

CPCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions. If you are unable to complete a question, you may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Write the state/territory where your work is based and the exact title of the WHS Act applicable to that state/territory.

Answer Should reflect state/territory where work is based and correct WHS Act applicable e.g. Queensland. Work Health and Safety Act 2011. ☐

Q2. What is the exact title of the WHS Regulation applicable in the state/territory where your work is based?

Answer Should reflect applicable Regulation for state/territory where work is based e.g. Queensland. Work Health and Safety Act Regulation 2011. ☐

Q3. Discuss the purpose of WHS Codes of Practice.

Answer Should reflect: Codes of Practice are developed to provide practical advice on how to meet the requirements of the Act and Regulations in specific situations. In Queensland, workers must comply with an approved code of practice under the WHS Act. Codes of practice provide information on a specific issue and help you achieve legal standards. ☐

Q4. Provide one (1) example of how WHS legislation affects building and construction projects in general.

Answer The participant must demonstrate knowledge of how WHS legislation affects building and construction projects in general, e.g. knowledge on the different WHS legislation provisions, duty of care, duty holders, requirements for consultation and participation, etc. Example may include one (1) of: Construction sites must not pose any health and safety risks to its workers and other people. This is done through proper risk management; PCBU's must ensure they have identified actual and potential hazards at the worksite or those involved in day-to-day operations and have taken measures to control them; Construction workers must be consulted about WHS matters in the workplace. ☐

Q5. The following table lists WHS items. For each item, provide one (1) Australian standard that it needs to meet before it can be used on a construction site.

Answer

WHS item	Standard
Safety Glasses	<u>AS/NZS 1337.1:2010 – Personal eye protection, Part 1: Eye and face protectors for occupational applications.</u>
Hearing protection	<u>AS/NZS 1270:2002: Acoustics – Hearing protectors.</u>
Work boots	<u>Any standards that form part of the AS/NZS 2210 series (participant only has to provide one):</u> <u>e.g. AS 2210.3:2019 – Personal protective equipment, Part 3: Safety footwear (ISO 20345:2011, MOD)</u> <u>e.g. AS 2210.5:2019 – Personal protective equipment, Part 5: Occupational footwear (ISO 20347:2012, MOD)</u> <u>e.g. AS/NZS 2210.1:2010 – Safety, protective and occupational footwear, Part 1: Guide to selection, care and use</u>



Q6. Why is exposure to silica dust considered hazardous?

Answer

Should reflect: Exposure to silica dust may lead to illnesses such as lung cancer or silicosis, or a reduction in oxygen intake because of scar tissue in the lungs. This scar tissue also increases the likelihood of contracting other lung-related illnesses such as tuberculosis.



Q7. Listed below are construction activities that are commonly completed on a construction site. For each activity, identify two (2) hazards that could arise from carrying out the activity.

Answer

Construction activity	Potential hazards
Crane operation	e.g. Height of crane
	e.g. weight of crane load
Dogging work	e.g. centre of gravity of the load
	e.g. load support
Rigging work	e.g. work platform
	e.g. height that the load must be lifted
Concrete pumping	e.g. oscillation due to pumping
	e.g. wet cement
Tilt-up panel construction	e.g. support for the panels
	e.g. weight of the panels
Use of scaffolding	e.g. height of scaffold
	e.g. presence of guard rails on scaffold
Operation of plant	e.g. moving parts
	e.g. impact or roll over
Operation of equipment	e.g. moving parts and electrical
	e.g. impact by flying debris
Demolition	e.g. asbestos and other danger during removal
	e.g. vibration during demolition works
Exposure to noise	e.g. volume of noise
	e.g. duration of exposure
Electrical work	e.g. live wires
	e.g. presence of flammable material nearby
Working at heights	e.g. elevation from the ground
	e.g. harness system
Working in confined spaces	e.g. ventilation and exposure to dangerous gasses
	e.g. available light



Q8. Discuss the four (4) steps in the risk management process.

Answer

1. Should reflect: Hazard Identification –inspection undertaken to identify all new and potential hazards found in the construction site.
2. Risk assessment - evaluating the potential harm and likelihood a hazard could cause.
3. Risk control - proper implementation of control measures to be able to minimise risks, if not eliminate them.
4. Control review - monitoring and reviewing control measures' effectiveness using observation and consultation, changing or removing control measure if necessary.



Q9. Discuss five (5) things you should consider when conducting a workplace inspection to determine the effectiveness of hazard controls.

Answer

1. Should reflect but is not limited to five (5) of: Listen to the concerns of workers and their representatives.
2. Review and analyse workplace hazards and incident reporting data;
Identify existing & potential hazards and determine their underlying cause;
3. Review how effective previously implemented hazard controls were.
Identify areas which need special attention due to the nature of work carried
4. out.; Identify areas which need attention where data shows signs of stress,
wear, impact, vibration, heat, corrosion, chemical reaction or misuse.
5. The entire workplace area should be included in the inspection, including
parking lots, building access, rest areas, storage and amenities.



Q10. Clarify what a workplace inspection report is.

Answer

Should reflect but is not limited to: This is a document that provides a rating on how safe a construction site is. It has a set of criteria that is based on the WHS Regulation, to help determine if a construction site is in compliance with work health and safety requirements outlined in legislation. Once inspection is done, a separate document may be needed to report recommended actions necessary to minimise workplace incidents and mitigate risk.



Q11. Discuss what a workplace/site safety plan is.

Answer

Should reflect: A workplace safety plan is a document laying out important details and information on work health and safety on site and how to manage risks specifically for the project. Every construction project should have a workplace (or site) safety plan in place, as this will be your primary guide on various concerns on workplace health and safety including risk management; information related to parking, emergency and evacuation procedures, key duties of different people involved in WHS obligations, such as the PCBUs, the project and site officers (including managers and supervisors), workers and personnel, as well as health and safety representatives; consultation and participation arrangements; training and induction and methods of documenting, recording and archiving information related to work health and safety.



Q12. Discuss the importance of conducting site-specific inductions for workers and visitors.

Answer

Should reflect: Site specific inductions for workers and visitors are important as they are conducted when these people enter the site for the first time. Induction provides instruction related to the construction site rules, hazards (and their risks) present on site, and safety procedures that they should follow. Conducted to familiarise these people with the site's layout and facilities, it also informs people of the safety requirements and process to be met. Specific site procedures, management, reporting arrangements, and other related issues may also be presented. Site-specific induction is done before construction work begins and may include topics such as: hazards and control measures how to access site specific safety documents, policies, and plans (e.g., traffic management plans, the WHS management plan, SDSs). Supervisory, consultation and reporting arrangements; first aid and emergency procedures; relevant health monitoring requirements and procedures; access, egress, and security relevant to the site and how safety issues are resolved.



Q13. Specify the difference between induction programs for workers, contractors, and visitors.

Answer

Should reflect: , Contractor detailed WHS inductions may cover specific WHS processes and practices that apply only to them, along with general WHS training inclusions, however, contractors are generally included within the worker assembly for induction procedures. Visitor induction focuses more on site safety, site hazards and risks, proper use of safety equipment and PPE, and emergency procedures. WHS Inductions for visitors should be conducted every time a visitor is on site, regardless the number of people visiting and the frequency of visits to ensure that visitors are aware and well-informed of their WHS duties as well as the safety procedures on site.



Q14. Discuss what you can incorporate into your safety plan to raise safety awareness and support safe workplace practices.

Answer

Should reflect but is not limited to: Incorporating regular training programs into the safety plan such as emergency drills and use of emergency equipment and first aid, evacuation drills. Specific safety/ WHS training such as tool-box talks, scheduled at regular times to incorporate safe work practices and awareness of the need of following site rules and requirements such as PPE. Inclusion of Environmental, WHS and safety topics during daily pre-start meetings to raise awareness of the environment, handling materials and waste to minimise negative effects on worker health and the environment.



Q15. Discuss why negotiation is the key when resolving safety issues.

Answer

Should reflect: Negotiation means communication with the aim of reaching an agreement. Therefore, negotiating safety issue means to facilitate discussions with relevant parties in order to address and resolve safety issues. Negotiations to help resolve safety issues may start small and informal, such as recognising a certain situation that can turn into a safety issue and giving others awareness.



Q16. Discuss the importance of conflict resolution procedures for projects.

Answer

Should reflect but is not limited to: The project should have a work health and safety issue resolution procedure so that you can address and resolve safety issues, conflict and other concerns in an organised matter. All parties concerned should agree on the issue resolution process or make adjustments that will make all parties agree to the new resolution. It is recommended, when possible, to address issues and conflicts regarding workplace safety resolved internally first by considering (1) the immediacy of the risk, (2) the workers affected, (3) the location of the issue and (4) resolution measures to be implemented and the people responsible for it. All parties concerned should agree on the issue resolution process or make adjustments that will make all parties agree to the new resolution.



Q17. Why are safety audits conducted?

Answer

Should reflect: Safety audits for the workplace are conducted to check the current status and effectiveness of the overall workplace safety plan. It compares the current conditions on workplace health and safety found on site against the planned arrangements. Results of the audit will help in revising the safety plan to meet the requirements.



Q18. Describe processes used to properly record findings of a safety audit.

Answer

Should reflect but is not limited to: Make sure that you organise data and information gathered in a logical manner. Review findings and provide labels per data or information so that you will know where to look when you need them. You can use computer programs to help you organise files and data easily. This also applies to media files such as images, tables, graphs and videos. Ensure the accuracy of the data and information and consider the presentation formats.



Q19. Discuss what you should include in your recommendation for an action plan addressing non-compliance with a safety audit.

Answer

Should reflect but is not limited to: A proper recommendation for an action plan should include the goal/purpose of the recommendation (in this case to address non-compliance). As a guide you can use the SMART criteria (Specific, Measurable, Attainable, Relevant, Time-bound) to help you create your goal; ; The tasks/work to be done to achieve the goal or outcome (as well as location, if applicable); The people responsible for implementing the recommendation; Start and completion dates as well as overall duration of the recommended work. Any additional resources necessary to be able to carry out and finish work and methods and parameters of monitoring and evaluating progress. Providing measures and ways of monitoring and evaluating the action steps and their progress helps identify if the recommended action is effective to achieve compliance.



Q20. Discuss two (2) methods you can use to review the effectiveness of educational programs to ensure workers have been inducted and maintain safe work practices.

Answer

1. Should reflect but is not limited to: Provide workers with a survey to complete following induction and training programs to collect feedback for evaluation.
2. Monitor work performance and frequency of incidents after training. If there is a significant decrease in workplace incidents or increase in work performance and productivity after workers have been trained, this is a good indicator of the educational program being effective. If no significant change happens, or worse, if there is a significant increase in incidents, then it means improvements must be done with educational programs.



Q21. Crane operators face various hazards, discuss two (2) hazards crane operators face and the potential harm caused by these hazards.

Answer

Should reflect but is not limited to: potential hazards include those related to working at heights; weight of the cranes load and balance of the crane as well as hazards related to structural failure of the surface and the components. The potential harm caused by not addressing these hazards include physical injuries, hospitalization and death.



Q22. Explain why asbestos removal and the exposure to asbestos fibres is considered hazardous.

Answer

Should reflect but is not limited to: Asbestos removal is considered hazardous because during the process, asbestos fibres may be released into the air. This increases the possibility of exposure. Exposure to asbestos fibres may lead to asbestosis, lung cancer and mesothelioma. Greater exposure, both in terms of the amount of fibres and the exposure duration, increases the risk of illness. Symptoms may appear decades after initial exposure to asbestos and individuals may not be aware that they are ill.



Q23. Explain why exposure to carbon monoxide is considered hazardous.

Answer

Should reflect but is not limited to: Exposure to carbon monoxide is considered hazardous because significant amounts of carbon monoxide may lead to unconsciousness, suffocation and death. Less severe effects of breathing in carbon monoxide during exposure include nausea, dizziness, and vomiting.



Q24. Discuss waste management practices applied on construction sites.

Answer

Should reflect but is not limited to: Waste management plans are prepared and approved before any project is carried out. These plans must cover waste management at every stage of the project's life cycle and have allowance for all the different types of waste that will potentially be generated during the project. Sustainable practices include purchasing quality building materials that contain high proportions of recycled content, Separate waste streams into different bins, which are clearly marked according to function (concrete, metals, plastic etc.). Designate another bin for general litter, to ensure that no rubbish gets mixed into the other bins. Make sure each bin is covered to protect the materials from contamination and the elements.



Q25. Describe Health and Safety Representative (HSR) Training.

Answer

Should reflect but is not limited to: Health and safety representatives represent the workforce and workplace of a construction project concerning work health and safety. Under the WHS legislation, HSRs are required to take HSR training as proof of competency in work health and safety. They undertake an initial course of training of five days. Once this is completed, a day's refresher course should be taken every year after the initial training. This is to ensure that HSRs are up-to-date on current work health and safety protocols.



Q26. Discuss worker mental welfare.

Answer

Should reflect but is not limited to: Mental welfare is a state where workers are mentally healthy and are capable of coping with the demands of the workplace. On a construction site, workers' mental welfare means that they are healthy enough to keep up with the physical demands of construction work, the constant possibility of serious injuries, and other consequences of the type of work.

In the workplace, mental health problems are not only caused by work-related factors; although work is a contributing factor, it is not the only reason why workers in the construction industry need mental health first aid. First aid is to be given until a worker has received professional treatment. In assessing a person with mental health problem, it is necessary to know the signs, know what is not helpful, and be supportive. Note that diagnosis is only done by trained professionals, but it is vital to stay alert to changes in a person's mood, behaviour, energy, habits, or personality.



Q27. What is mental health first aid?

Answer

Should reflect but is not limited to: Projects may provide a mental health first aid officer on site who helps workers regarding their mental health and welfare. Mental Health First Aid officers are trained under Mental Health First Aid Australia, an organisation who develops and assesses relevant courses, as well as trains people to carry out mental health first aid. As they specialise in mental health first aid, they can provide consultations and assistance to workers needing help for their mental health and well-being.



CPCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

WORKBOOK

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unaided by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

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

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

For the following activity, name a state/territory regulator that you wish to examine.

Name and state/territory of regulator	WorkSafe Qld – Queensland WHS regulator
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ACTIVITY 1

Research your state/territory regulator for health and safety guidance and resources for construction businesses and respond to the following:

- Locate information relating to SWMS
- Specify who is responsible for ensuring a SWMS is prepared before the proposed work starts
- Summarise the purpose of a SWMS.

a) Locate information relating to SWMS (specify where information was found -website pathway)

Participant must demonstrate knowledge of relevant website and guidance information e.g. <https://www.worksafe.qld.gov.au/resources/guides/safe-work-method-statements>

b) Specify who is responsible for ensuring a SWMS is prepared before the proposed work starts

Participant must refer to information provided on website e.g. A person conducting a business or undertaking (PCBU)

c) Summarise the purpose of a SWMS.

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

The SWMS:

- sets out the work activities in logical sequences
- identifies hazards
- describes control measures.

Satisfactory Outcome



ACTIVITY 2

Complete the table by documenting one (1) potential hazard and one (1) potential harm the hazard may cause related to the construction work specified.

Construction Work	Potential Hazard	Potential Harm
Tilt-up panel construction	e.g. Exposure to airborne contaminants, exposure to hazardous materials, failure of support of panels	e.g. Respiratory illnesses, skin diseases, physical injuries
Scaffolding	e.g. Scaffold collapse, fall from height, falling objects	e.g. Physical injuries
Operation of plant and equipment	e.g. Moving parts, sharp parts of plant and equipment	e.g. Physical injuries
Demolition	e.g. Structure collapse, fall from height, falling debris, exposure to hazardous materials and air contaminants	e.g. Physical injuries, respiratory illnesses, skin diseases
Asbestos removal and exposure to asbestos fibres	e.g. Inhalation or ingestion of asbestos fibres	e.g. Respiratory illnesses, skin diseases, eye damage
Exposure to silica	e.g. Inhalation or ingestion of silica dust	Respiratory illnesses, skin diseases, eye damage
Airborne contaminates	e.g. Exposure to or inhalation of contaminants (e.g. dust, vapours, fumes)	e.g. Respiratory illnesses, skin diseases, eye damage
Exposure to excessive noise	e.g. Volume of noise, duration of exposure to noise	e.g. Hearing loss, migraine
Electrical work	e.g. Exposure to live electrical wires/power lines, presence of nearby flammable materials	e.g. Shock, burns, organ damage
Dogging and rigging	e.g. Weight and centre of gravity of load, failure of load support	e.g. Physical strain, injuries, concussion from falling objects
Concrete pumping	e.g. Noise and oscillation (from equipment), exposure to wet concrete and silica dusts, equipment failure/collapse	e.g. Hearing damage, respiratory illnesses, skin diseases, physical injuries, strain and fatigue

Satisfactory Outcome



CPCCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

PRACTICAL ASSESSMENT

Participant name

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the supervisor notes assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify potential risk areas determined following site and site documentation inspection: e.g. site access hazards and vehicle access and parking
1.1B.	Specify WHS regulator accessed for guidance: e.g. WorkSafe QLD
1.1D. 1.2E.	Worker consultation conducted (tick or specify): ☐ Applied active listening techniques ☐ Demonstrated respect for the opinion of others ☐ Discussed WHS policies, procedures, technical guidance documents, reporting ☐ Discussed access to documentation for recording and reporting ☐ Applied effective negotiation techniques ☐ Other (please specify):
1.1F.	Specify faults, problems and non-compliances and their impact identified: e.g. site access hazards and vehicle access and parking and the impact of mixing workers and vehicles with no barrier
1.2C.	Specify educational programs established: e.g. induction for each site attendee; toolbox talks; daily pre-start talks
1.2D.	Specify safety systems implemented: e.g. personal take 5 risk assessment, digital access for reporting and recording via personal mobile phone