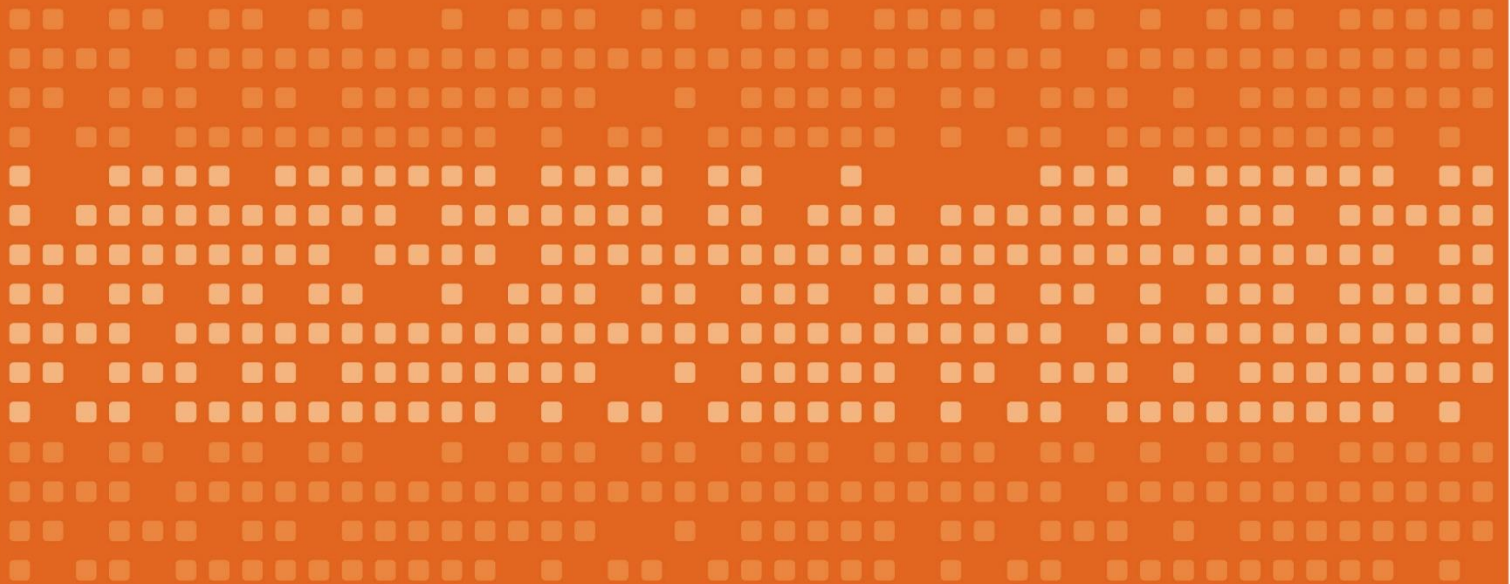


Work Health Safety Officer

Construction Elective Assessment



Work Health and Safety Officer

Work Health and Safety Officer – Assessments - CONSTRUCTION

Assessment

Competency Based Assessment

Competency based assessment is the process of gathering evidence to confirm that participants can perform required skills and knowledge. To complete a unit of competency participants are required to successfully demonstrate their skills and knowledge on all of the activities within this assessment. Rather than using a marking scale, competency based assessment uses competent or not yet competent.

You are required to successfully demonstrate competence in all of the activities in this assessment. This means that if you are unable to answer a question, your answer is deemed not satisfactory for any of the activities or you are unable to demonstrate a practical skill your assessor will work with you to identify opportunities for further learning if required and arrange re-assessment when you are ready.

In the event that you are unable to demonstrate your ability in any area of the assessment you will re-assessed. Re-assessment may include demonstrating a skill, answering questions, providing further information. All participants are given two (2) opportunities to be reassessed without further payment required. On the occasions where participants are unable to demonstrate competency after two (2) re-assessment attempts they should speak to their trainer about further opportunities to complete the unit.

The assessment requires that the candidate complete 2 sections including: questions and a case study.

Questions

Candidates are required to answer questions in their own words to demonstrate their understanding.

Case Study

A case study is a summary of events that have occurred and the candidate is required to demonstrate their skills and knowledge through application of these by completing the activities that relate to the case provided.

Notes regarding the assessment

- Candidates are required to clearly indicate which assessment section or question is being addressed.
- Please note we will keep your assessment on file and it will not be returned to you.
- Please make sure that you fill in your name, sign, date and attach the cover page to your assessment. Indicate which activities have been attached to the cover page.

Feedback

Competency based assessment does not use a marking scale rather the candidate is deemed competent or not yet competent. Candidates deemed not yet competent are given additional opportunities to demonstrate competency.

Satisfactory demonstration of all activities is required before competency is achieved for the unit. In the event that you have not been able to successfully demonstrate competence in the unit, your assessor will discuss options for re assessment with you.

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participant's exclusion from a module or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your facilitator.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student
- Presenting the work of another individual or group as their own work.
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

What about Copyright?

You must be careful when using work from others. Copyright covers all work that is not your own including textbooks, newspapers, website information, music, magazines, movies etc.

You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with or employed by an educational institution. All material taken from another source, word for word or paraphrased, must be acknowledge using an acceptable referencing system.

Assessment Activity 1 - Questions

Instructions to the candidate

You are required to answer the following questions in writing. Written answers may be completed on a separate sheet of paper if there is insufficient room below. You must clearly identify the number of the question being answered.

- 1.1 List three (3) things a person conducting a business or undertaking (PCBU) must consider when positioning or having installed any type of 'Plant' in the workplace.

Answers:

- 1.
- 2.
- 3.

- 1.2 List three (3) things a worker must do to ensure the safe and correct operation of 'Plant'.

Answers:

- 1.
- 2.
- 3.

- 1.3 What section of the Scaffolding Code of Practice 2009 covers mobile scaffolding?

Reference:

- 1.4 When is a licence required to erect a mobile scaffold? Include the Regulation or Code of Practice reference in your answer.

Answer:

Reference:

- 1.5 According to the Tower Crane Code of Practice and the Electrical safety Code of Practice – Working near overhead and underground electric lines, what are the two basic options for minimising risk that could be taken when operating a **Mobile Crane** or **Tower Crane** in close proximity to overhead power lines?

Answers:

- 1.
- 2.

- 1.6 What are three (3) requirements that must be met if a person is to be suspended by a crane in a workbox? (*Refer Cranes, Hoists and Lifting Gear - Student Notes*)

Answers:

- 1.
- 2.
- 3.

- 1.7 When inspecting steel wire rope or slings what are five (5) things you should look for? (*Refer Cranes, Hoists and Lifting Gear - Student Notes*)

Answers:

- 1.
- 2.
- 3.
- 4.
- 5.

- 1.8 What are two (2) 'rules' or safe work practices associated with the use of ladders? (*Refer Ladders – Student Notes*)

Answers:

- 1.
- 2.

- 1.9 According to the *Ladders – Student Notes*, what Australian Standard would you refer to for designing a 'fixed ladder' for use to access the top of a water tank?

Answer: AS.....

- 1.10 What are three (3) potential hazards of pressure equipment? (*Refer Pressure Equipment – Student Notes*)

Answers:

- 1.
- 2.
- 3.

- 1.11 Where would you find the recommended inspection period on a steam pressure vessel? (*Refer Pressure Equipment – Student Notes*)

Answer:

- 1.12 What Australian Standard would you refer to for the inspection and test requirements including acceptance and rejection criteria of a Gas Cylinder? (*Refer Pressure Equipment – Student Notes*)

Answer: AS.....

1.13 Referring to the Electrical Safety Regulations, what are the electrical testing requirements for electrical equipment that is 'hired out'?

Answers:

- 1.
- 2.

1.14 What must PSBU's and workers do to ensure electrical safety of specified electrical equipment in the workplace with regard to **Service** and **Office work**?

Answers:

- 1.
- 2.

1.15 Abrasive Blasting is a *Potentially Hazardous Process*. Name three (3) hazards associated with abrasive blasting and provide a control measure for each.

Answers:

- | | |
|------------|----------|
| 1. Hazard: | Control: |
| 2. Hazard: | Control: |
| 3. Hazard: | Control: |

1.16 Where should welding work be performed to provide extra protection from electric shock?

Answer:

1.17 What are three (3) items of Personal Protective Equipment (PPE) that should be worn when welding?

Answers:

- 1.
- 2.
- 3.

1.18 At what height is a fall protection system required for construction work?

Answer:

1.19 Referring to the WHS Regulations, what are the three (3) regulatory levels of control measures to help protect persons when working at heights?

Answers:

- 1.
- 2.
- 3.

1.20 Referring to the WHS Regulations, name two (2) prohibited practices or Regulatory requirements when using a forklift (Industrial Lift Truck).

Answers:

- 1.
- 2.

1.21 Referring to the WHS Regulations, list two (2) Regulatory Controls when using a forklift (Industrial Lift Truck).

Answer:

1.22 What are three (3) things that must be considered in a Risk Assessment for a **Confined Space**?

Answers:

- 1.
- 2.
- 3.

1.23 What are the two (2) maximum exposure levels for noise?

Answers:

- 1.
- 2.

1.24 List 2 actions a PCBU can take to reduce the risk of hearing loss?

Answers:

- 1.
- 2.

1.25 Name three (3) control measures associated with scaffold **working platforms**.

Answers:

- 1.
- 2.
- 3.

1.26 What type of **licence** is required to perform **scaffolding work** in relation to *modular or prefabricated scaffolds*?

Answer:

1.27 Name a reference document to provide assistance in the use of explosive power tools?

Answer:

1.28 Name two (2) hazards and suitable controls associated with formwork?

Answers:

- | | |
|------------|----------|
| 1. Hazard: | Control: |
| 2. Hazard: | Control: |

1.29 According to the Formwork Code of Practice, what are three (3) things that can increase the wind load on formwork?

Answers:

- 1.
- 2.
- 3.

1.30 Are Concrete Pumps required to be registered with the Work Health and Safety Queensland - Yes or No? Quote the references in the Regulation.

Answer:

References:

1.31 Referring to the Concrete Pumping Code of Practice, list four (4) hazards associated with the Operation of Concrete Pumps.

Answers:

- 1.
- 2.
- 3.
- 4.

1.32 List two (2) conditions under which the lifting of pre-cast elements over workers be performed.

Answers:

- 1.
- 2.

1.33 What are four (4) hazards associated with tilt up constructions?

Answers:

- 1.
- 2.
- 3.
- 4.

1.34 Where would you find information about **safety in welding**?

Answers:

1.35 According to the Steel Construction Code of Practice, who are three (3) obligation holders in respect to steel construction work?

Answers:

- 1.
- 2.
- 3.

1.36 What is the legislative definition of 'Demolition work' ?

Answer:

1.37 How many days' notice to the Regulator are required for **Demolition Work** involving a 10m high building? What is the legislative reference?

Answers:

Reference:

1.38 Referring to the Demolition Code of Practice, what are two (2) methods for protecting members of the public from debris as a result of demolition works?

Answers:

- 1.
- 2.

1.39 Is Asbestos Removal considered **High Risk Construction Work**? State the legislative reference.

Answers:

Reference:

1.40 In what Code of Practice would you find information regarding asbestos removal work? What are three (3) of the WHS duties regarding the removal of asbestos?

Answers:

- 1.
- 2.
- 3.

1.41 Who is responsible for the preparation of a WHS Management Plan for a Construction Project and quote the section of the Regulation?

Answers:

Reference:

1.42 When is a **Safe Work Method Statement** required for Excavation Work? Provide references from the WHS Regulation?

Answers:

Reference:

1.43 Is construction work performed in or near a Tunnel, considered to be **High Risk Construction Work**? State the reference.

Answers:

Reference:

1.44 When is **General Induction Construction Training** required?

Answers:

Reference:

Assessment Activity 2 - Case Study

Instructions to the candidate

Using the forms provided:

1. Identify and prioritise the hazards associated with the listed plant
2. Complete the reports in accordance with best practice
3. Make recommendations from the findings of the inspection report
4. Consult with (and list) all the relevant parties regarding the compliance issues relating to the statutory requirements
5. Detail the appropriate control measures
6. Describe how you would monitor and review the effectiveness of the control measures

Case study

You are the Work Health and Safety Officer of a Construction company. Your largest stock order of the year has just arrived and is to be unloaded into the indoor storage area, behind the staff meals room. The storage area is poorly ventilated, however, the forklift is electric. There is no signage restricting entry into this area. The truck is parked in the car park, which is open to public access. The reverse beeper of the forklift has been disabled, as it disturbs the staff in the meals room. The driver of the truck is operating the company's forklift.

Complete the following risk management plan:

1. Look at all the tasks that are undertaken to move stock from the truck to the loading bay. You may have to make more than one trip.
2. Next look at all the hazards and the associated risks that are associated with each individual task. Write down any relevant Legislation, Codes of Practice or Standards etc. that you may need to research to determine appropriate control measures.
3. Determine the 'level of risk' for each hazard/risk identified.
4. Based on the level of risk you need to identify appropriate control measures including any training requirements and write these down. Identify who will be responsible or involved in these recommendations and when they should be completed (Date or time e.g. Immediately, 1 week, 1 month, 1 year etc. (High risk items should be short term while lower risk items can be longer term.)
5. Finally, how will you monitor the effectiveness of your control measures? Write down all the measures and methods you would use to ensure the long term success of your work.

Risk management plan – multiple hazards

Business name _____ Business location _____ Work area _____	Completed by _____ Date completed _____ Scheduled review date _____
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Identify the hazard	Assess the risk	Control the risk					
What is the hazard?	What might go wrong? Who might be harmed and how?	Priority or risk level (low, med, high) *	What else do you need to do to control the risk? Include any resources required such as legislation, codes of practice or Australian standards	Action by whom?	Action by when?	How will the effectiveness of the control measure be monitored?	Date completed
<i>Example: Unguarded dough mixer</i>	<i>Bakers could accidentally put hands in operating bowl and be cut or have finger amputated</i>	<i>Medium</i>	<i>Install interlocking guard on mixer Plant Code of Practice</i>	<i>J. Smith</i>	<i>13/7/18</i>	<i>Periodic reviews to ensure staff comply with proper operating procedures</i>	<i>02/7/18</i>

*The level of risk will increase as the likelihood of harm and its severity increases.

How to manage work health and safety risks

Use this information to help you complete the risk management table on the front of this form. This information is sourced from the *How to manage work health and safety risks Code of Practice 2011*. You can view the full code at worksafe.qld.gov.au.

Step 1

Identify hazards

Identify the things or situations that could potentially cause harm to people.

How to identify hazards

Try a number of ways, including:

Inspecting the workplace

- Consulting workers, directly or through surveys, representatives, etc.
- Information from industry bodies, regulators and specialists, etc.
- Reading instruction manuals or safety data sheets
- Reviewing your records of incident reports, complaints, health monitoring, etc.

Where to look

Look in all aspects of work, including:

- the physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management (e.g. shift work)

Step 2

Assess hazards

Consider *what* could happen if someone is exposed to a hazard and how *likely* that is.

Level of risk

Work out the level of risk by considering the possible severity injury and likelihood of it occurring.

The level of risk will increase as the likelihood and severity increase.

Severity

How severe could the harm be? Consider what type of injuries may happen, who it affects, if it could escalate, etc.

Likelihood

Work out the likelihood of harm occurring. You can estimate it by considering:

- How often is the task done? Does this make the harm more or less likely?
- How close do people get to the hazard?
- Has it ever happened before, either in your workplace or somewhere else? How often?

Consider if the harm is: certain to occur, very likely, possible, unlikely or rare.

Step 3

Control hazards

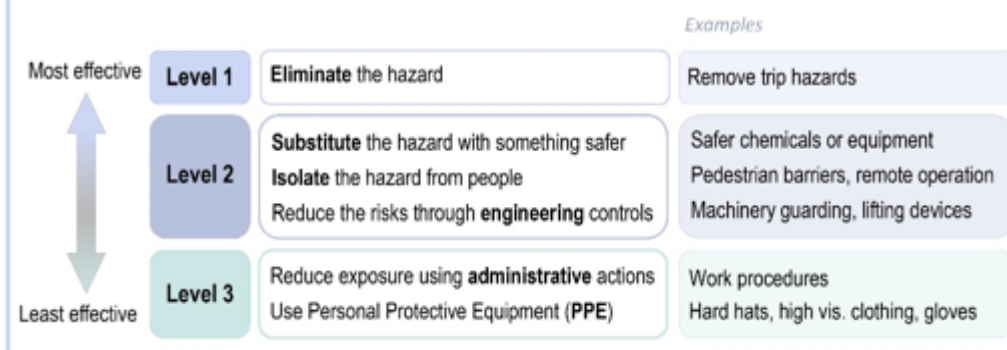
Try to eliminate the risk first, or if that is not possible, put controls in place that minimise the risk so far as is reasonably practicable.

Finding the best control

You can rank ways of controlling risks from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of risk control* (see below).

Always start at the most effective control (level 1, elimination), and work down the hierarchy.

The hierarchy of risk control



Step 4

Review controls

Reviews will help you identify if your controls become less effective.

Regular reviews

The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong.

If you find problems, go back through the risk management steps, review your information and make further decisions about risk control.

