

CPCCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002 Manage work health and safety in the building and construction workplace* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Jeremy Tydd
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Workbook		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4002		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|---|--|
| ☐ Theory Exam | ☐ Risk register (HO2) |
| ☐ Workbook | ☐ Workplace inspection report (HO3) |
| ☐ Practical Assessment | ☐ Workplace safety plan (HO4) |
| ☐ Hazard identification form (HO1) | ☐ Site WHS audit report (HO5) |

Assessor name	
Assessor signature	

CPCBC4002

MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM

Participant name	Jeremy Tyddd
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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 unassisted 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.

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

Answer WHS legislation covers all the WHS acts and regulations enacted by the States ☐
and Territories of Australia.

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

Answer The WHS Legislation comprises of the Work Health and Safety Act 2011 and ☐
the Work Health and Safety Regulations 2011.

Q3. Discuss the purpose of WHS Codes of Practice.

Answer code of practice provides detailed information on specific work tasks to ☐
help you achieve the standards required under the work health and safety
(WHS) laws. These do not replace the WHS laws, but codes of practice
can help make understanding what you have to do a little easier.

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

Answer The WHS Regulations require the person that commissions construction ☐
work to consult with the designer of a structure about safety matters and
to give the designer and the principal contractor for the project information
about safety matters

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	AS/NZS 1337.1
Hearing protection	AS/NZS 1270:2002
Work boots	AS 2210.3

☐

Q6. Why is exposure to silica dust considered hazardous?

Answer

Silica dust particles become trapped in lung tissue causing inflammation and scarring. The particles also reduce the lungs' ability to take in oxygen. This condition is called silicosis. Silicosis results in permanent lung damage and is a progressive, debilitating, and sometimes fatal disease.

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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	wind
	powerlines
Dogging work	center of gravity
	tensile strength
Rigging work	lifting loads overhead
	electrical wires
Concrete pumping	whipping hose
	concrete boom failure
Tilt-up panel construction	concrete dust
	falling objects
Use of scaffolding	weak planks
	electrical lines
Operation of plant	moving parts
	being crushed
Operation of equipment	harmful emissions
	crushed
Demolition	noise
	dust
Exposure to noise	hearing loss
	tinnitus
Electrical work	electrical work
	burns
Working at heights	falling goods
	unstable
Working in confined spaces	dangerous vapours
	oxygen levels



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

Answer

- 1.** Hazard Identification – As the name suggests, this involves identifying all hazards found in the construction site. This will be discussed further in Section 1.3.
- 2.** Risk Assessment – Assessing risks means evaluating the potential harm and likelihood a hazard could cause.
- 3.** Risk Control – Controlling risks includes proper implementation of control measures to be able to minimise risks, if not eliminate them. This will be discussed further in Section 1.3.
- 4.** Control Review – This involves monitoring and reviewing control measures' effectiveness, as well as 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.** Concerns of workers and their representatives.
- 2.** Existing and potential hazards and their underlying cause.
- 3.** Areas which need special attention due to the nature of work carried out.
- 4.** Areas which need attention where data shows signs of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse.
- 5.** Review and analyse workplace hazards and incident reporting data.



Q10. Clarify what a workplace inspection report is.

Answer A workplace inspection report is a document that provides a rating on how
safe a construction site is.

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

Answer A workplace safety plan is a document laying out important details and
information on how to promote work health and safety on site and how to
manage risks specifically for the project.

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

Answer



The site induction is the first thing a new employee or contractor is walked through as part of their first stage of work in a new organisation or workplace. It might include a site tour, awareness of site specific safety and HR procedures and acknowledgement that they understand all these areas.

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

Answer



Apart from workplace safety plans, it is important that you establish and provide education programs specific to the building and construction workplace to ensure workers can carry out safe work practices.

If workers carry out construction work in a safe manner, it will help mitigate, or even eliminate, risks in workplace. As there are different types of educational programs, make sure that you provide all of them.

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

Answer

Even though a construction project has established and developed a workplace safety plan, has performed the risk management process and have provided educational programs to workers, health and safety issues, such as newly identified construction hazards and poor work practices, may still arise after the project has commenced. In cases such as those, you need to negotiate and resolve these safety issues and conflicts promptly as negligence may very well lead to workplace incidents occurring.

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

Answer

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.

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

Answer

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Your 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.

Q17. Why are safety audits conducted?

Answer

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Safety audits for the workplace are conducted to check the current status and effectiveness of the overall workplace safety plan.

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

Answer

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Schedule regular audits. Audits should be done routinely to make sure that the project complies with legislation and workplace requirements consistently as the project commences.

Focus on specific areas or aspects of workplace safety.

Set clear benchmarks for adequate compliance.

Conduct the safety audit.

Record your findings.

Report the results.

Develop an action plan.

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

Answer ☐

A proper recommendation for an action plan includes:

Goal/purpose of the recommendation (in this case to address non-compliance)

Tasks/work to be done to achieve the goal or outcome (as well as location, if applicable)

People responsible in implementing the recommendation

Start and completion dates as well as overall duration of the recommended work

Additional resources necessary to be able to carry out and finish work

Methods and parameters of monitoring and evaluating progress

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. Conduct a survey at the end of the educational program.

2. _____

Provide a knowledge and skills assessment at the start and at the end of the educational program.

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

Answer

overloading

☐

Structural damage often occurs over time and is regularly caused by ongoing overloading. This minor overloading may seem acceptable at the time but it can eventually lead to failure of the boom or lift and major consequences.

electrical

Exercise caution when travelling over uneven ground that could cause the crane to weave or bob into power lines.

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

Answer

Asbestos fibres are released into the air when people handle asbestos-

☐

containing materials with poor safety procedures. Asbestos fibres are

around 50 to 200 times thinner than a human hair, can be invisible and be breathed in easily. They can become trapped deep in your lungs and cause damage over a long time.

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

Answer

Carbon monoxide is harmful when breathed because it displaces oxygen in the blood and deprives the heart, brain and other vital organs of oxygen.

☐

Large amounts of CO can overcome you in minutes without warning — causing you to lose consciousness and suffocate.

Q24. Discuss waste management practices applied on construction sites.

Answer ☐

Purchasing materials in bulk will reduce expenses and waste from individually packaged materials. The packing being recyclable should also be prioritized.

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

Answer ☐

The HSR training course provides participants with the skills and knowledge to enable them to fulfill the role of Health and Safety Representatives (HSR) as detailed in section 72 of the Work Health and Safety Act 2011 and s. 21 of the Regulation 2011

Q26. Discuss worker mental welfare.

Answer



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.

Q27. What is mental health first aid?

Answer



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.

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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

WORKBOOK

Participant name	Jeremy Tydd
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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 Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted 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
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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)

<https://www.worksafe.qld.gov.au/resources/guides/safe-workmethod-statements>

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

A PCBU that carries out high risk construction work must ensure a SWMS is prepared or has already been prepared by another person before the proposed work commences.

c) Summarise the purpose of a SWMS.

A SWMS is intended to be a simple safe system planning and implementation tool, used by supervisors and workers to stay safe on construction sites when undertaking high risk construction work.

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	fall from height	dying
Scaffolding	falling from heights	dying
Operation of plant and equipment	being crushed	dying
Demolition	asbestos	future health problems
Asbestos removal and exposure to asbestos fibres	asbestos	future health problems
Exposure to silica	silica	future health problems
Airborne contaminants	dust	future health problems
Exposure to excessive noise	noise	hearing loss
Electrical work	electrical	electrocuted
Dogging and rigging	falling objects	dying
Concrete pumping	wipping of hoses	being injured

Satisfactory Outcome



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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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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 unassisted by the Assessor or other personnel, unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. ○ For any 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:
1.1B.	Specify WHS regulator accessed for guidance:
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:
1.2C.	Specify educational programs established:
1.2D.	Specify safety systems implemented:

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MANAGE WORK HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Practical Task 1

Description of task:

The participant must demonstrate the skills and ability to manage work health and safety in the building and construction workplace by conducting a workplace safety audit for a construction worksite including:

- Assess workplace risk.
 - Inspect site and site documents to evaluate construction site safety and identify potential risk areas.
 - Assess and determine on site worker's health and safety, accessing relevant WHS regulator for guidance.
 - Identify hazards and determine control measures that comply with legislative requirements and organisational policies. (*Hazard identification form template available HO1*)
 - Consult with workers to evaluate effectiveness of existing control measures and document results.
 - Consult with WHS experts, as necessary, to contribute to an inspection report.
 - Identify faults, problems and non-compliances and their impact on workplace safety.
 - Complete a workplace inspection report with recommended actions to minimise workplace incidents and mitigate risk. (*Workplace inspection report template available HO3*)
- Establish and implement safety plans.
 - Establish a workplace safety plan incorporating information from the workplace inspection report to raise safety awareness and support safe workplace practices. (*Workplace safety plan template available HO4*)
 - Implement processes to identify hazards, rate the risks and put control measures in place. (*Risk register template available HO2*)
 - Establish educational programs specific to the building and construction workplace to ensure workers carry out safe work practices.
 - Introduce safety systems allowing for ease of reporting safety issues, controlling hazards and maintaining worker safety and competence.
 - Negotiate and resolve safety issues and conflicts.
- Monitor workplace safety.
 - Monitor and audit workplace safety to ensure compliance with WHS regulations and workplace safety requirements. (*Site WHS audit report template available HO5*)
 - Record findings in audit report.
 - Recommend and implement actions to address non-compliance.
 - Review effectiveness of educational programs to ensure all workers have been inducted and maintain safe work practices.
 - Monitor, review and document effectiveness of control measures to determine changes and improvements as required.

These tasks may be simulated or real. The Participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Worksite; Workers; Access to WHS legislation and regulations, safety codes, standards and guidelines, organisational policies and procedures, quality documentation and templates required to undertake assessment requirements, workplace incident data and reports, equipment and digital devices, applications and software to research, transmit and receive information electronically and to collect and record data, and produce reports.

Practical Task 1	
Observer details	
Name of observer:	Ayden Cooper
Role of observer (Confirm suitability to sign)	Supervisor
Email address of observer	admin@cooperconstructionsandrenovations.com.au
Signature of observer:	
Date:	23-10-23

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Assess workplace risk.	
1.1A. Inspect site and site documents to evaluate construction site safety and identify potential risk areas.	✓
1.1B. Assess and determine on site worker's health and safety, accessing relevant WHS legislation to determine compliance.	✓
1.1C. Identify hazards and determine control measures that comply with legislative requirements and organisational policies. (Hazard identification form template available HO1)	✓
1.1D. Consult with workers to evaluate effectiveness of existing control measures and document results.	✓
1.1E. Consult with WHS experts, as necessary, to contribute to an inspection report.	✓
1.1F. Identify faults, problems and non-compliances and their impact on workplace safety.	✓
1.1G. Complete a workplace inspection report with recommended actions to minimise workplace incidents and mitigate risk. (Workplace inspection report template available HO3)	✓
2 Establish and implement safety plans.	
1.2A. Establish a workplace safety plan incorporating information from the workplace inspection report to raise safety awareness and support safe workplace practices. (Workplace safety plan template available HO4)	✓
1.2B. Implement processes to identify hazards, rate the risks and put control measures in place. (Risk register template available HO2)	✓
1.2C. Establish educational programs specific to the building and construction workplace to ensure workers carry out safe work practices.	✓
1.2D. Introduce safety systems allowing for ease of reporting safety issues, controlling hazards and maintaining worker safety and competence.	✓
1.2E. Negotiate and resolve safety issues and conflicts.	✓
3 Monitor workplace safety.	
1.3A. Monitor and audit workplace safety to ensure compliance with WHS regulations and workplace safety requirements. (Site WHS audit report template available HO5)	✓
1.3B. Record findings in audit report.	✓
1.3C. Recommend and implement actions to address non-compliance.	✓
1.3D. Review effectiveness of educational programs to ensure all workers have been inducted and maintain safe work practices.	✓
1.3E. Monitor, review and document effectiveness of control measures to determine changes and improvements as required.	✓

Observer comments: