

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002A Manage occupational health and safety in the building and construction workplace* 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	Sophie Scott
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Task	Assessment Results	
Theory Exam	☐ 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.

CPCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

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. 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 exam paper by the assessor.

Participant name Sophie Scott

Participant signature 

Date 15/03/2021

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
28		☐	☐

Q1. For each of the common building and construction jobs listed below, identify one (1) hazard specific to that job.

Answer

Job	Risks
Construction equipment use (e.g. power tools, concrete mixers)	Power Tool - Getting tangled in a power cord
High risk construction equipment use (e.g. lasers, EPT)	EPT – Electrical shock
Crane use	Falling objects
Demolition	Unplanned structure collapse
Formwork	Falling during the erection of formwork
Scaffolding use	Scaffold collapsing
Work at heights	Distance of fall
Welding	Burns



- Q2. Using the risk table below, determine the level of risk for each of the hazards identified in Error! Reference source not found. Identify how each risk level was determined, by identifying the likelihood and consequences of each hazard.

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
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Answer

Job	Level of risk
Construction equipment use (e.g. power tools, concrete mixers)	High
High risk construction equipment use (e.g. lasers, EPT)	High
Crane use	High
Demolition	High
Formwork	High
Scaffolding use	High
Work at heights	High



Welding	Medium
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Q3. **Identify an appropriate control measure for each of the hazards identified in Error! Reference source not found.**

Answer

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	Keeping work area clean and tidy
High risk construction equipment use (e.g. lasers, EPT)	Isolate power
Crane use	Spotter
Demolition	Isolation of area
Formwork	Edge protection and use of correct PPE
Scaffolding use	Provide workers with appropriate training
Work at heights	Guardrail



Welding	PPE
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Q4. 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 and standards).

Answer

☒	True
☐	False

☐

Q5. Name two (2) workplace personnel you may speak to for safety advice.

Answer Site Manager
Safety Advisor

☐

Q6. Referring to the WHS Regulations, explain how the following documents contribute towards identifying hazards and risks in the workplace.

Answer

Document	Description
Safe Work Method Statements	SWMS describe how each task is to be undertaken therefore you can pick up on any hazards or risks associated to each activity.
Site Safety Plan / WHS Management Plan	Site safety plans are put into place to ensure hazards and risks are managed.

☐

Q7. Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.

Answer

Standard name	Requirements
Formwork Code of Practice 2016	Hazards associated with work involving the erection, alternation and/or dismantling of formwork include: - Formwork collapse (before, during and after placement of concrete) - Falls from Heights - Slips and Trips - Falling Objects - Noise - Dust - Manual Tasks
Scaffolding Code of Practice 2009	Hazards exist that have the potential to cause death or injury when working with scaffolding. These include: - Work near powerlines - Mobile plant and traffic - Mixing and matching scaffold components - Falls from heights - Falling objects - Scaffold collapse - Manual tasks



Building and construction industry contracts require building legislation and the National Construction Code to be observed. Refer to these documents when responding to Q8. to Q10.

Q8. Identify the requirements in the National Construction Code Volume 1 with regards to air pressurisation for fire-isolated exits. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
E2.2a	an automatic air pressurisation system for fire-isolated exits in accordance with AS 1668.1



Q9. Identify the requirements in the National Construction Code Volume 2 with regards to smoke alarms. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
Part 3. 7.5.2	AS 3786, and AS 1670.1

☐

Q10. Name the building legislation (Act and Regulations) that apply within your jurisdiction.

Answer Building Act 1975 and Respective Building Regulation 2006

☐

Q11. 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

☐

Q12. True or False (Tick your response): If control measures do not adequately control risks, they must be revised.

Answer

☒	True
☐	False

☐

Q13. 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

☐

Q14. Which of the following can be used to assist with workplace inspections? Tick all that apply.

Answer

Choice	Possible Answers
☒	Hazard and risk checklists
☒	Job Safety Analysis (JSA)
☒	Manifests and registers
☐	Surveys
☒	Workplace walk-through

☐

Q15. Which of the following are limitations of using a generic hazard/risk assessment checklist? Tick all that apply.

Answer

Choice	Possible Answers
☒	Specifics of the workplace are not considered
☒	Not all checklist points will be applicable
☐	Such checklists/processes must be completed on a computer
☐	You always have to purchase these checklists

☐

Q16. Identify the applicable WHS Act in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Act name and section(s)	Requirements
Work Health and Safety Act 2011	The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

☐

Q17. Identify the applicable WHS Regulation in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Regulation name and section(s)	Requirements
Work Health and Safety Regulation 2011	A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

☐

Q18. Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.

Answer

Policy name	Requirements
Project Risk Register	• Review the scope of work performed as part of the project • Identify the hazards associated with the project scope • Select controls to meet the obligations of Watpac as Principal Contractor • Identify the controls that will be implemented to eliminate or minimise each hazard; and • Allocate responsibility for implementation of controls selected.

☐

Q19. Identify the statutory requirements in your jurisdiction with regards to the completion of inspection reports.

Answer

Legislation name and section(s)	Requirements
Work Health and Safety Act 2011	(1) The work health and safety officer must— (a) prepare a report (an assessment report) for the assessment carried out under section 103D(1); and (b) if the assessment identifies any risks to health and safety arising from the work carried out as part of the conduct of the business or undertaking—include in the report recommendations about managing the risks. (2) The work health and safety officer must, within 30 days after the assessment has been carried out, give a copy of the assessment report to— (a) if the work health and safety officer is not the person conducting the business or undertaking—the person conducting the business or undertaking; and (b) if there is a health and safety committee at the business or undertaking—the committee.

Q20. Which of the following individuals and parties may require information about workplace hazards and proposed risk controls? Tick all that apply.

Answer

Choice	Possible Answers
☒	Health and Safety Committees
☒	PCBU
☐	All members of the public
☒	Workers

Q21. Identify the requirements in the Code of Practice with regards to consulting parties when managing risks.

Answer

Legislation name and section(s)	Requirements
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Work health and safety consultation, cooperation and coordination	Duty holders who have a role in either consultation, cooperation or coordination include: • persons conducting a business or undertaking (PCBUs) • designers, manufacturers, importers, suppliers and installers of plant, substances or structures • officers. PCBUs have a duty to consult workers about work health and safety and may also have duties to consult, cooperate and coordinate with other duty holders.
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Q22. Identify the requirements in the Code of Practice with regards to consulting parties when developing procedures for communicating WHS policy and practice requirements.

Answer

Legislation name and section(s)	Requirements
Work health and safety consultation, co-operation, and co-ordination Code of Practice 2011. Section 2.4 Section 3	2.4. A procedure sets out the steps to be followed for work activities. You must consult with affected workers when developing procedures for: ☐ resolving work health and safety issues ☐ consulting with workers on work health and safety ☐ monitoring workers' health and workplace conditions ☐ providing information and training. 3. Consultation is a two-way process between you and your workers where you: ☐ <i>talk</i> to each other about health and safety matters ☐ <i>listen</i> to their concerns and raise your concerns ☐ <i>seek and share</i> views and information, and ☐ <i>consider</i> what your workers say before you make decisions.



Q23. Name three (3) parties who should consult to determine effective strategies for communicating WHS policy and practice.

Answer

Project Manager, Site Manager, Safety Advisor



Q24. Name two (2) communication strategies that may be used in the building and construction industry.

Answer Verbal and written communication

☐

Q25. Name two (2) education programs that may be implemented in the building and construction industry.

Answer Site specific induction training
Studying at University/Tafe

☐

Q26. Fill in the blanks for the statement below:

The 'How to manage work health and safety risks Code of Practice 2011' identifies that control measures are more effective when
Training _____ is provided and when workers are
Capable of working safely _____.

Answer

☐

Q27. Explain why it is important to review the effectiveness of communications and educational programs.

Answer Employees gain knowledge and skills to perform their jobs effectively and safely.

☐

Q28. List three (3) methods for reviewing the effectiveness of communication and educational programs.

Answer

Survey's
Audit's
Regular reviews of training requirements



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MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

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 Sophie Scott

Participant signature 

Date 15/03/2021

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)	☐	☐

CPCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to conduct and report on a WHS risk analysis, including workplace inspection.

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.

Evidence to be submitted may include:

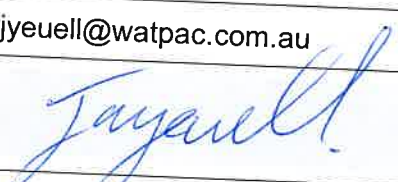
- A copy of a Site Specific Safety Plan or Construction Safety Plan, including:
 - Copies of Risk Assessments completed on a project
 - Copies of Safety Work Method Statements used on a project
 - A copy a workplace safety inspection checklist that has been used on a project

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Computer.

Assessment of task

Name of participant:	Sophie Scott		
Name of observer:	Jasper Yeuell		
Role of observer (Confirm suitability to sign)	Contracts Administrator		
Email address of observer	jyeuell@watpac.com.au		
Signature of observer:			
Date:	15/03/2021		

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Conduct a workplace inspection to evaluate construction site safety for the range of occupations in the workplace according to WHS legislation and company policies, including: • Identifying construction hazards and potential risk areas • Identifying and prioritising hazards • Identifying and prioritising risks	☒	☒
1.B. Seek expert advice as appropriate, including: • Advice from workplace personnel regarding the application of building codes and standards • Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) • Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.	☒	☒

1.C. Complete an inspection report in accordance with best practice and statutory obligations: including: - Recommendations from findings - Required approaches to remediation	☒	☒
1.D. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☒	☒
1.E. Monitor and review control measures, updating records with findings	☒	☒
1.F. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☒	☒
1.G. Review the effectiveness of communication and educational programs, updating records with findings.	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

SAFE WORK METHOD STATEMENT		COMPANY NAME: North Australian Contracting Pty Ltd 77 155 058 843 Unit 2/45 Commercial Dr Shailer Park Qld 4128 CONTACT PERSON: Jonathan Greason (Safety Manager) 0421882348 jon@nacontracting.com.au			
WORKPLACE/PROJECT NAME:	Roma Hospital Redevelopment	SWMS No	8	REVISION DATE	24/07/2018
BUILDER:	Watpac	REVISION No	16	RISK ASSESSMENT REF No/TITLE:	N/A
WORK ACTIVITY / JOB / TASK OR PROCESS DESCRIPTION:	Installation of steel frame walls, ceilings and bulkheads				
NAME OF EMPLOYEES INVOLVED IN THE INITIAL SWMS DEVELOPMENT	- Jonathan Greason - Danny Simpson - Gavin Edwards				
SITE TEAM RESPONSIBLE FOR ENSURING THE IMPLEMENTATION OF THIS SWMS	Site supervisor: Safety Representative:	SIGNATURE: /19			
AUTHORISING PERSON:	Safety Manager:	SIGNATURE: /19			
Resources Applicable Standards/ Legislative Requirements/ Codes of Practice/ Publications Health and Safety: Work Health and Safety Act QLD 2011, Work Health and Safety Regulations QLD 2011, How to Manage Work Health and Safety Risks code of practice 2011, Hazardous Manual Tasks Code of practice 2011, Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011, Environmental: N/A SDS: N/A Other Procedures SWMS to be read in conjunction with this SWMS Initial review of a work area, Manual handling, use of a scissor lift, Use of mobile scaffolds, the use of aluminium trestles and platform ladders, the use of lasers, the use of electrically run equipment.					

SWMS INITIAL DEVELOPMENT AND ONGOING REVIEW Identify an activity based on scope of work Identify activity steps in consultation with workers, safety reps & supervisors. Select appropriate personnel to prepare SWMS

	WORKPLACE/PROJECT NAME: Roma Hospital Redevelopment		REVISION No	16	HIGH RISK WORKS:	Yes
	BUILDER:	Watpac	REVISION Date	24/07/2018	SWMS No	8

Identify hazards that are associated with each activity step through verbal or written consultation with workers, safety reps, supervisors and based on trade and industry knowledge.						
Select the consequence and likelihood of hazard occurring from the risk matrix and determine the class of risk.						
Determine appropriate control measures to eliminate the risk or reduce it as much as practicable. Again, this is to be done through verbal or written consultation with workers, safety reps, supervisors and industry representatives.						
Site supervisor to induct all workers involved in the work activities into the SWMS via toolbox meeting. Workers must be given the opportunity to provide feedback on the content						
On completion of SWMS induction, all workers are to sign the sign off sheet at the back of the SWMS.						
Signed SWMS will be submitted to the PC for inspection						
Reviews will be conducted on SWMS currency and effectiveness by site supervisor or safety Rep.						
- Task Observation Review Form (023-F-O-RA) at regular intervals - Daily EH&S, - Weekly toolbox and daily pre-start meetings.						
SWMS will be reviewed by NAC safety manager and site safety rep 6 monthly or as required by:						
- Reviewing results of Task Observation Reviews - Reviewing safety documents from the Department of OH&S - Reviewing safety & injury statistics - Changes in company policy						
All amendments to SWMS will be communicated to the workers via toolbox meetings.						
ROLES AND RESPONSIBILITIES						
SITE SUPERVISOR						
- Assist in development of the SWMS - Induct workers into the content of the SWMS and record and act upon feedback from the employees - Provide employees all relevant equipment, time and support to implement the outlined controls and processes in this SWMS - Hold Prestart and toolbox meeting and give the workers the forum to comment on all aspects of the day to day implementation of the SWMS - Supervise all employees and subcontractors and ensure they are complying to the controls outlined in the SWMS - Ensure equipment is maintained as per manufacturers specifications - Provide PPE that is appropriate for the tasks (as nominated in this SWMS)						
EMPLOYEES						
- Assist in development of the SWMS - Complete an induction into the content of the SWMS and provide feedback - Use all relevant equipment, time and support provided by the supervisor to implement the controls outline in this SWMS - Attend Prestart and toolbox meeting and provide comment on all aspects of the day to day implementation of the SWMS - Comply with all controls outlined in the SWMS or raise any concerns with your supervisor - Ensure equipment is maintained as per manufacturers specifications - Use and maintain PPE that is appropriate for the tasks (as nominated in this SWMS)						

	WORKPLACE/PROJECT NAME:	Roma Hospital Redevelopment	REVISION No	16	HIGH RISK WORKS:	Yes
	BUILDER:	Watpac	REVISION Date	24/07/2018	SWMS No	8

Site Mandatory PPE: (must be worn at all times)		Hard hat, steel cap boots, high vis shirt				
Permits Potentially Required for this Task (Permits must be obtained through your supervisor prior to starting works)		☒ Hot Works ☐ Confined Space Entry ☒ Working at heights; ☒ Electrical ☒ Fire impairments ☐ Other				
Site Minimum Qualifications General Construction Industry Induction, Site Induction						
Plant/Equipment required to complete this task:	Plant/Equipment specific PPE (must be worn during the use of this item of plant/equipment)	Qualifications Required (Must be obtained prior to using plant/equipment)	Literature that should be read prior to using plant/equipment			
Scissor lift	N/A	Yellow Card	Scissor lift risk assessment, NAC SWMS for the use of a scissor lift			
Mobile Scaffold	N/A	Competence	NAC SWMS for the use of a mobile scaffold			
Trestle/Platform Ladder	N/A	Competence	NAC Procedure for the use of a Trestle/Platform Ladders			
Metal cut off saw	Face shield	Competence	User manual, NAC Procedure for the use of electrically run equipment			
Corded and cordless Screw guns/drills (impact/collated/hammer)	Glasses when used over head	Competence	User manual, NAC Procedure for the use of electrically run equipment			
Lasers	N/A	Competence	User manual			
Explosive Power Tools	Glasses,	Competence	User manual			
Corded and cordless Grinders	Glasses,	Competence	User manual, NAC Procedure for the use of electrically run equipment			
Sabre saw	Glasses,	Competence	User manual			
Circular saw	Glasses,	Competence	User manual, NAC Procedure for the use of electrically run equipment			
various hand tools e.g. grips, string line,	N/A	Competence	N/A			
All workers before commencing works will be fit tested for a dust mask to make sure the worker is using the correct type of dust mask for their size/shaped face. It may be a requirement for the worker to shave off facial hair to achieve the correct fitment of a dust mask as per Workplace Health and Safety obligations. Once the worker is fitted with the correct Dust Mask the records will be kept of the make and model. The worker will then be given a card with this information on it. A fit test will be performed every 12 months and a new card will be issued upon completion.						

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	BUILDER: Watpac		REVISION Date	24/07/2018	SWMS No	8

Materials required to complete this task:	Is this material classified as hazardous or dangerous goods	Material specific PPE (must be worn during the use of this item of plan/equipment)	Qualifications Required: (Must be obtained prior to using plant/equipment)	Literature that should be read prior to using material
Steel stud/track	Hazardous ☐ Dangerous Goods ☐	N/A	Competence	Installation manual, SDS
Chalk	Hazardous ☐ Dangerous Goods ☐	N/A	Competence	SDS
Line marking paint	Hazardous ☒ Dangerous Goods ☐	Glasses, P2 dust mask	Competence	SDS, Risk assessment
Bondcrete	Hazardous ☐ Dangerous Goods ☐	N/A	Competence	SDS, Risk assessment

RISK MATRIX									
Consequences		Likelihood or Probability							
		A	B	C	D	E			
People	Environment	Almost Certain (expected)	Likely (will probably occur)	Moderate (might occur - has happened)	Unlikely (could occur - known to happen)	Rare (practically impossible)			
	Negligible impact	HIGH 15	MEDIUM 19	LOW 22	LOW 24	LOW 25			
	Minor on-site impact	HIGH 10	HIGH 14	MEDIUM 18	LOW 21	LOW 23			
	Moderate onsite impact	EXTREME 6	HIGH 9	HIGH 13	MEDIUM 17	MEDIUM 20			
	Minor offsite or Major onsite impact	EXTREME 3	EXTREME 5	EXTREME 8	HIGH 12	HIGH 16			
5	Major offsite impact	EXTREME 1	EXTREME 2	EXTREME 4	EXTREME 7	HIGH 11			

Risk Ranking	Risk Description	Control Application
LOW 21-25	Monitor, manage and carryout activity in accordance with identified controls.	Any hazard assessed as presenting a low and/or medium risk level will be permitted to be controlled using a combination of controls as appropriate.
MEDIUM 17-20	Implement strict control measures to further reduce risks to ALARP/SAFEARP. Management must determine appropriate level of supervision required.	More than one lower level control must be applied if elimination and/or engineering controls are not practicable.
HIGH 9-16	Implement strict control measures to further reduce risks to ALARP/SAFEARP. Activity must not commence without Workplace Manager or higher approval and appropriate review process.	Any hazard assessed as presenting a high risk level will only be allowed to be controlled using a combination of at least one engineering control and one lower level controls as appropriate.
EXTREME 1-8	Activity must not commence. Eliminated hazard or introduce further controls to further reduce risks to ALARP/SAFEARP.	Any hazard assessed as presenting an extreme risk level will only be allowed to be controlled using elimination and/or engineering controls as the primary source of controls.

*(ALARP) As Low as Reasonably Practicable

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	BUILDER:	Watpac	REVISION Date	24/07/2018	SWMS No	8

WORK SEQUENCE BASIC JOB STEPS	WORK METHOD	HAZARD	RISK	INHERENT (BEFORE) RISK LEVEL	CONTROLS		Hierarchy of controls selected	RESIDUAL (AFTER) RISK LEVEL	WHO WILL DO THIS	
1 Set out	Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.	Identify the hazards associated with each step.	Examine each to find possibilities that could lead to an accident.	Refer to the Risk Matrix	-No of people to do the task -Occupation of person required -Licenses, qualifications, permits -Engineering Drawing references -Environmental controls	-List studies / Calculations -Plant and Equipment (static or mobile) -Safety Equipment -PPE -SDS / Hazardous Substances / Dangerous Goods	1 Elimination 2 Substitution 3 Isolate 4 Engineering 5 Admin 6 PPE	Refer to the Risk Matrix	Wherever possible list who specifically (by name) and when this needs to be done.	
	NAC management will acquire the latest construction issue drawings from The Builder and transfer grid lines and partition lines to the slab by using a tape measure and flick line. This will be done by a competent worker that has experience in this task.	Chalk	Inhalation of airborne dust fibres	D 2	21	-All workers are to review the SDS for Straight Line Marking Chalk prior to commencing work -This product is not classed as a hazardous substance or a dangerous good by the criteria of worksafe Australia -When used in accordance with the manufacturer's instructions for use, dust should not exceed exposure limits -Always store in an appropriate, sealed container that is labelled Line Marking Chalk -Attempts should be made to minimise the amount of dust that is created whilst filling up chalk line -Wash hands before eating	5	E 1	25	Supervisor:  Worker: As Required
	By using a template and white line marking paint, Relevant information is highlighted on the slab by spraying a dialog box and writing the required information in crayon.	Line marking paint	Inhalation of Paint fumes/ vapours	D 3	17	-Spot Marking Paint is classed as a hazardous substance and a dangerous good by the criteria of worksafe Australia -All workers are to review the SDS for line marking paint prior to use -A copy of the SDS is to be kept on site for reference -line marking paint is to be stored in a cool, dry and well-ventilated place out of direct sunlight (50 degrees max) -Line marking paint is only to be used in areas with adequate ventilation -In stagnant or closed spaces mechanical	3,4,5,6	E 2	23	Supervisor:  Worker: As Required

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ABN 77 155 058 843

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	BUILDER: Watpac		REVISION Date	24/07/2018	SWMS No		8

WORK SEQUENCE BASIC JOB STEPS	WORK METHOD	HAZARD	RISK	INHERENT (BEFORE) RISK LEVEL	CONTROLS	Hierarchy of controls selected	RESIDUAL (AFTER) RISK LEVEL	WHO WILL DO THIS
1 Set out					ventilation is to be provided			
		Line marking paint	Inhalation of Paint fumes/ vapours	D 3 17	- If vapours accumulate a respirator is to be worn -Safety glasses are to be worn at all times -Wear protective clothing to avoid contact with skin -spray can is to be operated whilst inverted only -All ignition sources are to be removed prior to use	3,4,5,6	E 2 23	Supervisor:  Worker: As Required
	The grid lines are then rolled with Bondcrete to ensure they are protected and not rubbed off	Bondcrete	Respiratory issues	D 2 21	-Good ventilation is required -In confined spaces a dust mask should be worn -Bondcrete is to be stored at room temperature and covered to prevent drying out -Bondcrete is to be applied using a long-stemmed roller to eliminate the amount of pressure on the lower back of the applicator	5,3,4	E 1 25	Supervisor:  Worker: As Required
2 Drilling into concrete	Using a hammer drill with a vacuum attachment fitted to minimise the dust, the worker will drill into the slab to be able to fix certain fixings	Concrete dust	Respiratory issues	D 4 12	-Vacuum attachment must be fitted whilst drilling into any concrete -A dust mask as per fitment test is to be worn whilst drilling into any concrete -Vacuum attachment is to be emptied as per user manual. -Filters will be checked, cleaned and replaced as required -When drilling above your head glasses must be worn	4,5,6	E 1 25	Supervisor:  Worker: As Required

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2 Installation of stud and track to full height walls / Low height partition walls /ceilings	Full Height Walls Once set out is completed the full height stud walls will be installed. Top and bottom tracks will be fixed to the slab using fixings that have been specified by an engineer to meet the requirements of the wall. Top tracks will be installed using various elevated working platforms (e.g. scissor lifts, mobile scaffolds, trestles). This will be determined by the height of the ceiling, access, slab loadings and various other site restrictions. The acceptable elevated working platform will be chosen onsite by NAC management and NAC employees will be responsible for ensuring they are used correctly and maintained in accordance with the manufacturer's specifications. Steel stud and track will be cut using metal cut off saws and tin snips. Grinders will be only used if all other avenues have been exhausted.	Metal cut off saw	Operator or other workers being struck by debris	C 3	13	3,4,5	D 2	21
2 Installation of stud and track to full height walls / Low height partition walls /ceilings		Debris / dust created from the use of power tools	Eye injury	C 2	18	6	D 1	24
2 Installation of stud and track to full height walls / Low height partition walls /ceilings		noise created from the use of power tools	Exposure to excessive noise levels causing hearing loss / tinnitus	C 4	8	3,4,5,6	E 3	20

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	Studs will be stood by hand and fixed at the bottom using button head screws or crimpers. Low Height Partitions Generally low height partition walls will be assembled on the ground and then stood into place The walls will be braced off as they are stood up to either an existing full height wall or to the underside of the slab				workers in the area of the noise and the required PPE -Where the noise level reaches peak levels of 140dB or greater, immediate hearing damage can occur. The source of the noise needs to be removed or workers need to be isolated from the source until an acceptable DB level that can be managed with ear plugs and ear muffs is achieved. -do not hit steel frame with metallic tools to adjust components. Where possible use a rubber mallet, hammer handle or something similar to reduce the amount of noise being created -Where possible place items on the ground. Items falling from any height have the potential to create undue noise			
2	The use of elevated work platforms Will be required to fix the frames together and to install the bracing. The appropriate EWP will be selected using the same criteria as installing full height walls. Batters will be installed to columns or concrete walls using an appropriate fixing approved by an engineer. Lasers will be used throughout the course of the partition wall installation to ensure walls are plumb.	Explosive power tools	Debris caused by slab failure or incorrect use	C 4 8	-Explosive Power Tools are only to be operated by competent workers who are experienced in their use -The tool is never to be pointed at your body or any bystanders -The muzzle is never to be compressed against anything other than concrete slab or masonry -Safety glasses are to be worn at all times in conjunction with NAC safety policy -Loaded tools are never to be left unattended -Hearing protection must be worn by the operator and bystanders when this tool is in operation (Appropriate signage must be erected prior to starting work) -A visual inspection of the tool must be carried out prior to uses every day, to ensure the tool has not been damaged -Always keep the arms slightly bent when firing the tool. If you feel discomfort or	3,4,5,6	E 3 20	Supervisor:  Worker: As Required

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	Ceiling framing Suspended ceilings will be hung from the underside of the slab or existing joists/purlins using an engineer's approved system that meets the site-specific requirements. Steel framed ceilings built out of stud and track will be attached to the partition walls and can be self-supporting or suspended based on the span requirements.				pain stop work with the tool immediately -Always hold the tool perpendicular to the work surface -Ensure only genuine fasteners, cartridges and spare parts are used or those of equivalent quality -If the tool misfires • keep the tool pressed against the work surface for 30 seconds • If the cartridge still fails decompress the muzzle and the compress it again to move another charge into the breach • Use the rest of the charges then remove the strip from the tool • Dispose the strip in a way that it will not be reused or misused -Never attempt to drive a fastener into an existing hole unless part of an engineered system -Always keep the tool and cartridges in a locked container when not in use -Never allow the tool to overheat (Ref to Owner's Manual) -Only competent workers are to install and operate lasers -Appropriate signage is to be erected in areas where the laser is being used - All precautions are to be taken to ensure persons do not look directly into the laser beam -Lasers should be placed well above or well below eye level -Inspect the work area and ensure the laser beam is not directed into any reflective surfaces -Precautions are to be taken to prevent			
Installation of stud and track to full height walls / Low height partition walls /ceilings 2	Firstly, with all ceiling types the wall track or wall angle will be fixed to the partition walls This will be installed using a laser level and screw gun. For suspended ceilings, brackets are then either shot to the underside of the slab using an Explosive Power Tool, drilled in using a hammer drill and approved masonry anchor or screwed into the side of the joists Hanging rod will then be hung from	Explosive power tools	Debris caused by slab failure or incorrect use	C 4 8		3,4,5,6 E 3 20		Supervisor:  Worker: As Required
		Lasers	Laser beam radiation causing eye or skin damage	D 4 12	3,5 E 2 23	Supervisor:  Worker: As Required		

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2 Installation of stud and track to full height walls / Low height partition walls /ceilings	the clips and cut to length at ceiling height A suspension clip will then be attached using a laser level to ensure the ceiling is level. These clips also act as a end cap to avoid injury				scattering of the laser beam -When not in use the laser should be stored in an area that is inaccessible by unauthorized personnel -If there are any signs of tampering with the laser, return it to the manufacturer for inspection			
	From there the main Tee bars, top cross rails or ceiling joists will be installed. They will either span the entire width of the ceiling or they	Manual Handling	Sprains, strains and back injuries	C 3 13	-All NAC employees are to be inducted into the Procedure for manual handling	Review Procedure for individual controls	D 2 21	Supervisor:  Worker: As Required
	will be fixed off on one side and joined to gain the required span Once main Tee bars are installed on grid ceilings cross tees will be installed and the ceiling will be adjusted and fixed into place	Elevated Work Platforms	Falls from height/ falling materials and tools	D 4 12	-All NAC employees are to be inducted into the SWMS for Scissor lifts, Mobile scaffolds and the Procedures for Trestles and platform ladders	Review SWMS and Procedures for individual controls	E 3 20	Supervisor:  Worker: As Required
	Once top cross rails are installed furring channel will then be connected using an approved bracket and the ceiling will be adjusted and fixed into place Studs used as ceiling joists will be fixed off to the wall tracks and hangers (if required). They will then be strengthened using	Platform ladders and trestles Electrical tools and equipment	Falls from heights Electrocution / electric shock	C 3 13 D 5 7	-All Platform ladder usage is to be carried out in accordance with NAC Procedure for the use of platform ladders -All NAC employees are to be inducted into the Procedure for the use of electrical equipment and initial review of an area prior to commencing work	Review Procedure for individual controls	D 2 21 E 3 20	Supervisor:  Worker: As Required

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	bridging noggins.							
								Supervisor:  Worker: As Required
		Steel components	Cuts caused by contact with metal edges	C 3 13	-Extra care is to be taken when handling steel products -Gloves that are fit for purpose are to be worn at all times when handling sharp steel components -Off cuts of steel are to be placed straight into a bin or stacked in an area that is away from access ways -All steel materials are to be stored away from access ways and if necessary a physical barrier is to be erected	3,6	D 2 21	
3	Clean up	Manual Handling	Sprains, strains and back injuries	C 3 13	-All NAC employees are to be inducted into the Procedure for manual handling	Review Procedure for individual controls	D 2 21	Supervisor:  Worker: As Required
NOTE	In the majority of circumstances NAC employees will be required to share the work area with other trades In the event of working within 2m of a live edge or a risk of materials or tools falling, the working platform e.g. scissorlift or scaffold	Multiple trades conducting work tasks	Injury caused by other trades or injury to other trades	C 3 13	-Prior to starting in an area or if at any point another trade starts work in an area currently being occupied by NAC employees, an assessment must be completed by the workers and supervisor/leading hand to determine compatibility of works. -If it determined that the two trades cannot work together due to unmanageable safety conditions the PC will be requested to assign priority order. -If it is deemed that the works pose a		C 1 21	Supervisor:  Worker: As Required

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	will be wrapped in mesh to eliminate the risk of falling objects and all tools in use will be attached to a lanyard.				manageable level of risk, controls are to be put in place to minimise the risk as much as practicably possible. i.e. signage, exclusion zones, spotters etc			

If this SWMS fails in anyway STEP 1 immediately stop work **STEP 2** Conduct a Job Hazard Analysis and fill in the JHA card **STEP 3** attach the card to this SWMS **STEP 4** Ensure a copy of the JHA is submitted to management so the SWMS can be reviewed and amendments can be made.

In the case of an **EMERGENCY**, all NAC employees are to adhere to the
Principal Contractors Emergency Response Plan outlined at the time of
induction

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Work Diagram (If applicable)
 E.g. Sketch or attach relevant diagrams or drawings of task hazards such as services, equipment set up and positioning, isolation points or energy services, SEP and ITP considerations etc.

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SWMS AMENDMENT REASON/DETAILS				CHANGE MANAGEMENT ACTIONS (E.G. Actions taken to communicate the changes)	DATES
Updated reference material to current legislation				N/A	5/01/2012
Added new document numbering system in header				N/A	28/02/2012
Amended steps to SWMS preparation/monitoring/review				Toolbox	2/04/2012
Added safety rep and supervisor sign off				N/A	2/04/2012
Changed Format				N/A	4/3/2014
Added NAC logo and changed format				N/A	19/9/2014
Review and amendments				Toolbox	1/2/2016
Review and minor amendments				N/A	10/10/2017
Changed reference from SWMS to Procedures as changed non-high-risk tasks from SWMS to Procedures				New job inductions	24/07/2018
Added in vacuum attachment for controls when drilling into concrete				New job inductions, tool box	11/12/2018
Added in a fit test will be done for all workers for a dust mask which will be performed every 12 months				New job inductions	11/12/2018

Review No	01	02	03	04	05	06	07	08
Initial:								
Date:								

Audit No							
Initials:							
Date:							

