BSBWHS414
CONTRIBUTE TO WHS RISK MANAGEMENT

WORKBOOK

Participant name	

FOR THE PARTICIPANT
Instructions
• You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. • The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. • You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. ○ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. ○ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE
At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task. At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications. For example, in Queensland refer to https://www.worksafe.qld.gov.au/

For the following activities, name a workplace that you wish to examine.

Name of workplace	Construction Skills Training Centre (CSTC)

ACTIVITY 1
Identify the duty holders and their range of duties regarding hazard identification, risk assessment and risk control activities by explaining the requirements found in: a) WHS Acts b) WHS Regulations c) Codes of practice d) Guidelines Explain how you comply with the requirements of these documents.

Hazard identification
WHS Acts
Section 19(3)(g) of the Work Health and Safety Act 2011 (Qld) outlines that a PCBU must ensure, so far as is reasonably practicable, that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness and injury of workers arising from the conduct of the business or undertaking. Section 28 of the Work Health and Safety Act 2011 (Qld) outlines that workers are to comply, so far as they are reasonably able, with any reasonable instruction given by the PCBU to allow the PCBU to comply with WHS laws, and cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. implement risk controls as specified by the PCBU).
WHS Regulations
Section 34 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must identify reasonably foreseeable hazards that could give rise to risks to health and safety.
Codes of practice
Section 3 of the Managing Noise and Preventing Hearing Loss at Work Code of Practice outlines that you should inspect the workplace and review available information (e.g. manufacturer details) when identifying hazards.

Guidelines
The Guide to the Work Health and Safety Act 2011 (developed by WHSQ) outlines that a PCBU must consult with workers when identifying hazards.
How you comply
By ensuring that hazards are identified ASAP through an IOR form so that required monitoring and rectification can occur. Questioning whether noise is unreasonable by referring to noise level expectation levels in manufacturer's guidelines.

Risk assessment
WHS Acts
Section 18 of the Work Health and Safety Act 2011 (Qld) outlines that 'reasonable practicability' (re: duties held by parties) requires weighing up the likelihood of the hazard or the risk concerned occurring and the degree of harm that might result from the hazard or risk. This is essentially a risk assessment.
WHS Regulations
Section 33 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must follow any specific requirements of the Regulations when assessing risk.
Codes of practice
Section 4 of the Managing Noise and Preventing Hearing Loss at Work Code of Practice outlines that risk assessments should be conducted by a competent person in accordance with AS/NZS 1269.1.
Guidelines
The Guide to the Work Health and Safety Act 2011 (developed by WHSQ) outlines that risk assessments should consider the likelihood of the hazard or risk occurring and the degree of harm that would result if the hazard or risk occurred.
How you comply
Ensuring that high risk activities have an associated Safe Work Method Statement. Ensuring that any noise assessments are conducted by a person with accurately calibrated noise measuring instruments.

Risk control
WHS Acts
Section 19(2) of the Work Health and Safety Act 2011 (Qld) outlines that a PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. Division 3 (sections 20-26) of the Act also outlines other instances in which PCBUs are required to manage risk. Part 5 of the Act specifies that PCBUs are required to consult with other parties when dealing with hazards and risk control.
WHS Regulations
Section 36 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must implement risk control measures.
Codes of practice
Section 5 of the Managing Noise and Preventing Hearing Loss at Work Code of Practice outlines that the hierarchy of control should be worked through in order to choose the control measure that most effectively eliminates or minimises the risk in the circumstances.
Guidelines
The Guide to the Work Health and Safety Act 2011 (developed by WHSQ) outlines that a PCBU must consult with workers when making decisions about ways to eliminate or minimise risks.
How you comply
Ensuring that Safe Work Method Statements and other control methods prescribed by the PCBU are followed (e.g. wearing PPE). Ensuring that recommendations are offered when consultation is sought on control options.

Satisfactory Outcome ☐

ACTIVITY 2
Explain the requirements of your organisation regarding hazard identification, risk assessment and risk control activities by identifying the requirements found in: a) WHS policy b) WHS procedure c) WHS process d) WHS system Explain how you comply with the requirements of these documents.

Hazard identification
WHS policy
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.0 identifies that the primary objective of the CSTC OH&S Management System programme is the prevention of personal injury, property damage and environmental impacts.
WHS procedure
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.3.4.3 that an Improvement Opportunity Request (IOR) form (FQ001) is to be completed to raise attention to the presence of a hazard.
WHS process
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 2.7 that all workers and sub-contractors are to report all hazards, incidents or near misses to the Occupational health and Safety Advisor.
WHS system
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.2 identifies that CSTC shall monitor its progress towards meeting its objectives for WHS through: • Monthly inspections to identify and record hazards/conditions. • Promotion of OHS awareness to all workers.
How you comply
By ensuring that hazards are identified ASAP through an IOR form.

Risk assessment
WHS policy
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.0 identifies that the primary objective of the CSTC OH&S Management System programme is the prevention of personal injury, property damage and environmental impacts.
WHS procedure
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual provides a blank Safe Work Method Statement in Appendix D to be completed for high risk activities.
WHS process
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 3.5 identifies that CSTC shall ensure that all clients undertaking high risk construction activities have been inducted into the relevant Safe Work Method Statement sign to acknowledge their understanding of the agreed method to perform the task and comply with the agreed method of work.
WHS system
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.2 identifies that CSTC shall monitor its progress towards meeting its objectives for WHS through: • Monthly inspections to identify and record hazards/conditions. • Promotion of OHS awareness to all workers.
How you comply
Ensuring that high risk activities have an associated Safe Work Method Statement.

Risk control
WHS policy
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.0 identifies that the primary objective of the CSTC OH&S Management System programme is the prevention of personal injury, property damage and environmental impacts.
WHS procedure
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 3.9 that workers are to ensure that a Safe Work Method Statement (SWMS) is produced for the use of hazardous substances.
WHS process
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 3.9 that CSTC will instruct all workers likely to be exposed to substance on the hazards and associated safety measures to be adopted when using hazardous chemicals in the workplace.
WHS system
CSTC's Occupational Health and Safety Management System - Policy and Procedures Manual outlines in Section 4.2 identifies that CSTC shall monitor its progress towards meeting its objectives for WHS through: • Monthly inspections to identify and record hazards/conditions. • Promotion of OHS awareness to all workers.
How you comply
Ensuring that Safe Work Method Statements are followed (e.g. wearing PPE).

Satisfactory Outcome ☐

ACTIVITY 3
In meeting the legal and organisational requirements noted in Activities 1 and 2, identify two (2) hazards that may occur in your workplace. For each hazard identified, find information to explain: a) The nature and scope of the hazard b) The range of harms caused by the hazard and how they are caused c) The techniques, tools and processes used to identify each hazard • Select tools appropriate for the workplace and identify different tools for each hazard • Describe how you contribute to applying these selected techniques, tools and processes and document the results d) Determine the level of risk for the hazard within your workplace e) How you advise others of this information • Identify the individuals and parties who should be notified (i.e. because they are at risk or are required to implement controls) • Consider how best to addresses peoples' range of abilities and backgrounds • Be sure to also consider the timeframes in which you should advise others f) Risk controls that may be implemented to address the hazard and risk assessment results • Consider the hierarchy of control and any legal requirements • Offer at least two (2) risk controls and justify why one (1) is more appropriate than the other • Explain the timeframes in which these risk control options should be implemented

Name of Hazard 1
Loud plant and equipment
Nature and scope of hazard
Many workplaces have the potential for a degree of noise exposure, however, some workplaces are identified as posing a particularly high risk for hearing. Source of information (e.g. website address): https://www.hearing.com.au/is-my-hearing-at-risk/
The range of harms caused and how they are caused
Exposure to loud sound for lengthy periods of time can significantly increase the risk of subsequent hearing loss. Source of information (e.g. website address): https://www.safeworkaustralia.gov.au/safety-topic/hazards/noise

Techniques, tools and processes to identify hazard
Volume meter can be used to determine the decibel level present to determine if it is too loud. Sound level measurements are likely to be taken over time and thus be recorded. Any results would need to be communicated back to the PCBU, as they may in breach of legal requirements (e.g. exceeding allowable noise levels). This information would then be passed down to workers, and how this affects their day-to-day operations (e.g. mandating that equipment is only used at certain times, or requires regular servicing to ensure that noise levels are kept to a minimum). This would need to be communicated as soon as the noise issues become apparent so that measures can be implemented to reduce the hazard. Source of information (e.g. website address): https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-exposures/noise https://www.safeworkaustralia.gov.au/safety-topic/hazards/noise/overview
Determine the level of risk

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

Level of risk: Possible / Permanent disability = High risk

How you advise others about hazards, harms and associated risk
Notify your supervisor. The processes for using loud equipment (e.g. how and during what times) would be passed on to staff (e.g. through a Toolbox talk). This should happen before using equipment to ensure that any noise regulations are abided by.
Risk controls
For those exposed to noise more regularly, personal protective equipment (PPE) may be provided to staff. Ideally, this should occur before the noise occurs. However, for noises that are too disruptive, perhaps other measures may be considered (e.g. eliminating the risk by having the work completed offsite or after hours). Source of information *(e.g. website address):* https://www.health.gov.au/sites/default/files/2023-05/protect-your-hearing.pdf https://knowyournoise.nal.gov.au/

Name of Hazard 2
Chemicals
Nature and scope of hazard
Each chemical used in the workplace has inherent dangers, but there are additional dangers if such chemicals are mixed. Source of information *(e.g. website address):* https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazardous-chemicals
The range of harms caused and how they are caused
Irritation may be caused through inhalation, skin contact or ingestion. Source of information *(e.g. website address):* https://www.comcare.gov.au/safe-healthy-work/prevent-harm/chemical-hazards
Techniques, tools and processes to identify hazard
Safety Data Sheet would be the reference point for identifying the hazard. The type of chemical may determine how it is identified (e.g. liquid chemicals, gases). You should make sure that Safety Data sheets are available, managing incompatible chemicals, ensuring that those handling chemicals are aware through meetings. It is important to ensure that this information is communicated to those using the chemical at a level that is appropriate for their day-to-day use. Also, the PCBU should be notified to ensure that they are meeting their duties (e.g. to provide PPE to those exposed). This should happen before exposure to the chemical so that preventative measures (rather than reactive) can be implemented. Source of information *(e.g. website address):* https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0027/72639/managing-risks-of-hazardous-chemicals-cop-2021.pdf

Determine the level of risk

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

Level of risk: Possible / Casualty treatment = Medium risk

How you advise others about hazards, harms and associated risk

The process for using materials in the workplace would be discussed with staff before commencing use (e.g. through a Toolbox talk). The information conveyed would be the chemical's Safety Data Sheet, including PPE required.

Risk controls

Personal Protective Equipment (e.g. gloves, goggles) may be provided to staff to reduce the risk of exposure.

The consequences of the risk (combined with the likelihood of its occurrence) will definitely affect the control measure implemented. For example, PPE may be insufficient to deal with an extreme or high risk. Risk elimination or substitution would be a more appropriate control measure.

Source of information *(e.g. website address):*
https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0027/72639/managing-risks-of-hazardous-chemicals-cop-2021.pdf

Satisfactory Outcome ☐

ACTIVITY 4
For the two (2) risks (and associated risk controls) identified in Activity 3: a) Explain how you would contribute to developing and implementing a risk control plan to meet your legal and organisational obligations b) Describe the process you would undertake to evaluate the risk controls that had been implemented

Hazard/Risk 1
Develop and implement risk control plan
With regards to risk of hearing damage, contributions to developing and implementing a risk control plan could include: • Identifying actions required for risk controls to be effectively implemented (e.g. changing rosters to reduce noise) • Identifying what is required – and who is responsible (e.g. requirements of PCBU rostering vs plant and equipment use by workers) • Establishing timeframes for when targets must be achieved • Providing an explanation of the expected outcome • Consideration of budget requirements (e.g. cost of PPE or alternative plant and equipment) This could be done by: • Consulting with others (e.g. experts in noise levels) • Developing and maintaining a risk register • Assisting the transition of new work practices (e.g. providing training, developing safe work procedures)
Evaluation of risk control
Evaluation of implemented risk controls may involve: • Following up on the implementation of risk controls (e.g. installation, usage, maintenance) • Comparing risk analysis data both before and after controls have been implemented (e.g. conducting additional decibel level monitoring) • Considering whether safety procedures have been followed and whether the job has been made safer (e.g. conducting surveys with those affected)

Hazard/Risk 2
Develop and implement risk control plan
With regards to risk of chemical burns, contributions to developing and implementing a risk control plan could include: • Identifying actions required for risk controls to be effectively implemented (e.g. training for use of specific PPE, costs for additional storage to keep chemicals locked up) • Identifying what is required – and who is responsible • Establishing timeframes for when targets must be achieved • Providing an explanation of the expected outcome • Consideration of budget requirements (e.g. cost of PPE) This could be done by: • Consulting with others (e.g. chemical manufacturer) • Developing and maintaining a risk register • Assisting the transition of new work practices (e.g. providing training, developing safe work procedures)
Evaluation of risk control
Evaluation of implemented risk controls may involve: • Following up on the implementation of risk controls (e.g. installation, usage, maintenance) • Comparing risk analysis data both before and after controls have been implemented (e.g. look at incident registers to see a reduction) • Considering whether safety procedures have been followed and whether the job has been made safer (e.g. ask workers for their thoughts).

Satisfactory Outcome ☐

BSBWHS414
CONTRIBUTE TO WHS RISK MANAGEMENT

QUIZ

Participant name	

FOR THE PARTICIPANT
Instructions

• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
• It is anticipated that you should complete this assessment within one (1) hour, but additional time may be allowed upon negotiation with the Assessor.
• You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory Assessment' outcome to be awarded.
  ○ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
  ○ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
    ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. **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. **Which of the following can be causes of workplace hazards? Tick all that apply.**

Answer

Choice	Possible Answers
✓	Noise
✓	Physical layout of the workplace
✓	Temperature
✓	Stress

☐

Q3. **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
✓	Technical specialists who can assist with determining control measures

☐

Q4. **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

☐

Q5. **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 of practice and standards).**

Answer

✓	True
	False

☐

Q6. **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

☐

BSBWHS414
CONTRIBUTE TO WHS RISK MANAGEMENT

PRACTICAL ASSESSMENT

Participant name	

FOR THE PARTICIPANT
Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.
  - For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
  - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
    - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
  - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
  - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
  - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	**Date**	**Task Type (Tick)**	**Location**	**Task outcome (Tick)**	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	**Provide detail**
1.1A. 1.2A.	Specify how legal and organisational responsibilities were determined: e.g. access SafeWork website and workplace policies and procedures
1.1B. 1.1C. 1.2B. 1.2C.	Specify hazard identification tools and techniques accessed and utilised: e.g. reviewed historical incident and near miss reports, consulted with workers, observed work activities
1.4C.	Specify how duty holders for identified controls and their management were identified: e.g. Users of specific tools and equipment; all workers in regard to site safety