

RIIRIS301E

APPLY RISK MANAGEMENT PROCESSES

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination 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. Feedback 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 exam paper by the assessor.

Participant name _____

Participant signature _____

Date _____

Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
31		☐	☐

Q1. Match the terms and definitions by writing the appropriate letter next to each number in the centre column.

Answer	Terms	Answers	Definitions	
1	Hazard	1 - C	A Taking action to eliminate health and safety risks	☐
2	Risk	2 - B	B The possibility that harm might occur when exposed to a hazard	
3	Risk control	3 - A	C A situation or thing that has the potential to harm a person	

Q2. 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	
	5	Organisational policies, procedures, processes and systems	☐
	3	Codes of practice	
	4	Standards	
	1	Acts	
	2	Regulations	

Q3. Name two (2) parties who owe a duty of care under the *Work Health and Safety Act 2011* (Qld) with regards to risk management in the workplace.

Answer Assessor's discretion. May include: PCBU, Workers, Others at the workplace ☐

Q4. True or False (Tick your response): Work area conditions should be regularly and systematically inspected to identify risk and potential hazards.

Answer	☒	True	☐
	☐	False	

Q5. Identify three (3) potential hazards you may encounter in the workplace and describe the injuries/damage they may cause.

For each hazard, suggest two (2) control measures (including required resources) and identify the better option of the two.

Answer	Hazard	Injuries or damage	Control measure
	For example: Leaking acid battery	For example: Skin rashes, Chemical burns	Best: For example: Dispose of battery according to SDS.
			Other: For example: Isolate the battery.
			Best:
			Other:
			Best:
			Other:

Q6. List two (2) workplace documents that may contain measures for known hazards.

Answer Assessor's discretion. May include: JSA, SWMS, WHSMS

Q7. Name the relevant regulation you should refer to when identifying the requirements for high risk work in connection with a construction project (e.g. requirements for SWMS).

Answer Work Health and Safety Regulation 2011 (Qld)

Q8. True or False (Tick your response): A register may be used to document hazards and risks not addressed by workplace policies, procedures, processes and systems.

Answer

✓	True
	False

☐

Q9. 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
✓	Information issued by WHS regulators

☐

Q10. 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

☐

Refer to the Risk Matrix below when responding to Q11. to Q13.

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
------------	---------	-----------	--------

Q11. Determine the risk level for the following scenario: Your work area has exposed nails on the hand rails. Explain your outcome (i.e. your determinations for likelihood and consequence).

Answer

Assessor's discretion. May resemble: As the nails are exposed on the handrails, they are very likely to be touched. This could result in a serious injury. As such, the risk is Extreme.

☐

Q12. Determine the risk level for the following scenario: A work structure is found to be made from material containing asbestos, but no fibres are airborne at this stage. Explain your outcome (i.e. your determinations for likelihood and consequence).

Answer

Assessor's discretion. May resemble: As the asbestos is not airborne, it is unlikely/very unlikely to cause injury, unless the particles become airborne (very problematic for people exposed). As the outcome is death or permanent disability, the risk level is Medium to High.

☐

Q13. Determine the risk level for the following scenario: Sewage overflowing from a blocked toilet/amenities. Explain your outcome (i.e. your determinations for likelihood and consequence).

Answer

Assessor's discretion. May resemble: Exposure to sewage is likely to very likely in this situation. The diseases caused by exposure to the germs from sewage can cause serious injury to people and animals. Thus, this hazard would be High to Extreme.

☐

Q14. Name two (2) documents that you should refer to when determining whether a risk is 'unacceptable'.

Answer

Assessor's discretion. May include: Organisation's internal policy, goals and/or objectives; legislation, Codes of Practice.

☐

Q15. Your workplace assumes that activities that result in death or serious injury are 'unacceptable risks'. Using this rule, identify which of the following would result in 'unacceptable risks'. Tick all that apply.

Answer	Choice	Situation	☐
	✓	Using plant without proper training	
	✓	Completing construction work without wearing PPE	
		Using hand tools	
	✓	Working at heights without fall protection	

Q16. Workplace Health and Safety Queensland (WHSQ) should be notified of which of the following incidents in the workplace? Tick all that apply.

Answer	Choice	Possible Answers	☐
		All illnesses	
		All injuries	
	✓	Death	
	✓	Serious illness	
	✓	Serious injury	

Q17. Which of the following details need to be reported for a notifiable incident? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Incident details (e.g. date, time, location)	
	✓	Injury/illness and treatment details	
	✓	Details of the business notifying of the incident	
	✓	Notifier's details	

Q18. A PCBU must keep a record of each notifiable incident for at least _____ years from the date notified to WHSQ.

Answer Five (5) ☐

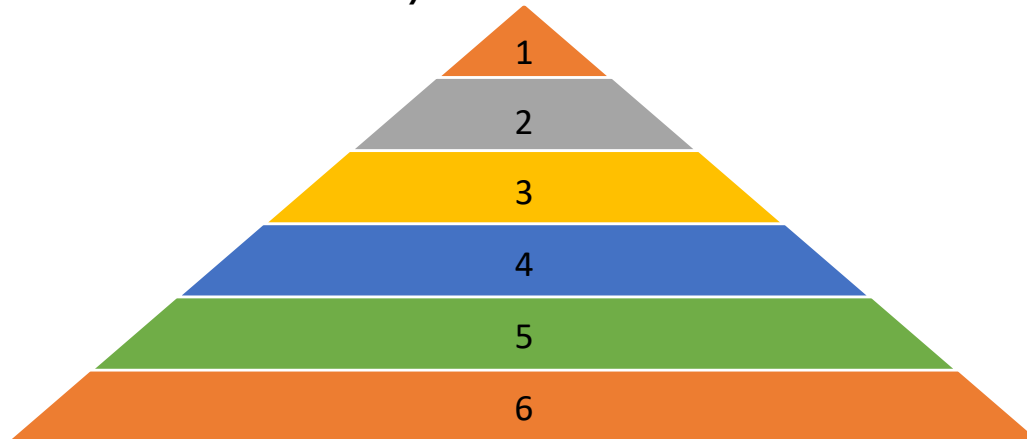
Q19. If a notifiable incident occurs in relation to high risk work construction to which the SWMS relates, then the SWMS must be kept for at least _____ years from the occurrence of the notifiable incident.

Answer

Two (2)



Q20. Order the elements of the hierarchy of control, from 1 to 6 (i.e. most effective to least effective).



Answer

Label (1 – 6)	Element
3	Isolate the hazard
6	Provide and use Personal Protective Equipment (PPE)
1	Eliminate the hazard
4	Control the hazard by engineering means
5	Control the hazard by administrative means
2	Substitute the hazard



Q21. Why is elimination the best method of hazard control and PPE considered the least effective?

Answer

Assessor's discretion. Should resemble: Elimination removes the hazard altogether whereas with PPE the hazard is still present. PPE does not control the hazard at the source; it relies on human behaviour and supervision.



Q22. Which of the following are types of WHS consultation and participation processes that may be used when assessing risks and ways of implementing controls? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Health and safety committees	
	✓	Internal involvement in inspections and audits	
	✓	Team meetings	
	✓	Planning committees	

Q23. 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 (including resourcing)	

Q24. Which of the following information should be included on a SWMS? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	PCBU's name	
	✓	Details of the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS	
	✓	The date the SWMS was prepared	
	✓	The review date of the SWMS (if any)	

Q25. Who should authorise a risk control plan (and corresponding amendments) and organise required resources?

Answer Assessor's discretion. Should resemble: PCBU ☐

Q26. Which of the following methods can be used to advise others about risk control measures? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Training sessions for all staff	
	✓	Emails about changes	
	✓	Having a legal advisor speak at a staff meeting	

Q27. 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	

Q28. 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.

Answer	✓	True	☐
		False	

Q29. It is discovered that work is not being carried out in accordance with the SWMS. Order the following steps below from 1 to 5 to outline the most appropriate process to rectify the situation.

Answer	Step Number	Steps	☐
	1	Stop work	
	3	Revise the SWMS if a safer option is identified	
	4	Provide supervisor with updated SWMS for approval	
	2	Review the work and SWMS to identify non-compliance	
	5	Communicate changes and resume work	

Q30. True or False (Tick your response): A PCBU is best placed to prepare a SWMS because they can ensure it is implemented, appropriately resourced, monitored and reviewed.

Answer

✓	True
	False

☐

Q31. Persons who need to change a work procedure or system as a result of a reviewed SWMS must be advised on how to implement their updated duties. Describe two (2) ways this should occur.

Answer

Assessor's discretion. May include: Verbal: Induction training, or during a toolbox talk; Non-verbal: SWMS may be kept at the workplace or kept at a location where it can be delivered to the workplace promptly.

☐