

BSBWHS402

Assist with compliance with WHS laws



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ASSESSMENT FOR BSBWHS402

Student name	Sandra McCarthy
Date of assessment submission	03/01/2019
Trainer/Assessor's name	Brett Stoward
Date of assessment marking	
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below).
 - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- 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.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Workplace and legal framework	• Workbook response (below)
2. Policy, procedures, processes and systems	• Workbook response (below)
3. Workplace duties, rights and obligations	• Workbook response (below)

ACTIVITIES

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

Name of workplace	Civiforce Traffic Management
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- Instructions**
- a) Identify current legislation and related documentation that will be relevant to your chosen workplace, and where such documentation can be found.
 - b) For each document identified, outline one (1) excerpt or requirement that it specifies for your chosen workplace.

Example:

Name and location of Legislation (Commonwealth or State)
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Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au

Relevant excerpt/requirement for chosen workplace

Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.

Name and location of Legislation (Commonwealth or State)
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Work Health and Safety Act 2011 (Qld) found at <https://www.legislation.qld.gov.au>

[https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=\(\(Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime\(20181013000000\)\)+OR+\(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime\(20181013000000\)\)\)+AND+Content%3D\(%22Workplace%22+AND+%22Health%22+AND+%22and%22+AND+%22Safety%22+AND+%22Act%22\)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3EWorkplace+Health+and+Safety+Act%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E13%2F10%2F2018%3C%2Fspan%3E%22#sec.19](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20181013000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20181013000000)))+AND+Content%3D(%22Workplace%22+AND+%22Health%22+AND+%22and%22+AND+%22Safety%22+AND+%22Act%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3EWorkplace+Health+and+Safety+Act%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E13%2F10%2F2018%3C%2Fspan%3E%22#sec.19)

Relevant excerpt/requirement for chosen workplace

section 28: While at work a worker must take reasonable care for his/her own health and safety, that they ensure that their acts do not adversely affect the health and safety of others, that they comply with reasonable instructions as well as policies and procedures given by the PCBU

[https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=\(\(Repealed%3D+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime\(20181013000000\)\)+OR+\(Repealed%3D+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime\(20181013000000\)\)\)+AND+Content%3D\(%22Workplace%22+AND+%22Health%22+AND+%22and%22+AND+%22Safety%22+AND+%22Act%22\)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3EWorkplace+Health+and+Safety+Act%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E13%2F10%2F2018%3C%2Fspan%3E%22#sec.28](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=((Repealed%3D+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20181013000000))+OR+(Repealed%3D+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20181013000000)))+AND+Content%3D(%22Workplace%22+AND+%22Health%22+AND+%22and%22+AND+%22Safety%22+AND+%22Act%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3EWorkplace+Health+and+Safety+Act%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E13%2F10%2F2018%3C%2Fspan%3E%22#sec.28)

Name and location of Regulation

Transport and operations (Road Use Management-Accreditation and Other Provisions) Regulations 2015
Work Health and Safety Regulations 2011 (Qld) found at <https://www.legislation.qld.gov.au/view/html/published.exp/sl-2015-0087#sl-2015-0087>

Relevant excerpt/requirement for chosen workplace

section 51: A Traffic Controller (worker) is to direct traffic as required under part 3 of the MUTCD and TCASAP

Name and location of Code of Practice

Traffic Management for Construction or Maintenance work Code of Practice 2011 found at https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice/search-codes?queries_keyword_query=Traffic+management+&search_page_58211_submit_button=Submit¤t_result_page=1&results_per_page=10&submitted_search_category=&mode=results

Relevant excerpt/requirement for chosen workplace

section 5.1 Function of a traffic controller

- Manual of Uniform Traffic Control Devices Part 3 (MUTCD Part 3)
- Traffic Controller Accreditation Scheme – Approved Procedure (TCASAP)
- Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015 (TORUM Regulation).

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0018/58203/traffic-management-construction-cop-2008.pdf

Name and location of Standard

AS 1742.3-2009

Manual of uniform traffic control devices, Traffic control for works on roads

<https://infostore.saiglobal.com/en-au/Search/Standard/?searchTerm=traffic%20management%20for%20construction%20or%20maintenance&productFamily=STANDARD&page=1>

Relevant excerpt/requirement for chosen workplace

This Standard specifies the traffic control measures and devices to be used to warn, instruct and guide road users in the safe negotiation of work sites on roads including unsealed roads together with footpaths, shared paths and bicycle paths adjacent to the roadway. It is applicable to traffic guidance schemes for road and bridge construction and maintenance sites, works associated with other public utilities and services, or any other works which cause interference or obstruction to the normal use of a road by any road user. It also provides guidance for the planning, design, installation and operation of such traffic guidance schemes together with requirements for maintaining a safe workplace for workers on site.

NOTES:

1 Detailed specifications for the design and manufacture of the signs used are given in AS 1743.

2 This Standard is intended for use in conjunction with the various State and Commonwealth regulations relating to works on roads

https://infostore.saiglobal.com/en-au/Standards/AS-1742-3-2009-126126_SAIG_AS_AS_275158/

Name and requirement of Guidance Publication

Traffic management for construction or maintenance 'fact sheet' found at https://www.worksafe.qld.gov.au/forms-and-resources/guides-and-fact-sheets?result_56881_result_page=T

section 5.1 Function of a traffic controller

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0018/58203/traffic-management-construction-cop-2008.pdf

Relevant excerpt/requirement for chosen workplace

Traffic management for construction or maintenance

- Construct and maintenance work
- Risk management
- Traffic management
- Role and responsibilities of traffic controller and associated persons
- training and accreditation
- Record keeping General hazards

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments	
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Identify one (1) of each of the following within your chosen organisation:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

For each, summarise:

- Its purpose
- How it can be accessed
- How it can be developed and changed to ensure compliance with WHS legislation, using examples.

Name and purpose of WHS Policy

Civforce Traffic Management Traffic Safety Management System is found in the policy and procedure manual

This ensures that employees, sub-contractors and the public's health, safety and wellbeing are not in any way affected, impaired or prejudices as a result of working within for or around the organisation. To also ensure that when a task is carried out every precaution has been taken to reduce the likelihood of there being an incident that leaves someone injured.

How document can be accessed

Via Civforce Traffic Management intranet, Certain documents are loaded to the Traffio app when a job text is assigned e.g. instruction manuals for reporting incidents SWMS which are all apart of the Traffic Management System also any recent changes are either texted or emailed to workers

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

This document is view yearly by the General Manager and Chief Operating Officer (C.O.O)

Recently due to an incident of the job site a text was sent to all workers regarding the policy for vehicles driving through road closures on high speed roads, this highlighted the systems in place to deal with this scenario. This was sent by the General Manager to ensure compliance with legislation as well as ensuring the safety of workers, sub-contractors and public.

Name and purpose of WHS Procedure

Civforce Traffic Management Traffic Safety Management System is found in the policy and procedure manual

This provides specific information in Section 5.0 about vehicles driving into lane closures on his speed roads. Under section 5.2 it states If you identify a vehicle entering a road closure you must announce Escape, Escape, Escape over the two-way radio, repeat as necessary

How document can be accessed

Via Civforce Traffic Management intranet, Certain documents are loaded to the Traffio app when a job text is assigned e.g. instruction manuals for reporting incidents SWMS which are all apart of the Traffic Management System also any recent changes are either texted or emailed to workers

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

This document is view yearly by the General Manager and Chief Operating Officer (C.O.O)

Recently due to an incident of the job site a text was sent to all workers regarding the policy for vehicles driving through road closures on high speed roads, this highlighted the systems in placed the procedures to deal with this scenario. This was sent by the General Manager to ensure compliance with legislation as well as ensuring the safety of workers, sub-contractors and public

Name and purpose of WHS Process

Civforce Traffic Management Traffic Safety Management System is found in the policy and procedure manual

It proves a more specific detailed outline on how Civforce Traffic Management intends to uphold Work health and Safety. It outlines the roles and responsibilities of the General Manager and the Chief Operating Officer (C.O.O), Occupational Health and Safety Advisor, Health and Safety Representative, Health and Safety Committee, Workers and Sub-contractors in implementing WHS at Civforce Traffic Management.

How document can be accessed

Via Civforce Traffic Management intranet, Certain documents are loaded to the Traffio app when a job text is assigned e.g. instruction manuals for reporting incidents SWMS which are all apart of the Traffic Management System also any recent changes are either texted or emailed to workers

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

This document is view yearly by the General Manager and Chief Operating Officer (C.O.O)

Sections of this document were changed due to a vehicle driving at high speed through a road closure on a high speed road. This was done along with the Safety Committee, General Manager and Chief Operating Officer (C.O.O) to ensure compliance with the legislation.

Name and purpose of WHS System

Civforce Traffic Management Traffic Safety Management System is found in the policy and procedure manual

This document contains the policies, procedures and process of Civforce traffic Management, showing the relation between them.

How document can be accessed

Via Civforce Traffic Management intranet, Certain documents are loaded to the Traffio app when a job text is assigned

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

This document is view yearly by the General Manager and Chief Operating Officer (C.O.O)

Sections of this document were changed due to a vehicle driving at high speed through a road closure on a high speed road. This was done along with the Safety Committee, General Manager and Chief Operating Officer (C.O.O) to ensure compliance with the legislation.

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

For the purpose of the company manual, you are to explain the role of WHS in your chosen workplace, by developing a report in the following structure:

1. INTRODUCTION

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

2. WHS REGULATOR

- Identify the WHS regulator that applies to your company
- Explain the functions and powers of the WHS regulator and how they are exercised

3. INDIVIDUALS AND PARTIES

3.1.WORKERS

- Outline workers' WHS duties under the legislation
- Identify workers' WHS rights under the legislation
- Explain workers' WHS obligations under the legislation

3.2.PERSONS CONDUCTING BUSINESSES OR UNDERTAKINGS (PCBUs) OR THEIR OFFICERS

- Outline PCBU's WHS duties under the legislation
- Identify PCBU's WHS rights under the legislation
- Explain PCBU's WHS obligations under the legislation

4. COMPLIANCE

- Explain how policies, procedures, processes and systems are developed and changed to maintain compliance
- Explain how workers and PCBU are assessed for WHS compliance with legislation
- Identify ways in which workers' and PCBU's WHS training needs are assessed
- Identify how the workplace provides support for workers' and PCBU's training needs

5. CONCLUSION

- Explain the importance of WHS to your company
- Identify that workers and PCBUs have varying WHS duties, rights and obligations under the legislation
- Express the importance of maintaining compliance and addressing training needs

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as workers, health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer specifically to the legislation using section numbers, so that the reader could refer to the legislation for more information if they wanted to.

1. INTRODUCTION

Civforce Traffic Management tailors professional traffic management to meet the needs of small and large business. Civforce attention to detail and quality are core aspects to everything we accomplish, from preparing traffic Management Plans, drafting site Traffic Guidance Schemes on RapidPlan, to obtaining relevant authority permits. Civforce Traffic Management strives to offer the best traffic solutions for all works carried out, and by providing Traffic Controllers with innovative commercial vehicles and associated procedures and equipment where we can use more efficient methods to a safer and faster deployment process.

As part of the meeting the highest possible standards of practice, cost efficiency and a safer working environment, Civforce traffic Management guarantees that it aligns with the objectives and principles of Work Health and Safety. As outlined in Section 3 of the Work Health and Safety Act 2011 (Qld). The main objectives of this act is to protect workers and others against harm to their health, safety and welfare, while promoting the provision of advice, information, education and training in relation to Work, Health and Safety

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018#sec.3>

2. WHS REGULATOR

Civforce Traffic Management adheres to the obligations set out by Work Health and Safety Qld (WHSQ) .

WHSQ is the Work Health and Safety (WHS) regulator in Queensland. It is responsible improving work, health and safety in Queensland and helping reduce the risk of injuries to workers in the workplace. This is done by WHSQ enforcing WHS laws, investigating workplace injuries and fatalities as well as educating employees and employers on their legal rights, responsibilities and obligations.

<https://www.google.com.au/search?q=what+is+the+whs+regulator+in+qld+responsible+for&ie=UTF-8&oe=UTF-8&hl=en-gb&client=safari>

3. INDIVIDUALS AND PARTIES

1. WORKERS

In the Work Health and safety Act 2011 (Qld) found under subdivision 2 section 7 a worker is a person that carries out work in any capacity for the person conducting a business or undertaking (PCBU) including work as as an employee, work carried out under contract employment , contract of services, trainers and apprenticeships.

Under the Work Health and Safety Act 2011 (Qld) Division 4 Section 28, a worker has a responsibility to:

- Take reasonable care for their own health and safety and the safety of others
- Comply with reasonable instructions that are given by a person conducting a business or undertaking (PCBU)
- Co-Operate with the person conducting a business or undertaking (PCBU) reasonable policies or procedures relating to health and safety in the workplace

Under the Work Health and safety Act 2011 (Qld) workers have the obligation to:

- Work safely, co-operate with and follow instructions given from the Person Conducting Business or Undertaking (PCBU)
- Use Personal Protection Equipment (PPE) that they were trained in, instructed to use and provided by the PCBU
- Report any injuries and hazards to the PCBU

As part of these rights under the Work Health and Safety Act 2011 (Qld) Division 4 Section 29 workers are privileged to certain rights under the legislation e.g. the right for workers to take reasonable care of their own health and safety comply with PCBU's reasonable instructions, policies and procedures

<https://www.google.com.au/search?q=what+is+the+whs+regulator+in+qld+responsible+for&ie=UTF-8&oe=UTF-8&hl=en-gb&client=safari>

<https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2011-018>

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

Under the Work Health and safety Act 2011 (Qld) section 19 Primary care (1) PCBU must ensure, so far as is reasonably practical, the health and safety of workers affected by business or undertaking. It doesn't meant

This duty involves the following:

- Plant and structures
- Safe work environment
- Safe systems of work
- Safe use, handling and storage of plant and substances
- Adequate facilities
- Information instructions and training
- Monitoring of the workplace

Under the Work Health and Safety Act 2011 (Qld) Section 18 what is reasonably practicable means that which is or was at a particular time, reasonably able to be done to ensure health and safety, eliminate or reduce risk, weighing up all relevant factors. It doesn't mean that the Person Conduction Business or Undertaking (PCBU) is required to do everything possible, it means just what is reasonable.

Under the Wok Health and safety Act 2011 (Qld) Subdivision 6 Section 70 , general obligations of a person conducting business or undertaking (PCBU)

[https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=\(\(Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime\(20181014000000\)\)+OR+\(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime\(20181014000000\)\)\)+AND+Content%3D\(%22obligations%22+AND+%22of%22+AND+%22a%22+AND+%22worker%22\)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3Eobligations+of+a+worker%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E14%2F10%2F2018%3C%2Fspan%3E%22#sec.19](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20181014000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20181014000000)))+AND+Content%3D(%22obligations%22+AND+%22of%22+AND+%22a%22+AND+%22worker%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3Eobligations+of+a+worker%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E14%2F10%2F2018%3C%2Fspan%3E%22#sec.19)

[https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=\(\(Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime\(20181014000000\)\)+OR+\(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime\(20181014000000\)\)\)+AND+Content%3D\(%22obligations%22+AND+%22of%22+AND+%22a%22+AND+%22worker%22\)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3Eobligations+of+a+worker%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E14%2F10%2F2018%3C%2Fspan%3E%22#sec.18](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D%40pointInTime(20181014000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D%40pointInTime(20181014000000)))+AND+Content%3D(%22obligations%22+AND+%22of%22+AND+%22a%22+AND+%22worker%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D'dq-highlight'%3EActs%3C%2Fspan%3E%2C+%3Cspan+class%3D'dq-highlight'%3ESL%3C%2Fspan%3E%22%2C+Search+In%3D%22%3Cspan+class%3D'dq-highlight'%3EAll+Content%3C%2Fspan%3E%22%2C+All+Words%3D%22%3Cspan+class%3D'dq-highlight'%3Eobligations+of+a+worker%3C%2Fspan%3E%22%2C+Point+In+Time%3D%22%3Cspan+class%3D'dq-highlight'%3E14%2F10%2F2018%3C%2Fspan%3E%22#sec.18)

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4. COMPLIANCE

Civforce Traffic Management ensures that all their policies, procedures, process and systems keep complaint by where they are reviewed by the General Manager, Chef Operating Officer (C.O.O) and the Safety Committee. All workers are assessed for WHS compliance by how they meet their required duties and obligations under the legislation. All workers WHS training needs will be assessed daily on the job by observing their methods, this will be done by the team leader and supervisors, as well as undertaking internal WHS audits.

The Person Conduction Business or undertakings (PCBUs) will also be assessed the same as workers for WHS compliance by how they meet their required duties and obligations under the legislation. Their training needs will be conducted regularly through a training needs analysis (TNA), as well adults by external bodies e.g. inspectors for Work Health and safety Qld (WHSQ)

The results of these assessments will be used to determine how the PCBU goes ahead to address the gaps. This could be done by undertaking a course, staff training as required. Liaison with training providers so their the PCBU meet their requirements by attending WHSQ workshops if required.

Civforce Traffic Management also ensures that communication and consultation is a major factor between PCBUs and it's workers e.g. too box meetings, restart meetings, etc.

5. CONCLUSION

In conclusion Civforce Traffic management aims to supply the best traffic solutions an resources. it has developed a strong safety culture within the workforce. They encourage reporting of hazards before they become an incident. As defined in the legislation Civforce Traffic Management as the PCBU believe safety is everyones responsibility, that everyone has a duty of care to themselves and others. They also train workers in the importance of WHS. Civforce Traffic Management and workers also have the duty to ensure that all health and safety is recognised and that each party has a role to play and uphold. They also train workers in the importance of WHS

As part of maintaining compliance Civforce Traffic Management reviews its policies and procedures yearly, they also guarantee all members are informed of any changes. They provide ongoing education and training for all workers, consult with workers and other parties to improve decision making on Occupational health, safety and environmental issues. Civforce Traffic Management does this by internal training external bodies e.g. WHSQ.

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. What are the objectives and principles underpinning WHS? Select the most appropriate response. ☐ To ensure that people receive a large compensation payment when injured ☐ To create barriers for businesses in their day-to-day operations ☒ To assign responsibilities and confirm rights of those in the workplace, with regards to safety ☐ To provide specific ways in which everything in the workplace must be conducted	☐
2. When providing advice on WHS in the workplace, which of the following sources would you refer to for guidance? Select all that apply. ☒ Inspectors ☒ Legislation ☒ Codes of practice ☒ Policies and procedures	☐
3. Which of the following are functions and powers of the WHS regulator? Select all that apply. ☒ To enforce WHS law ☒ To promote compliance with WHS law ☐ To represent you in court if you breach WHS law ☐ To supply WHS equipment	☐
4. Which of the following methods can be used to advise others about WHS compliance? Select all that apply. ☒ Training sessions for all staff ☒ Emails about changes to laws ☒ A suggestion box to allow workers to raise inadequacies ☒ Having a legal advisor speak at a staff meeting	☐
5. Can all levels of a workplace (e.g. PCBU's down to the worker level) be involved in developing and implementing changes to workplace policies, procedures, processes and systems in order to achieve compliance? ☒ Yes ☐ No	☐

6. Order the following elements of the WHS legal framework from the most legally enforceable to the least legally enforceable (1 = most enforceable; 5 = least enforceable).

☐**Rank (1 – 5) Element**

5 Policies and procedures

3 Code of practice

4 Standard

1 Act

2 Regulation

Outcome for Quiz

☐ Satisfactory

☐ Not satisfactory

Trainer/Assessor comments

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS		VERIFIED
A.	In writing, request an appointment with a legal advisor (e.g. WHS Regulator, union, lawyer) to clarify your interpretation of WHS requirements in your workplace, as outlined in your report (Activity 3).	☐
B.	Meet with legal advisor and seek approval regarding your interpretation of WHS requirements in your workplace, as outlined in your report (Activity 3).	☐
C.	During the meeting, use suitable structure and language when providing, seeking and discussing WHS legislative information.	☐
D.	During the meeting, use questioning and active listening to clarify understanding.	☐
E.	Document WHS legislative and organisational advice from legal advisor, making changes to your report (Activity 3) using structure, layout and language suitable for audience.	☐
Name of observer		
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer		
Email address of observer		
Signature of observer		
Date		Click here to enter a date.
Comments		

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
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Trainer/Assessor comments	
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