	Was the hazardous condition(s) recognised? If yes, answer A and B. If no, proceed to 1.3. A. Was the hazardous condition(s) reported? B. Was employee(s) informed of the hazardous condition(s) and the job procedures for dealing with it as an interim measure?
1.3	Was there an equipment inspection procedure(s) to detect the hazardous condition(s)?
1.4	Did the existing equipment inspection procedure(s) detect the hazardous conditions(s)?
1.5	Was the correct equipment/tool(s)/ material used?

PART 1 - EQUIPMENT Continued	
1.6	Was the correct equipment/tool(s)/ material readily available?
1.7	Did employee(s) know where to obtain equipment/tool(s)/material required for the job?
1.8	Was substitute equipment/tool(s)/ material used in place of correct one?
1.9	Did the design of the equipment/tool(s) create operator stress or encourage operator error?
1.10	Did the general design or quality of the equipment/tool(s) contribute to a hazardous condition?
1.11	List other causal factors in "Comment" column.

- Rear loading design meant that workers had to be on road during normal operations.

PART 2 - ENVIRONMENT	
2.0	Was the Location/Position of Equipment/Materials/Employee(s) a contributing factor? If yes, answer the following. If no, proceed to Part 3.
CAUSAL FACTORS	COMMENT
2.1	Did the location/position of equipment/material/employee(s) contribute to a hazardous condition? • Brendon was on the road.
2.2	Was the hazardous condition recognised? If yes, answer A and B. If no, proceed to 2.3. A. Was the hazardous condition reported? B. Was employee(s) informed of the job procedure for dealing with the hazardous condition as an interim action?
2.3	Was employee(s) supposed to be in the vicinity of the equipment/material?
2.4	Was the hazardous condition created by the location/position of equipment/material visible to employee(s)?
2.5	Was there sufficient work-space?
2.6	Were environmental conditions a contributing factor (for example, illumination, noise levels, air contaminant, temperature extremes, ventilation, vibration, radiation)? • Reduced visibility. • Noise from truck.
2.7	List other causal factors in "Comment" column.

PART 3 - PEOPLE	
3.0 Was the Job Procedure(s) Used a Contributing Factor? If yes, answer the following. If no, proceed to Part 3.6.	
CAUSAL FACTORS	COMMENT
3.1 Was there a written or known procedure (rules) for this job? If yes, answer A, B and C. If no, proceed to 3.2. A. Did job procedures anticipate the factors that contributed to the incident? B. Did employee(s) know the job procedure? C. Did employee(s) deviate from the known job procedure?	Did not follow procedure to pick-up from kerbside only.
3.2 Was employee(s) mentally and physically capable of performing the job?	
3.3 Were any tasks in the job procedure too difficult to perform (for example, excessive concentration or physical demands)?	
3.4 Is the job structured to encourage or require deviation from job procedures (for example, incentive, piecework, work pace)?	Task based employment – finish early if job is done.
3.5 List other causal factors in “Comment” column.	

PART 3 - PEOPLE Continued	
3.6	Was Lack of Personal Protective Equipment or Emergency Equipment a Contributing Factor in the Injury? If yes, answer the following. If no, proceed to Part 4. NOTE: The following causal factors relate to the <i>injury</i>.
CAUSAL FACTORS	COMMENT
3.7 Was appropriate personal protective equipment (PPE) specified for the task or job? If yes, answer A, B and C. If no, proceed to 3.8. A. Was appropriate PPE available? B. Did employees(s) know that wearing specified PPE was required? C. Did employee(s) know how to use and maintain the PPE?	
3.8 Was the PPE used properly when the injury occurred?	• Not worn – gets caught on truck. • No enforcement by driver.
3.9 Was emergency equipment specified for this job (for example, emergency showers, eyewash fountains)? If yes, answer the following? If no, proceed to Part 4. A. Was emergency equipment readily available? B. Was emergency equipment properly used? C. Did emergency equipment function properly?	
3.10 List other causal factors in “Comment” column.	

PART 4 - MANAGEMENT	
4.0	Was a Management System Defect a Contributing Factor? If yes, answer the following. If no, STOP. Your causal factor identification exercise is complete.
CAUSAL FACTORS	COMMENT
4.1	Was there a failure by supervision to detect, anticipate, or report a hazardous condition?
4.2	Was there a failure by supervision to detect or correct deviations from job procedure? • No checks by supervisor.
4.3	Was there a supervisor/employee review of hazards and job procedures for tasks performed infrequently? (Not applicable to all incidents.)
4.4	Was supervisor responsibility and accountability adequately defined and understood?
4.5	Was supervisor adequately trained to fulfill assigned responsibility in incident prevention?
4.6	Was there a failure to initiate corrective action for a known hazardous condition that contributed to this incident?
4.7	List other causal factors in "Comment" column.

Assessment Activity 4 (B) – Incident Investigation Report

Report No.: (Based on Garbage Truck Incident)

PERSONAL INJURY

Surname: **EDWARDS**
(Capitals)

Given Names: **BRENDAN**

LEGISLATIVE ACTION

Notification to Regulator

Required? **Yes** / ~~No~~

Completed? / /

Attached? Yes / No

Recording - 3 days

Completed? / /

Attached? Yes / No

Describe how the incident occurred:

Trainer's Interpretation:

2:30 – 2:40 – Truck did pre-start checks and left depot

2:40 – 3:00 – Travel to 1st pickup location

3:00 – 4:30 - Truck commenced pickups and continued to Reddon street

4:30 – 4:35 – Brendon was struck by a car while he was crossing the road, 1st administered.

4:35 – Depot and Emergency Services contacted

Trainer to interpret depending on Scenario Used

Name: _____ Position: _____ Signature: _____ Date: _____

Immediate Temporary Controls:

- Review routes – supervisor;
- Enforce PPE & procedure – Toolbox meeting;
- Review supervisor duties (able to perform checks / audits);
- Training to include competency assessment;
- Provide training for Supervisor in deficient areas (TNA against position);
- Regular orientation.

- New trucks – side loaders;
- New PPE – shirts high visible;
- Performance appraisals.

Date: / / Signature:

Date: / / Signature:

GROUP ACTIVITY

Assessment Activity 5 – EMERGENCY PROCEDURES

Q1 In your workplace, what types of emergencies should you plan for?
List 3 foreseeable emergencies:

A1 Trainers interpretation - Participants should think of things specific to their workplace.

Reference: WHS Regulation s43

Q2 Does a person conducting a business or undertaking at a workplace need to maintain an emergency plan for the workplace?

A2 Answers include: YES
Reference WHS regulation s43 (2)

Written Assessment 3 - Manage Workplace Incidents

Perusal Time: 5 minutes (reading only, no writing)

Examination Time: 20 minutes

Instructions

1. This is an open book examination. All training materials are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. All questions must be answered in ink.
4. Multiple-choice questions require the most appropriate answer to be circled.
5. Mistakes may be crossed out and replaced by another answer.
6. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act S 124 or Reg. S 133 (1)(a)(ii) or COP. Noise S4.5
7. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Total number of questions: 7**Question 1**

Q1 Give two examples of a dangerous incident?

- A1
- (a) an uncontrolled escape, spillage or leakage of a substance; or
 - (b) an uncontrolled implosion, explosion or fire; or
 - (c) an uncontrolled escape of gas or steam; or
 - (d) an uncontrolled escape of a pressurised substance; or
 - (e) electric shock; or
 - (f) the fall or release from a height of any plant, substance or thing; or
 - (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation; or
 - (h) the collapse or partial collapse of a structure; or
 - (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
 - (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (l) (l) any other event prescribed under a regulation

Ref: WHS Act section 37

Question 2

Q2 Provide two examples of what would constitute a prescribed serious illness?

- A2
- (a) Q fever;
 - (b) Anthrax;
 - (c) Leptospirosis;
 - (d) Brucellosis;
 - (e) Hendra Virus;
 - (f) Avian Influenza;
 - (g) Psittacosis.

Ref: WHS Regulation section 699.

Question 3

Q3 Under what circumstances following a workplace incident can you disturb an incident scene? State the reference.

- A3
- a) to assist an injured person; or
 - b) to remove a deceased person; or
 - c) that is essential to make the site safe or to minimise the risk of a further notifiable incident; or
 - d) that is associated with a police investigation; or
 - e) for which an inspector or the regulator has given permission..

Reference: WHS Act s39 (3)

Question 4

Q4 Name three relevant parties you would consider interviewing following an incident in your workplace?

- A4
- The other workers.
 - The Supervisor.
 - The Managers.
 - The trainer / assessor
 - Maintenance supervisor
 - The plant operator

Question 5

Q5 State four elements of an incident investigation procedure?

- A5
- Visit scene / **Ensure Safety of Others** / Secure Site.
 - Notification (if a notifiable incident).
 - Collect information from scene.
 - Determine facts.
 - Identify causal factors. (ICAM)
 - Written investigation report / Recommendations.

Question 6

Q6 What are the 4 relevant matters that the PCBU must consider when developing the emergency plan for the workplace?

- A6
- a) the nature of the work being carried out at the workplace; and
 - b) the nature of the hazards at the workplace; and
 - c) the size and location of the workplace; and
 - d) the number and composition of the workers and other persons at the workplace

Ref: WHS Regulation section 43 (3)

Question 7

Q7 The *First aid in the workplace code of practice* suggests that a workplace should have a person responsible for checking restocking and maintaining First Aid kits. How often should this happen?

- A7 **After each use and if not used at least every year.**

Ref: COP sect 3.1

Version	Date	Author
1	30/06/2018	WHSQ

For Trainer / Assessor Use Only