

BSBWHS416

CONTRIBUTE TO WORKPLACE INCIDENT RESPONSE

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS416 Contribute to workplace incident response* 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	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ 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.](#)

BSBWHS416

CONTRIBUTE TO WORKPLACE INCIDENT RESPONSE

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 Hoff

Participant signature

K. Hoff

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)	
		Satisfactory	Not Yet Satisfactory
6		☐	☐

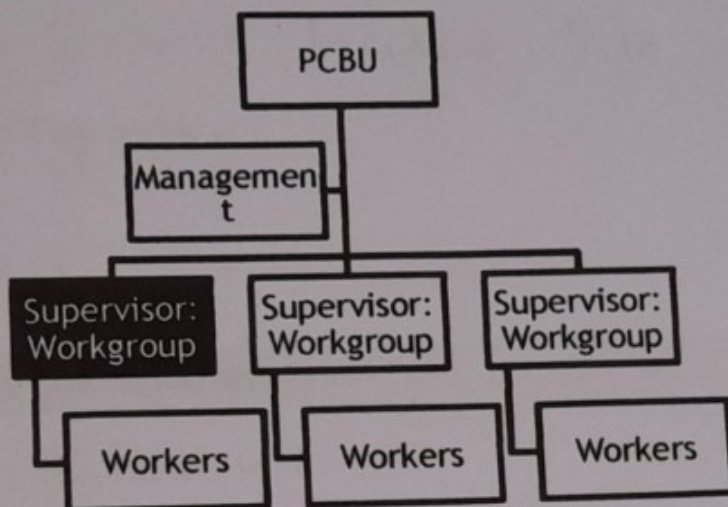
ASSESSOR COMMENTS

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, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace	Midtown Centre
Workgroup	Action Framework

Identify two (2) parties (apart from yourself) who hold a duty within your workplace regarding response to, reporting and documentation of incidents.

- Identify relevant section of WHS legislation which imposes the obligation.
- Explain what they are obliged to do under the legislation.
- Explain the method by which you, as a workgroup supervisor, would communicate the legislated requirements to the individuals and parties.
- Explain how you would assist with meeting the legislative requirements in your role as a workgroup supervisor.

Name of Individual/Party 1

PCBU

Relevant section of WHS legislation

Part 3, 38

Obligations

When, what, where it happened.

Duty to preserve Incident Site
Notify regulator

Method for communicating requirements

Inspections, Interviews

Your role in meeting requirements

Assist with Investigations

Name of Individual/Party 2

Incident Witnesses

Relevant section of WHS legislation

Part 3, 35 - 37

Obligations

Part 3, 4. Notifiable Incident

Method for communicating requirements

Hold meetings, develop instructions.
Informing others of duties or outcomes

Your role in meeting requirements

Assist with Investigation

Satisfactory
Outcome



Identify one (1) of each of the following within your chosen organisation which deals with notification, reporting and documentation of incidents:

- WHS policy
- WHS procedure
- WHS process
- WHS system

For each:

- a) Summarise its requirements regarding notification, reporting and documentation of incidents
- b) Explain how you assist with notifying, reporting and documenting incidents in line with these requirements

Name of WHS policy

Risk assessment

Summary of requirements

Process of evaluating the potential risks that may be involved in a project

Your role with notifying, reporting and documenting incidents

As designated under Company Policies, Procedures, Processes & Systems.

Name of WHS procedure

Emergency Procedure

Summary of requirements

Written Set of instructions that outlines what workers & others at a workplace should do in an emergency.

Your role with notifying, reporting and documenting incidents

Direct workforce as per procedure requirements

Name of WHS process

SWMS

Summary of requirements

Workers are required to read and understand everything associated with a Project they are working on.

Your role with notifying, reporting and documenting incidents

All requirements associated with SWMS

Name of WHS system

Health and Safety management System

Summary of requirements

A Set of Policies, Procedures that Systematically manages health & Safety at work

Your role with notifying, reporting and documenting incidents

Ensure adherence of Policies & Procedures
Consult with workers and HSR's on
VHS Issues & ensure all are equipped
with the Info, training & Supervision
they need.

Satisfactory
Outcome



Identify one (1) of each of the following within your chosen organisation which deals with providing first aid:

- WHS policy
- WHS procedure

For each:

- a) Summarise its requirements regarding providing first aid
- b) Explain how you assist with meeting the requirements

Name of WHS policy

Maintaining tools and equipment

Summary of requirements

Making sure tools and equipment are fit for duty. Tagged and tested.

Your role in meeting requirements

Making sure all equipment tags are in date
Check all tools for faults

Name of WHS procedure

Emergency procedure

Summary of requirements

Preserve life,
Prevent deterioration
Promote recovery

Your role in meeting requirements

Basic first aid procedures to be administered immediately after injury or illness occurs

Satisfactory Outcome



Identify two (2) types of information and data that would be collected regarding actions and events leading up to (or occurring during or after) an incident.

For each:

- a) Identify the person you would collect the information and data from.
- b) Explain the data-collection technique you would use to collect the information and data.
- c) Explain why the collection of this information is necessary.
- d) Explain what type of additional information and data you may access to supplement it and where you would obtain it from.

Name of information/data type 1

Incident report - Description of the Incident

Collected from

witnesses, staff members

How it is collected

Interviews, take notes

Necessity of collection

To document exact details of the occurrence

Additional information

Information may be used in future when dealing with liability issues

Name of information/data type 2

~~Management report~~ Inspection report

Collected from

PCBU, ~~S&A~~ Supervisors

How it is collected

Site Visits

Necessity of collection

Workplace is inspected to identify potential hazards.
~~Proactive~~

Additional information

Proactively identify hazards before they have the ability to cause an injury

Satisfactory
Outcome



In your role as workgroup supervisor, explain your role in incident investigations:

- Explain how you assist investigators and provide relevant information during investigations.
- Identify and explain techniques that you would use in workplace investigations (e.g. interviews, simulations, timelines of actions/events). Justify why they are appropriate techniques.
- Explain why you would review reports on incidents, injuries and illnesses.
- Identify responsible persons and relevant authorities you may contact and why you would contact them.
- Identify appropriate communication mechanisms that could be used to notify stakeholders of an incident, and external authorities in the aftermath of an incident.

Explanation

- Provide Information from the data collected, reports, photos etc...
- Witness statements
Photographic evidence
Interviews
- regulators by the fastest possible means.

- Online - Screen to Screen
Summary report
purposeful verbal communication

- it is important to review reports to ensure the findings are document as part of the Incident management process

e)

Satisfactory
Outcome



Identify two (2) hazards that may occur in your workplace. For each hazard:

- a) Identify and justify possible recommended measures and actions that may arise from an investigation in order to resolve the hazard.
 - Consider required changes to policies, procedures, processes and systems
 - Identify regulations, codes of practice, standards and guidance material you used as the basis for the recommendation.
- b) Explain how you, as a workgroup supervisor, would obtain approval according to policies and procedures.
- c) List methods that you would use to assist with communicating and implementing the measures and actions.

Name and describe Hazard 1

Physical hazard - sharp object

Measures and actions to resolve hazard

Wearing Safety gloves (PPE)

Obtaining approval

Worksite / PCBU Policy
Codes of Practice

Assisting with implementation

Providing workers with the relevant PPE

Name and describe Hazard 2

Falls from height

Measures and actions to resolve hazard

Exclusion Zones
Scaffolding

Workboxes
Fabricated platforms

Obtaining approval

Approved Codes of Practice
Worksite Policies & Procedures

Assisting with implementation

Site Inspection.

Brief workforce of requirements with
Working from heights.
relevant training for workers

**Satisfactory
Outcome**

