

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS412 Assist with workplace compliance with WHS laws* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Matthew Jeffery
------------------	-----------------

Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

BSBWHS412

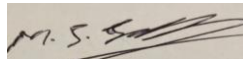
ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name Matthew Jeffery

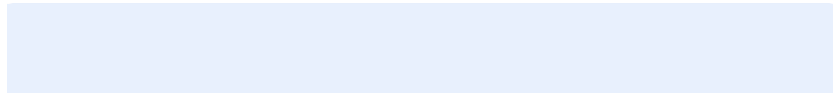
Participant signature



Date Click here to enter a date.

Assessor name

Assessor signature



Date Click here to enter a date.

Number of activities	Number of activities answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
3		☐	☐

ASSESSOR COMMENTS

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 activities, name a workplace that you wish to examine.

Name of workplace	Brisbane Girls Grammar SLC Construction
--------------------------	---

ACTIVITY 1

- Identify current legislation and related documentation that will be relevant to your chosen workplace, and where such documentation can be found.
- For each document identified, outline one (1) excerpt or requirement that it specifies for your chosen workplace.
- Use an example to explain how the identified excerpt or requirement is relevant to your workplace

Example:

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.
Link to workplace
As a workplace that requires high risk work tasks to be undertaken (e.g. training in dogging, rigging, scaffolding, forklift use), the health and safety of workers must be ensured by the person conducting a business or undertaking. This does not require all measures to be implemented, but those considered to be reasonably necessary, such as providing safe plant, information, instruction and training.

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (QLD) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 19 (2): A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
Link to workplace
At my current workplace we are conducting trenching and excavation activities which according to legislation is defined as a high-risk work activity

Name and location of Regulation
Work Health and Safety Regulation 2011 QLD found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Work Health and Safety Regulation 2011 QLD Division 3 Excavation
Link to workplace
At my current workplace while undertaking excavation as stated in division 3 of the work health and safety Regulation 2011 QLD a person with management control must prior to commencing or directing or allowing excavation work to commence • Take reasonable steps to obtain current underground essential services information • Provide this information regarding underground essential services information to those carrying out the activity of excavation work • Regard the information provided to them in relation to the essential services locations • Ensure the information is available upon inspection – for a notifiable incident,

Name and location of Code of Practice
Office of Industrial Relations Workplace Health and Safety Queensland Excavation work Code of practice 2013 https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice
Relevant excerpt/requirement for chosen workplace
Section Three – Planning the excavation work Excavation work should be carefully planned before work starts so it can be carried out safely. Planning involves identifying the hazards, assessing the risks and determining appropriate control measures in consultation with all relevant persons involved in the work, including the principal contractor, excavation contractor, designers and mobile plant operators. Structural or geotechnical engineers may also need to be consulted at this stage.
Link to workplace
Before excavation work commences on site all relevant permits and advice is gathered from relevant authorities and other parties. A toolbox talk and JSHA / Pre – Start is also conducted so all workers and their supervisors are clear on what the works entails and the potential hazards and risks are identified.

Name and location of Standard
AS 3798-2007 Guidelines on earthworks for commercial and residential developments SAI Global info store

Relevant excerpt/requirement for chosen workplace

Section 2 Investigation, Planning and Design. (a)
 "The precise terms of approval of the project by relevant authorities, including local government and heritage, planning and environmental protection agencies, can influence the execution of the works."

Link to workplace

On my current workplace before commencement of excavation works relevant local authority consultation and required permits needed to be obtained. This included environmental, heritage and "Dial Before You Dig" services location advice.

Name and requirement of Guidance Publication

Dial Before You Dig best practice guide

Relevant excerpt/requirement for chosen workplace

Section 2. pg1. "Organisations or excavators representing and organisation have a duty of care to locate underground assets that are within the vicinity of any worksite prior to any project commencement"

Link to workplace

At my current workplace both public and private underground utility assets are present. As per principal contractor and our company policy current Dial Before You Dig need to be obtained as part of the permit application process prior to any excavation works commencing.

**Satisfactory
Outcome**



ACTIVITY 2

Identify one (1) of each of the following within your chosen organisation:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

For each, summarise:

- Its purpose
- How it can be accessed
- How it can be developed and changed to ensure compliance with WHS legislation, using examples.

Name and purpose of WHS Policy

Hatchman Safety Policy.

How document can be accessed

Electronically via Hatchman and principal contractor management and hard copies available at Hatchman office and site offices.

How it can be developed and changed to ensure compliance with WHS legislation

This policy could be changed to reflect more current WHS requirements.

Name and purpose of WHS Procedure
Work Instruction – Installing in ground services
How document can be accessed
Hard copies available at site office and electronic copies available via email from Hatchman Site Manager
How it can be developed and changed to ensure compliance with WHS legislation
Regular consultation and toolbox talks involving management and the workforce. Information of current applicable legislation could be incorporated in to these also.

Name and purpose of WHS Process
Safe Work Method Statement - 003. Installation of in ground services.
How document can be accessed
Hard copies available from site office and electronic copies available via email or external memory device.
How it can be developed and changed to ensure compliance with WHS legislation
Regular and in-depth consultation with the workforce including daily pre start meetings and toolbox talks. Review as part of reporting and investigation following an incident. Reviewed regularly by Principal Contractors WHS advisor using their assessment guidelines and current legislation.

Name and purpose of WHS System
Hatchman Safety Plan – Brisbane Girls Grammar School SLC – Issue A Rev 1
How document can be accessed
Hard Copies available from Hatchman site office. Electronic copies available via Hatchman Site Manager in the form of Email or external hard drive upload.
How it can be developed and changed to ensure compliance with WHS legislation
Quarterly review by Hatchman management to ensure all content is relevant and current. Consultation and review by Principal Contractors WHS advisor using their review system and incorporating the latest requirements and legislation.

**Satisfactory
Outcome**



ACTIVITY 3

For the purpose of the company manual, you are to explain the role of WHS in your chosen workplace, by developing a report in the following structure:

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- The objectives and principles underpinning WHS legislation

2.0 WHS REGULATOR

- Identify the WHS regulator that applies to your company
- Explain the functions and powers of the WHS regulator and how they are exercised

3.0 INDIVIDUALS AND PARTIES**3.1 WORKERS**

- Outline workers' WHS duties under the legislation
- Identify workers' WHS rights under the legislation
- Explain workers' WHS obligations under the legislation

3.2 PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

- Outline PCBU's WHS duties under the legislation
- Identify PCBU's WHS rights under the legislation
- Explain PCBU's WHS obligations under the legislation

4.0 COMPLIANCE

- Explain how policies, procedures, processes and systems are developed and changed to maintain compliance
- Explain how workers and PCBU are assessed and monitored for WHS compliance with legislation and how these findings are reported and documented
- Identify ways in which workers' and PCBU's WHS training needs are assessed
- Identify how the workplace provides support for workers' and PCBU's training needs

5.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify that workers and PCBUs have varying WHS duties, rights and obligations under the legislation
- Express the importance of maintaining compliance and addressing training needs

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as workers, health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer specifically to the legislation using section numbers, so that the reader could refer to the legislation for more information if they wanted to.

1.0 INTRODUCTION

Hatchman Construction Services is a commercial Plumbing and Drainage company committed to delivering exceptional high quality projects to its clients. This commitment is consistently achieved using the best products and materials, quality workmanship by committed tradespeople, and client focused systems and procedures.

Hatchman are committed to providing a safe environment for employees, subcontractors other workers on site and members of the public.

As a company we believe in a "Stop – Think – Act" way of life so that we can work safe and go home to our family and loved ones every day.

2.0 WHS REGULATOR

The applicable WHS regulator to Hatchman is Queensland Government, Office of Industrial Relation Workplace Health and Safety QLD.

WHSQ purpose is to improve workplace health and safety and reduce the risk of work-related fatalities, injuries and diseases. WHSQ do the above mentioned by.

- Making sure workplace laws are followed.
- Investigating work related fatalities and serious injuries
- Taking legal action when work health and safety laws are broken
- Educating workers and their employers on their legal obligations and to comply with all safety directions given to them by their employer.

3.0 INDIVIDUALS AND PARTIES

3.1 WORKERS

Hatchman workers have a responsibility and a duty to be conscious and aware of their health and safety obligations and to comply with all safety directions given to them by their employer.

While at work a Hatchman employee has an obligation to, take reasonable care of their own health and safety. Take reasonable care for the health and safety of others. Comply with any reasonable instructions policies and procedures given by the Principal Contractor, Hatchman employee or immediate supervisor of the workplace.

Hatchman employees have the right to conduct their work and be able to provide quality workmanship in an area that does not pose a risk to themselves or those around them of serious injury or death.

3.2 PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

Hatchman Construction Services Pty Ltd as a business have a commitment to providing a safe and cohesive workplace for their employees, contractors and other persons working in close proximity. We also have a responsibility to protect members of the public from harm or injury by conducting our business using a comprehensive safety plan. The commitment to, and the following of this safety plan, is essential to the way we go about our works. If this cannot be achieved for any reason then the works simply do not take place until it can be.

Regular consultation between Hatchman employees, management and industry professionals is essential to us fulfilling our safety commitment and conducting our works.

4.0 COMPLIANCE

Regular consultation between Hatchman workers and management is essential in keeping our safety policy and procedures relevant to all involved. Toolbox talks and pre start meetings/JSEA are an important tool to provide input from workers and management alike.

Safe Work Method Statement and Safety Plan reviews are conducted on a quarterly basis as a minimum and if the work environment or way a task has to be undertaken changes then these documents are readily accessible and easily modified and approved to suit. Hatchman employees have access to training and competency based courses to advance their skills. With changing requirements of workplaces and tasks having skilled and confident employees are essential to Hatchman being able to deliver to their commitments to the client.

Hatchman employees training needs are also assessed and provided by working in conjunction with larger "Tier 1" Principal Contractors. It is through this joint effort that Hatchman can provide the client with tradesman and trade apprentices that are at the top of their game and constantly looking to advance not only their trade skills, but other skills that they may be able to gain to advance them in their confidence and life in general.

5.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify that workers and PCBUs have varying WHS duties, rights and obligations under the legislation
- Express the importance of maintaining compliance and addressing training needs

Workplace Health and Safety is of utmost importance to Hatchman Construction Services as an organisation. If a task cannot be undertaken without posing an unacceptable level of risk to Hatchman employees and those around them, whilst following our safety procedures and policies. That task does not start until it can be!

Hatchman workers and management all have an equally important role to play in ensuring we go home safe without incident or injury every day. We all have responsibilities and need to be vigilant in our safety commitment to each other. No compromise, no matter how small it is considered is acceptable when it comes to safety.

Hatchman employees, contractors, and management all have a right to be able to complete their duties in a safe, positive environment.

It is essential to everyone involved that Hatchman maintain a current compliant safety system. A commitment to review and consultation of the safety system by all Hatchman

employees is of the utmost importance. Without this taking place Hatchman cannot ensure compliance with and understanding of current legislation and safety requirements.

Hatchman are committed to upskilling their employees by providing access to current industry training. There is also a strong belief that once employees have attended training and gained the necessary skills and information contained in this that it is maintained and kept current. It is of no advantage to anyone having a qualification if that skill set has not been maintained or kept up to date.

In a constantly evolving and growing industry. Hatchman are committed to providing the best quality workmanship through highly skilled tradespeople using the latest equipment, materials and training that they are confident in using at any time.

**Satisfactory
Outcome**



BSBWHS412

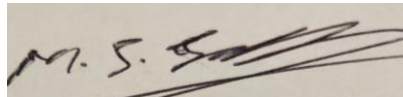
ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

QUIZ INSTRUCTIONS

- This quiz will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name Matthew Jeffery

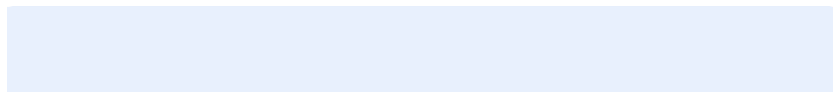
Participant signature



Date 10/01/2021

Assessor name

Assessor signature



Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
7		☐	☐

ASSESSOR COMMENTS

Q1. What are the objectives and principles underpinning WHS?
Tick your response.

Choice	Possible Answers
☐	To ensure that people receive a large compensation payment when injured
☐	To create barriers for businesses in their day-to-day operations
☒	To assign responsibilities and confirm rights of those in the workplace, with regards to safety
☐	To provide specific ways in which everything in the workplace must be conducted

Q2. When providing advice on WHS in the workplace, which of the following sources would you refer to for guidance? Tick all that apply.

Choice	Possible Answers
☒	Inspectors
☒	Legislation
☒	Codes of practice
☒	Policies and procedures

Q3. Which of the following are functions and powers of the WHS regulator? Tick all that apply.

Choice	Possible Answers
☒	To enforce WHS law
☒	To promote compliance with WHS law
☐	To represent you in court if you breach WHS law
☐	To supply WHS equipment

Q4. True or False (Tick your response): All levels of a workplace (e.g. PCBU's down to the worker level) can be involved in developing, implementing and monitoring changes to workplace policies, procedures, processes and systems in order to achieve compliance.

☒	True
☐	False

Q5. Which of the following methods can be used to advise others about WHS compliance? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Training sessions for all staff
☒	Emails about changes to laws
☒	A suggestion box to allow workers to raise inadequacies
☐	Having a legal advisor speak at a staff meeting

Q6. Which of the following methods can be used to monitor the effectiveness of workplace policies and procedures? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Internal audits
☒	Observing trends through hazard/incident/injury reports
☒	Interviews with those in the workplace
☒	Workplace inspections from legal advisors

Q7. Order the following elements of the WHS legal framework from the most legally enforceable to the least legally enforceable (1 = most enforceable; 5 = least enforceable).

Answer ☐

Enforceability	Element
	Policies and procedures
	Codes of practice
	Standards
	Acts
	Regulations

BSBWHS412

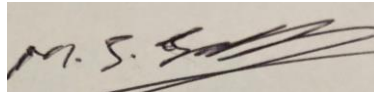
ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Matthew Jeffery

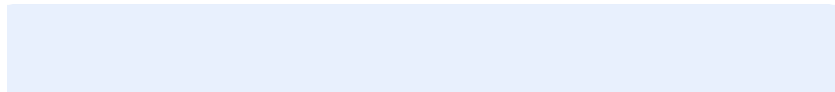
Participant signature



Date 10/01/2021

Assessor name

Assessor signature



Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

BSBWHS412

ASSIST WITH WORKPLACE COMPLIANCE WITH WHS LAWS

Practical Task 1 (2X)		
Description of task: Two (2) PCBU's have asked you to review their WHS policies/procedures, as provided, to ensure that each policy/process/procedure reflects the WHS duties, rights and obligations of those in the workplace. You are to: - Prepare a report for each workplace's PCBU which outlines your findings, making recommendations on how policies, procedures, processes and systems should be developed to support compliance, and potential regulator action if not observed; - Update the policies/procedures to address any identified non-compliances; and - Develop and deliver a short presentation (e.g. PowerPoint presentation slides with accompanying face-to-face delivery or real-time video, as arranged with your assessor) for workers to ensure they are aware of the updated policies/procedures, current legislative requirements and identify how these will be monitored - Listen to your audience during this presentation and appropriately respond to any questions asked by your assessor The participant is to submit the following evidence with this Practical Assessment sheet. There should be two (2) of each of the following documents submitted (i.e. one for each PCBU): - Report to PCBU - Workplace checklist for monitoring compliance - Presentation materials (e.g. PowerPoint) for each workplace's workers The assessor is to provide detailed comments on the tasks completed by the participant. Detail should be recorded in the Assessor's Comments (e.g. questions asked by assessor during presentation).		
Resources required: Policies/procedures (x2), computer.		
Assessment of task		
Name of participant:		
Name of assessor:		
Location:		
Date:		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Review WHS in the workplace		
1.1A. Identify current WHS laws and documentation relevant to the organisation's operations, seeking advice from legal advisors as required.	☐	☐
1.1B. Determine legal requirements for the workplace – including duties, rights and obligations of PCBU and workers.	☐	☐
1.1C. Review provided policy/process/procedure, identifying legislative non-compliances.	☐	☐

2 Provide advice about WHS legislative compliance			
1.2A.	Prepare a report for PCBU which outlines findings – including: • An outline of the PCBU's duties, rights and obligations (including references to relevant legislative sections) • A summary of identified non-compliances, and potential action that the WHS regulator could take • An updated policy/process/procedure to address identified non-compliances (including how these will be monitored to ensure legislative compliance) • Recommendations on how processes and systems should be developed to support compliance	☐	☐
1.2B.	Develop a workplace checklist that can be used to monitor compliance of the updated policies/procedures.	☐	☐
3 Maintaining WHS legislative compliance			
1.3A.	Develop a presentation for workers which covers: • Identification of workers' duties, rights and obligations – with direction on how to locate such information • An outline of updates to policies/procedures and how they meet current legislative requirements • Examples of how these new policies/procedures will be monitored to ensure legislative compliance	☐	☐
1.3B.	Deliver presentation (in person/via live stream video) and listen to your audience to respond appropriately to any questions.	☐	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory			