

BSBWHS506

Contribute to developing, implementing and maintaining WHS management systems



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ASSESSMENT FOR BSBWHS506

Student name	Shaun Coffey
Date of assessment submission	17/12/2019
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

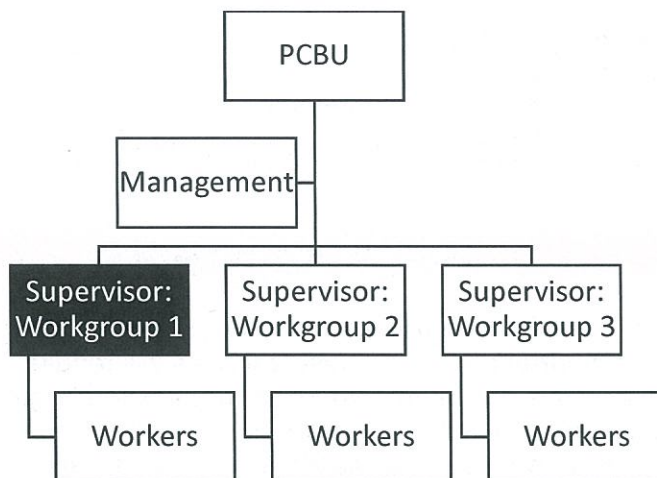
TASK INSTRUCTIONS

- 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	Dyno Nobel Moranbah
Workgroup	Operations

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 with respect to a WHSMS (i.e. requirements of duty holders, consultation requirements, and the form/content/purpose/function of 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>	Section 19 of this Act requires PCBUs to as far as reasonably practicable ensure the health and safety of workers at places under their control, in addition to ensuring their operation does not expose other persons to such risks. This includes having systems that maintain a safe work environment, including equipment, material, substances and facilities, work instruction, training, and supervision. PCBUs are also required to consult with workers regarding WHS matters under Section 47 of the Act. Section 28 requires workers comply as far as they are reasonably able to with reasonable instruction from a PCBU in pursuit of complying with the WHS Act. Additionally, the clause includes provisions for workers to co-operate with any reasonable policy or procedure notified to them

	from a PCBU relating to WHS. Section 29 requires other persons to take reasonable care for their own health and safety, take responsible care for the health and safety of others, and comply with reasonable instructions of a PCBU.
b) Work Health and Safety Regulations 2011 (Qld)	The Regulations provide guidance on how to comply with the requirements of the Act and additional information.
c) AS/NZS 4801:2001	AS4801: 2001 "Occupational health and safety management systems – Specification with guidance for use" aims to assist organisations in creating and maintaining their safety management systems. The document outlines the requirements, importance of OHS policy, Planning, Implementing, Measuring, Evaluating and Review of safety management systems. It aims to assist PCBUs in meeting their legislative requirements and providing high levels of safety performance.
d) AS/NZS 4804:2001	AS4804:2001 "Occupational health and safety management systems – General guideline on principles, systems and supporting techniques" aims to assist organisations with integrating safety management systems with other safety systems. It covers OHS principles and elements including commitment and policy, planning, implementation, measurement, evaluation, review and improvement. The document aims to assist PCBUs in obtaining high safety standards and meeting legislative requirements.
e) HB 211-2001	HB 211-2001 "Occupational Health and Safety Management Systems – A guide to AS 4801 for small business" is a document that is a guide that assists PCBUs improving their existing safety management systems to conform with AS4801:2001.
f) Code of practice	Confined spaces (QLD Code of Practice 2011) is designed for PCBUs to assist in obtaining compliance with WHS legislations concerning confined spaces.
g) Guidance material	Guide to the Work Health and Safety Act 2011 (QLD) is a document that is designed to help relevant parties understand their duties and rights as intended by the WHS legislation.

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.
 - List the benefits to the organisation having these policies as part of the WHSMS.
 - What support documentation may be referred to by individuals/parties for more information?

Injury management policy

Contributing to planning, development and promotion

As a workgroup supervisor I need to be familiar with the WHSIS platform and the injury management policy and associated processes. Contribution to the planning and developing of injury management policy would form measuring the needs of the work group against the existing and proposed policy, assessing the adequacy against WHS legislation, the likely workplace injuries, claims and rehabilitation management, and the alignment with feedback from consultation with stakeholders and workers. Additionally, an owner for the policy should be appointed and notified. Promoting the policy will include having it displayed in the workplace, relating goals, objectives, operating procedures, and incident response documents to align with the policy and referring to / reviewing the policy often.

Seek contribution and support in planning, development and promotion

Seeking contribution and planning support, development and promotion as a workgroup supervisor would include facilitating consultation sessions. The data collected at these informal and formal sessions should be captured and strategies placed to drive / implement changes and communicate them. Support for planning should be obtained by appealing to the work the manager / superintendent for resources (time / money / additional personnel / training / consultant access).

Apply policy/WHSMS

Application of the injury management policy and WHSMS should be derived from having a comprehensive understanding of the document and system. Aligning the document and system to be reflected in procedures, processes and other elements of the WHSMS will increase its application to the work group. Additionally, discussion and inclusion of the policy at relevant times would assist in this process.

Communicate policy/WHSMS

The benefits of injury management policy being attached in the WHSMS provides the benefit of having a functional policy that aims to minimise the impact of injuries in the workplace and is designed to assist persons injured by a streamlined and well thought process. This directly translates to a workplace with increased capacity to manage workplace injuries. For additional information Workcover can be contacted, the workplace insurer, workplace health and safety Qld, and safety department / specialists can be contacted.

Return-to-work policy

Contributing to planning, development and promotion

As a workgroup supervisor I need to be across the Return To Work (RTW) policy ensuring that it is followed and my work group understand it's intent and function. Contribution to the planning and developing of RTW policy would form measuring the existing and proposed

policy, assessing the adequacy against WHS legislation, the likely workplace injuries, claims and rehabilitation management, and the alignment with feedback from consultation with stakeholders and workers. Additionally, an owner for the policy should be appointed and notified. Promoting the policy will include having it displayed in the workplace, relating goals, objectives, operating procedures, and incident response documents to align with the policy and referring to / reviewing the policy often.

Seek contribution and support in planning, development and promotion

Seeking contribution and planning support, development and promotion as a workgroup supervisor would include facilitating consultation sessions. The data collected at these informal and formal sessions should be captured and strategies placed to drive / implement changes and communicate them. Support for planning should be obtained by appealing to the work the manager / superintendent for resources (time / money / additional personnel / training / consultant access).

Apply policy/WHSMS

Application of the RTW policy and WHSMS should be derived from having a comprehensive understanding of the document and system. Aligning the document and system to be reflected in procedures, processes and other elements of the WHSMS will increase its application to the work group. Additionally, discussion and inclusion of the policy at relevant times would assist in this process.

Communicate policy/WHSMS

The benefits of RTW policy being attached in the WHSMS provides the benefit of having a functional policy that aims to minimise the impact of injuries in the workplace and is designed to assist persons injured by a streamlined and well thought process. This directly translates to a workplace with increased capacity to handle workplace injuries and RTW. For additional information Workcover can be contacted, the workplace insurer, workplace health and safety Qld, and safety department / specialists can be contacted.

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:

- Contribute to measurement and evaluation of these areas.
 - What information and data will you collect?
 - What positive performance indicators will you use to provide a valid and reliable measure of performance?
 - When collecting records, how will legislative requirements be considered (e.g. privacy, anti-discrimination)?
- Communicate and explain measurement and evaluation of WHS performance to others.
- Facilitate others' contributions to measure and evaluate WHS performance. Be sure to consider timely collation of feedback.
- 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. Provide suggestions to remove such barriers.

Compliance with WHS legislation

Contribute to evaluation

Contributing to the evaluation of WHS legislated compliance could be obtained by outlining the WHS requirements of the workplace to conduct compliance audits against procedures, policies, previous incidents, review information stored on the WHS (such as plant details and licenses). Positive performance indicators would include the number of audits conducted for each compliance aspect, the score of compliance against a targeted 90% compliance, and number of non-compliance corrective actions. Any information of a personnel nature should be stored and handled in accordance with the Privacy Act, and information should never be held against someone for a 'prohibited reason' under section 106 of the WHS Act.

Communicate and explain evaluation

Communicating and explaining WHS compliance should include a reference to the specific part of legislation (and its intension) and the measure that is being used to determine compliance with the legislation. There should be outlined goals that are Specific, Measurable, Achievable, Realistic, and Time orientated.

Facilitate others' contributions

Organising consultation (formal and informal) capturing the information and translating this to actions with allocated resources and time is an essential part of a work group supervisor. Feedback should be given to the work group on issues raised, the agreed actions, and any progress made, and the final implementation details. There may also be a need to request resources from the company hierarchy.

Example of a limitation or negative effect

A WHSMS may be limited if adequate training is not provided for users. This can be overcome by consultation with the workers, appropriate resources allocated to the creation and maintenance of the WHSMS, and training with live demonstrations / use of the WHSMS.

Incident investigation

Contribute to evaluation

Contributing to the evaluation of incident investigation would require measuring the intention of incident investigation against the actual effectiveness. The evaluation should include assessing if the incident has been identified correctly, the potential and actual risk are assessed accurately, and all contributing causes and root cause has been identified.

Communicate and explain evaluation

The process should be explained to the incident team and include what the evaluation focus will be on. The analysed criteria of the evaluation should be communicated with a clear idea of expectation highlighted to the involved parties.

Facilitate others' contributions

Organising consultation (formal and informal) capturing the information and translating this to actions with allocated resources and time is an essential part of a work group supervisor. Feedback should be given to the work group on issues raised, the agreed actions, and any progress made, and the final implementation details. There may also be a need to request resources from the company hierarchy

Example of a limitation or negative effect

A negative affect of the WHSMS is if various platforms are used for incident investigation. This can be overcome by using a complete incident management system or if using multiple systems, ensure that they are capable of collaborating.

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:

- a) Contribute to review and improvement of these areas.
 - In developing a WHS improvement action plan, what must you consider?
- b) Communicate and explain to others the review of the WHSMS and improvement planning process.
- c) Facilitate others' contributions to review and plan improvements of the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation

Contribute to review and improvement

When developing a WHS improvement action plan you must consider the resources required to develop and enact the proposed actions, how persons will be informed of their responsibilities (and assess their capability), the timeframe to implement changes, any supporting training, or system / process changes, and how improvements will be documents, reviewed and measured.

Communicate and explain review and improvement to others

Communicating and explaining the review and improvement to others should provide a comprehensive description of the issue with WHS compliance, how it was raised, the legislation involved, and the proposed change. It should also include the details of who is carrying out the improvement, how it will be measured for effectiveness and how it will be implemented.

Facilitate others' contributions

Organising consultation (formal and informal) capturing the information and translating this to actions with allocated resources and time is an essential part of a work group supervisor. Feedback should be given to the work group on the issues raised, the agreed actions, and any progress made, and the final implementation details. There may also be a need to request resources from the company hierarchy.

Incident investigation

Contribute to review and improvement

When developing incident review action plan you need to consider the resources that will be required to implement (including review and improvement), the parties who will be involved and their capability to achieve the action, the timeframe to implement the improvement and how the process will be documented, measured, and communicated.

Communicate and explain review and improvement to others

Communicating and explaining the incident investigation improvement should include an outline of the incident improvement – how it was identified, what the intention is, how it will be implemented, monitored / measured, and sustained. Details of the improvement should also be outlined in detail in formal information sharing sessions. There should be channels for people to contact the group implementing the change with concerns or questions.

Facilitate others' contributions

Organising consultation (formal and informal) capturing the information and translating this to actions with allocated resources and time is an essential part of a work group supervisor. Feedback should be given to the work group on the issues raised, the agreed actions, and any progress made, and the final implementation details. There may also be a need to request resources from the company hierarchy.

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

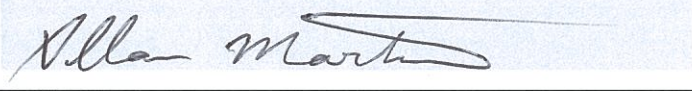
QUIZ

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	☐
6. When measuring/recording workplace data for WHS evaluation purposes, privacy law does not apply as results must be open to everyone. ☐ 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 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 whether 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 (and seeking feedback on) how the new WHS policy/WHSMS is to be implemented by workers.	☒
Name of observer		<i>Allan Martin</i>
Role of observer (Confirm their suitability to sign)		☒ Trainer/Assessor ☒ Other (specify): <i>Operations Team leader</i>
Phone number of observer		<i>(07) 4840 3756</i>
Email address of observer		<i>allan.martin@incitecpivot.com.au</i>
Signature of observer		
Date		Click here to enter a date. <i>18/01/19</i>
Comments		

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