

BSBWHS414 CONTRIBUTE TO WHS RISK MANAGEMENT ASSESSMENT SUMMARY

The assessment activities for *BSBWHS414 Contribute to WHS risk management* 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

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.

BSBWHS414

CONTRIBUTE TO WHS RISK MANAGEMENT

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

Kerry Uoh

Participant signature

KU

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)

4		Satisfactory	Not Yet Satisfactory
		☐	☐

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

Mid town Centre

Identify the duty holders and their range of duties regarding hazard identification, risk assessment and risk control activities by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Codes of practice
- d) Guidelines

Explain how you comply with the requirements of these documents.

Hazard identification

WHS Acts

Division 2 (19) 1, 2, 3

Identify and apply appropriate techniques, tools and processes to identify hazards.

Apply techniques

Document the use of techniques

Document the results

WHS Regulations

(SL) Part 3.1 (34)

A duty holder must identify ~~and~~ reasonably foreseeable hazards that could give rise to health & safety

Codes of practice

Div 3 (26A) A

Guidelines

SL 3.1 (34)

How you comply

Div 4 (27)

Maintain effective, Policies, Processes & Procedures. Audits, JSA, SUMS, check lists

Risk assessment

WHS Acts

Sub 1 (17)

Providing a way of assessing the risk associated with a particular hazard

WHS Regulations

(SL) Part 3.1 (33)

Specific requirements under this regulation for the management of risk must be complied with

Codes of practice

Div 3 (26A) B

Guidelines

SL 3.1 (35) (36)

How you comply

Div (27)

Maintain effective Policy, Processes & Procedures. Discussions, Worksheets, Risk ranking tool

Risk control

WHS Acts

~~SL Part 3.1 (36)~~

Sub 1 (17)

- a) eliminate risks to health & safety
- b) if not reasonably practicable to eliminate risks, to minimise those risks so far as reasonably practicable

WHS Regulations

SL Part 3.1 (36) (37)

Risk assessment will determine actions that need to control the risk

Codes of practice

SL Part 3.1 36, 37, 38

A risk control plan including risk assessment

Guidelines

A risk control action plan would form part of a WHSMS as it is a systematic approach of ensuring WHS in the work place

How you comply

Maintain effective Policies, Processes & Procedures. Consultation, risk register, Follow up Implementation, training, evaluate effectiveness



Satisfactory
Outcome

Explain the requirements of your organisation regarding hazard identification, risk assessment and risk control activities by identifying the requirements found in:

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

Explain how you comply with the requirements of these documents.

Hazard identification

WHS policy

Working at height - Mandatory requirements for managing working at height risks.

WHS procedure

Identify hazards, Assess risks, Control risks, Review control measures use Planks when working at height is required. 450mm wide.

WHS process

Planks required when the fall distance is less than 2m.

WHS system

Management System identify hazards and manage risks to reduce the likelihood of occurrence of workplace injuries.

How you comply

Hazard identification, Risk assessment, Risk Control

Risk assessment

WHS policy

times and also high speed
Use of correct PPE when operating tools
WHS procedure
Use of face shield or goggles, gloves
WHS process
Identify hazards, determine the likelihood of harm, identify necessary actions to eliminate the risk.
WHS system
Hierarchy of Controls
How you comply
Follow legal requirements

Risk control
WHS policy
Site Inspections
WHS procedure
walks throughout worksite to identify hazards, assess risks associated and controlling the risks,

WHS process

Record Site details, monitor Practices and on Field Compliance including Safety Standards

WHS system

Risk management System

How you comply

Put framework in place to identify obligations, Conduct risk assess, incorporate Policies & Procedures

Satisfactory
Outcome



In meeting the legal and organisational requirements noted in Activities 1 and 2, identify two (2) hazards that may occur in your workplace. For each hazard identified, find information to explain:

- The nature and scope of the hazard
- The range of harms caused by the hazard and how they are caused
- The techniques, tools and processes used to identify each hazard
 - Select tools appropriate for the workplace and identify different tools for each hazard
 - Describe how you contribute to applying these selected techniques, tools and processes and document the results
- Determine the level of risk for the hazard within your workplace
- How you advise others of this information
 - Identify the individuals and parties who should be notified (i.e. because they are at risk or are required to implement controls)
 - Consider how best to address peoples' range of abilities and backgrounds
 - Be sure to also consider the timeframes in which you should advise others
- Risk controls that may be implemented to address the hazard and risk assessment results
 - Consider the hierarchy of control and any legal requirements
 - Offer at least two (2) risk controls and justify why one (1) is more appropriate than the other
 - Explain the timeframes in which these risk control options should be implemented

Name of Hazard 1

Objects Falling From height

Nature and scope of hazard

High rise apartments consisting of 22 levels with the use of conventional framework on each level. Project estimated to take 6 months. Framework is 4m in height and possibilities of falling material

The range of harms caused and how they are caused

3.6m Headers inserted into U-heads on each frame which are intended to carry 3.6 & 4.8 timbers. Incorrect work methods may cause objects to fall and cause injury.

Techniques, tools and processes to identify hazard

Site walks

Audits

Risk assessments

Record & Review

Existing Information on workplace hazards

Determine the level of risk

Hazard Identification

Risk Analysis

In the case of erecting framework
the potential of objects falling from
height are medium - high

How you advise others about hazards, harms and associated risk

Verbal Communication

Visual

Risk controls

Exclusion Zones
Spotter

Name of Hazard 2

loud Noise C.O.P. Sec 274

Nature and scope of hazard

Each building Site has noise which may impact a workers hearing or conflict a worker performing an operation in a safe manner.

The range of harms caused and how they are caused

Noise levels on a continuous basis may affect workers hearing permanently and disabling.

Techniques, tools and processes to identify hazard

Existing records and the necessity of PPE
Related health issues linked to the Site
Occupational Hygienist

Determine the level of risk

The level of Risk associated with noise on a construction site is High.
Regular 8hr exposures to 85 dba can damage a persons hearing.

How you advise others about hazards, harms and associated risk

Tool box talks
Site Induction

Risk controls

Ear defenders
Acoustical enclosures if possible
Performing work at certain times of the day.

Satisfactory
Outcome



For the two (2) risks (and associated risk controls) identified in Activity 3:

- a) Explain how you would contribute to developing and implementing a risk control plan to meet your legal and organisational obligations
- b) Describe the process you would undertake to evaluate the risk controls that had been implemented

Hazard/Risk 1

Develop and implement risk control plan

- Pre work set up exclusion zones around the working area
- Fall hazard risk assessment
- Characterize the nature of the hazard identify control measures and prioritise hazard control.

Evaluation of risk control

Visual

Hazard/Risk 2

Develop and implement risk control plan

- Risk assessment
- Use the hierarchy of Control

Evaluation of risk control

Site visit
Site reports

Satisfactory
Outcome



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QUIZ INSTRUCTIONS

- This quiz will occur under standard assessment conditions.
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Participant name

Kerry Hols

Participant signature

KH

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of questions

Number of questions
answered correctly

Task outcome (Tick)

6		Satisfactory	Not Yet Satisfactory
		☐	☐

ASSESSOR COMMENTS

Q1	Q2
1	Identify
2	Identify
3	Identify

1/3
2/3
3/3

Q1	Q2
1	Identify
2	Identify
3	Identify

Which of the following can be causes of workplace hazards?
Tick all that apply.

Q1	Q2
1	Identify
2	Identify
3	Identify
4	Identify
5	Identify

Which of the following individuals and parties may require information about workplace hazards? Tick all that apply.

Q1	Q2
1	Identify
2	Identify
3	Identify
4	Identify
5	Identify
6	Identify
7	Identify

1. Match the terms and definitions by writing the appropriate letter next to each number in the centre column.

Answer

Terms	
1	Hazard
2	Risk
3	Risk control

1 - C

2 - B

3 - A

Definitions	
A	Taking action to eliminate health and safety risks
B	The possibility that harm might occur when exposed to a hazard
C	A situation or thing that has the potential to harm a person

☐

2. Which of the following can be causes of workplace hazards?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Noise
☒	Physical layout of the workplace
☒	Temperature
☒	Stress

☐

3. Which of the following individuals and parties may require information about workplace hazards? Tick all that apply.

Answer

Choice	Possible Answers
☒	Health and Safety Committees (HSCs)
☒	All members of the public
☒	Contractors
☒	Workers
☒	Managers
☒	Technical specialists who can assist with determining control measures

☐

4. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Tick all that apply.

Answer

Choice	Possible Answers
☒	Workplace inspections
☐	Compensation claim information
☒	Safe Work Method Statements
☒	Information issued by WHS regulators

☐

5. True or False (Tick your response): Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes of practice and standards).

Answer

☒	True
☐	False

☐

6. Which of the following should be considered when developing a risk control plan? Tick all that apply.

Answer

Choice	Possible Answers
☒	How and when controls will be implemented
☒	Evaluation processes for implemented controls
☒	Consultation with individuals and parties
☒	Responsibilities for implementation

☐

BSBWHS414 CONTRIBUTE TO WHS RISK MANAGEMENT

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

Kerry Hope

Participant signature

Kerry Hope

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

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

ASSESSOR COMMENTS

BSBWHS414 CONTRIBUTE TO WHS RISK MANAGEMENT

Practical Task 1

Description of task:

The participant is to identify two (2) different WHS hazards, assess and control the risk relating to those identified hazards. For each hazard, the participant is required to:

- Apply legal and organisational requirements when selecting and applying techniques, tools and processes for hazard identification, risk assessment and risk control
- Document the processes undertaken in the form of a presentation, for delivery to workers, contract workers, managers and PCBU (e.g. PowerPoint presentation slides with accompanying face-to-face delivery or real-time video, as arranged with your assessor)
- Identify the responsibilities of your audience with regards to their legal duties in controlling the identified risks

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 hazard):

- Workplace checklists for monitoring effectiveness of risk control measures
- Presentation materials with included graphics (e.g. PowerPoint)

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:

Computer.

Assessment of task

Name of participant:	Kerry Hope	
Name of assessor:		
Location:	Midtown Centre	
Date:		
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.

1 Hazard identification

A. Confirm and apply legal and organisational requirements with regards to hazard identification.		☐
B. Select and apply hazard identification tools and techniques.		☐
C. Analyse information and data to determine each hazard's nature and scope.		☐

2 Risk assessment

A. Confirm and apply legal and organisational requirements with regards to risk assessment.		☐
B. Analyse information and data when conducting risk assessments.		☐

C.	Select and apply tools, techniques and processes to assess risk – determining those affected, as well as the nature, severity and likelihood of potential harm.	☐
3 Risk management and controls		
A.	Confirm and apply legal and organisational requirements with regards to risk controls.	☐
B.	Analyse information and data when identifying, evaluating and selecting risk control options.	☐
C.	Identify potential risk controls according to the hierarchy of control and evaluate most appropriate options for action.	☐
D.	For each hazard, develop a checklist to enable evaluation of effectiveness of risk controls.	☐
4 Presenting findings		
A.	Develop and deliver presentation (in person/via live stream video).	☐
B.	Review processes undertaken, including: - Tools used for hazard identification, risk assessment and risk control processes - Hazard identification results – including two (2) workplace hazards and the harms they may cause - Risk assessment results – including those affected and the nature, severity and likelihood of potential harm - Risk management plan – including the selected risk controls and activities requiring joint responsibility and accountability (considering time and resource constraints)	☐
C.	Identify duty holders and their roles and responsibilities according to risk management requirements including: - Explaining legal and organisational requirements - Identifying requirements to ensure effectiveness of risk controls - Outline plan for monitoring effectiveness of risk controls (i.e. using checklist)	☐
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

Hazard - Asbestos

A management Plan or Control of the workplace must ensure measures are put in place as soon as asbestos has been identified.

This must identify the location and any natural occurring.

Control measure's, Procedures should all be put in place for emergencies involving asbestos including who is responsible.

- When choosing the most appropriate control measure and elimination is not possible, substitution or isolating the risk or PPE may be suitable options.
- It is an employers responsibility to make sure the workplace is safe and that anyone visiting the workplace is safe and not exposed to hazards or harmed by the work.

Employers are to organise ways of working safely, provide information, instruction, training and supervision of employees.

- Management or Control of a workplace has the responsibility to ensure an asbestos register is

Prepared, maintained and kept at the workplace.

Division 7 (50)

Part 8.2 (420)

Part 8.3

Part 8.4

Part 8.5

Division 1

Division 2

Hazard - Silica dust

- Employers are to ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of $50 \mu\text{g}/\text{m}^3$ in a time-weighted average (8hrs).
- Silica dust is generated in the workplace mechanical process such as crushing, drilling, grinding, sawing of natural stone or man made products that contain silica. Some dust particles can be so small that they are not visible, these are commonly referred to as respirable particles.
- Respirable silica dust particles are small enough to penetrate deep into the lungs and can cause "irreversible lung damage".
- Effective engineering controls such as substitution, automation, enclosed systems, local exhaust systems and wet methods should be used.
- In many cases eliminating silica dust is not practicable unless the process is eliminated completely.

Therefore Isolation is an effective way of protecting workers from exposure to Silica dust.

Division 2 (19) Primary duty of Care is a legal requirement of a PCBu and their responsibility according to risk management and the effective measures put in place.

This checklist will assist you to manage changes to the workplace exposure standard (WES) for silica dust at your workplace.

When did your state or territory implement the reduced WES for silica dust?

01/07/20

- ☒ Does your state or territory have any requirements in addition to the WES when working with silica dust?
For example, NSW and Victoria have specific regulations related to working with engineered stone.
- ☒ Have you read guidance material, such as Safe Work Australia's Guide for working with silica and silica containing products, or your state or territory's code of practice (if applicable)?
- ☒ Have you spoken with your workers and health and safety representatives about any changes that you plan to make to your workplace to comply with the WES?
- ☒ Do you know about the health risks of silica dust for your workers?
- ☒ Have you provided your workers with training and information about the health risks of silica dust?
- ☒ Have you completed a risk assessment for silica dust?
- ☒ Do you need air monitoring to assess the risk of silica dust at your workplace?
- ☒ Are your current control measures sufficient for you to comply with the reduced WES for silica dust?
- ☒ Do you need to implement new measures to control the risk of silica dust and comply with the new WES?
- ☒ Have you considered any other risks that new control measures may introduce?
For example, slip, trip and fall hazards when working with water.
- ☒ Have you identified all workers that need health monitoring, including those who do not work directly with silica dust?
- ☒ Are you using a combination of the hierarchy of control measures to manage the risks of silica dust?
- ☒ **Elimination** – completely removing the hazard from your workplace
 - ☐ Can you use a crystalline silica containing product that doesn't need to be modified?
 - ☒ Can you use a method that generates less dust, for example a wet method?
- ☒ **Substitution** – replacing a product or chemical with one less hazardous
 - ☐ Can you use a product that contains a lower percentage of crystalline silica?
 - ☐ Can you use a liquid or paste form of a silica product?
- ☒ **Isolation** – placing physical barriers or distance between a hazard and your workers
 - ☐ Can you install physical barriers between workers and machines or tools that generate silica dust?
 - ☐ Can you isolate high dust generation work processes within an enclosed room?
- ☒ **Engineering controls** – using physical methods to change the characteristics of the task
 - ☐ Can you use automation when cutting, grinding or drilling?
 - ☐ Can you install on-tool dust extraction or use wet cutting methods?



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- ☒ **Administrative controls** – providing additional protection after implementing substitution, isolation and engineering controls

- ☐ Have you updated any internal policies and procedures to account for new measures to control the risk of silica dust and provided them to your workers?

☒ **Personal protective equipment**

- ☐ Have you provided training for your workers on using and maintaining personal protective equipment (PPE) and respiratory protective equipment (RPE)?
- ☐ Have you provided fit testing for your workers wearing RPE?

Learn more about the changes to the WES for silica dust on the [Safe Work Australia website](#).

Notes and comments:

- ☒ Are you maintaining all control measures for damage, wear and tear?

- ☐ Does anything need replacing or repair?

- ☒ Have any new control measures introduced other risks?

- ☐ Have you completed a risk assessment for these new risks?

- ☒ Do you have a list of triggers that may indicate when controls are not working to their designed specification or operation?
For example, you notice dust is settling in areas of your workplace.

- ☒ Does your risk management plan include reviewing your control measures?

- ☒ Are you maintaining your air monitoring and health monitoring records appropriately?



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