

# 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

| Task                           | Assessment Results                    |                                               |
|--------------------------------|---------------------------------------|-----------------------------------------------|
| Workbook                       | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Yet Satisfactory |
| Quiz                           | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Yet Satisfactory |
| Practical Assessment           | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Yet Satisfactory |
| Outcome for Unit of Competency | <input type="checkbox"/> Competent    | <input type="checkbox"/> 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

Kerry Hope

Participant signature

K. Hope

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)      |                          |
|----------------------|-----------------------------------------|--------------------------|--------------------------|
| 3                    |                                         | Satisfactory             | Not Yet Satisfactory     |
|                      |                                         | <input type="checkbox"/> | <input type="checkbox"/> |

**ASSESSOR COMMENTS**

Sat  
ne

*[Faint, illegible text visible through the paper, likely from the reverse side. The text appears to be a list of workplace safety measures or a checklist.]*

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 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*

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)

*Queensland building and Construction Commission Act 1991 www.QBCCgov*

Relevant excerpt/requirement for chosen workplace

*Section 9 71A Tenders for rectification work.*

*Prior to commencing project tenders had to put forward for particular job.*

Link to workplace

The Commission may accept any tender that it considers appropriate, whether or not the tender was for the lowest cost. Refurbishment at site

Name and location of Regulation

Master builders Queensland ([www.mbqld.com.au](http://www.mbqld.com.au))

Relevant excerpt/requirement for chosen workplace

Labour Hire Licensing Act 2017

Link to workplace

A number of labour hire personnel are hired throughout site

Name and location of Code of Practice

Managing respirable Crystalline Silica dust exposure in the stone 2019 [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

Relevant excerpt/requirement for chosen workplace

~~Work Safe~~ use respiratory equipment 7.2.4

Link to workplace

Requirement of site to be fit tested due to the related silica dust present

Name and location of Standard

National workplace exposure standard 2020  
[www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

Relevant excerpt/requirement for chosen workplace

uses of P2 masks and Wetting  
of Work area before or whilst working.

Link to workplace

The amount of Crystalline silica airborne  
throughout Site

Name and requirement of Guidance Publication

Safe work Method Statement

[www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

Relevant excerpt/requirement for chosen workplace

Operating a material hoist requiring  
a high risk Certification

Link to workplace

Legal document that outlines the high risk  
work / activity carried out on site

Satisfactory  
Outcome



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

Health & Safety Policy is set out to commit to managing health & safety effectively and what you want to achieve

### How document can be accessed

PCBU or Organisation

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

Learn from experience

Identify hazards & how to control hazards  
Develop the policy based on work being undertaken  
Safety Reports

### Name and purpose of WHS Procedure

Emergency Procedure. To attend to an injured casualty, what is required

### How document can be accessed

Via Site office, PCBU

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

By assessing the risks associated  
and reviewing control measures

Name and purpose of WHS Process

Management Plan

How document can be accessed

Management Plan - PCBU

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

Holding Pre-commencement meetings  
Schedule regular meetings with Contractors  
& Subcontractors

Name and purpose of WHS System

Work Health and Safety act 2011  
to help with duties and responsibilities

How document can be accessed

PCBU - SWMS

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

Share relevant WHS information with workers.  
Give workers opportunities to contribute to the decision making process.

Satisfactory  
Outcome



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. INTRODUCTION**

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

## **2. 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. 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. 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. 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. INTRODUCTION

Action Formwork have ventured throughout Queensland and Interstate covering large & small operations. The company has sufficient staff and Material to handle large Commercial Projects and small civil contracts principally utilizing Formwork Systems.

## 1. WHS REGULATOR

WHSQ (Workplace Health & Safety Queensland) Enforces work health and Safety laws, Investigates fatalities, injuries, prosecutes breaches of legislation and educates employers and employees of their legal obligations

## 1. INDIVIDUALS AND PARTIES

### 1. WORKERS

The objects and principles of Action Formwork ~~employees~~ is

- to
  - Provide / secure health, Safety and Welfare of other employees at work as far as reasonably practicable
  - Protect Public from health and Safety risks of business activities
  - Eliminate workplace risks at source
  - Employees should exchange information with employers about risks to health and Safety
  - Employees should take reasonable care of their own health and Safety.

## 2. PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

As employers Action Formwork have the duty of Providing Health & Safety Instructions, supervision & training. Action Formwork also have the rights to hire & dismiss workers providing they are following proper procedures

#### 1. COMPLIANCE

over sheet

#### 1. CONCLUSION

over sheet

Satisfactory  
Outcome



INTRO

Action Formwork have ventured throughout Queensland and Interstate covering large and small operations

The company has sufficient staff and material to handle large commercial projects and small civil contracts principally utilizing conventional formwork systems.

### Objectives & Principles of Action Formwork

- is to • provide / secure health, safety and welfare of employees at work, protect the public from the health and safety risks of business activities
- Eliminate workplace risks at the source
  - Involve employers, employees and the organisations that represent them in the formulation and implementation of health, safety and welfare standards.

### Section 18

- All people are given the highest level of health & safety protection that is reasonably practicable
- Those who manage or control activities that give rise of may give risk to health or safety are responsible for eliminating or reducing health and safety risks so far as reasonably practicable
- Employers and self-employed people should be proactive and take reasonably practicable measures to ensure health and safety in their business activities

- Employers and employees should exchange information about risks to health or safety and measures that can be taken to eliminate or reduce those risks
- Employees are entitled, and should be encouraged to be represented on health and safety issues.

The duties of employees is to; Section 18 & 20

- Take reasonable care of their own health and safety
- Take reasonable care for health & safety of others affected by their acts or omissions.
- Co-operate with anything the employer does to comply with OHS requirements
- Not intentionally or recklessly interfere or misuse anything provided at the workplace or OHS.

Employees have; the right to know  
the right to participate  
and the right to refuse unsafe work.

They have the fundamental obligations of;

Duty of obedience  
attendance  
and competence

## Section 29

As employers Action Formworker have the duty of ; Providing health & Safety Instruction, Supervision & training

- Ensuring all staff understand their roles & responsibilities
- Providing PPE
- Consulting with staff regarding decisions that impact work place safety
- Maintaining a register of all workplace injuries
- Offering return to work programs for injured workers.

Action Employers also have the rights to ;

- hire & dismiss workers providing they are following proper procedures
- Expect reasonable work performance for their staff
- Participate in workplace inspections
- Refuse work that puts the employee in danger
- Not receive discrimination for exercising health and safety rights.

## Compliance

Policies, Procedures, processes and Systems are developed and changed to maintain compliance. This is a management system clearly stating what is expected when performing an activity. They establish boundaries, guidelines and the best Practices acceptable.

Once it is developed, it moves forward to being implemented and then reviewed for future purpose.

Action Formwork must ensure workers are competent to perform the work they carry out, not just licensed. Workers competency needs are assessed during recruitment or as part of their induction.

They are then if needed, forwarded to be trained in the business work practices and procedures, and mentored by more experienced workers where required. regular refresher training can be provided.

## Conclusion

WHS plays an important factor within Action Formwork, it helps identify hazards, controls risks and how to plan, organise, control monitor and review health & safety throughout projects.

## Section 25

Workers must take reasonable care for their own

Health and Safety, take reasonable care for the health and safety of others who may be affected by their acts or omissions.

Action Employers are responsible for ensuring health, safety and welfare of workers and the public at or in the vicinity of the worksite. Making their workers aware of their rights & responsibilities.

It is an important factor within Action to maintain compliance and addressing training needs to keep workers safe from injury or death.

It reduces overall construction costs to have a safe working site (insured losses, admin penalties/fines attorney fees).

## BSBWHS412

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### QUIZ INSTRUCTIONS

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

Kerry Hope

Participant signature

K. Hope

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)      |                          |
|---------------------|----------------------------------------|--------------------------|--------------------------|
| 7                   |                                        | Satisfactory             | Not Yet Satisfactory     |
|                     |                                        | <input type="checkbox"/> | <input type="checkbox"/> |

ASSESSOR COMMENTS