

RIIRIS401D APPLY SITE RISK MANAGEMENT SYSTEM

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- Participants must provide enough detail in their responses to demonstrate 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.
- 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 _____

Participant signature _____

Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
29			

1. Where would you find details of the relevant legislative requirements for risk management?

In OHS/WHs Acts and Regulations.

2. What are the levels of government that can apply legislative requirements affecting business operations on your worksite?

State/territory and federal levels of government can apply requirements to your worksite.

3. Why is it important to effectively explain the following to team members?

- a) To ensure the team is able to complete all tasks in accordance with site, organisational and legal requirements.
- b) The work group needs to understand the guiding principles and practices of risk management which aim to reduce or manage the risks when working with a hazard or in a hazardous situation. All staff need to recognise that the identification and control of hazards and risks is a fundamental part of keeping any workplace or situation 'safe'.
- c) By providing team members with the information on how to control the risks and the risk assessment outcomes, you are ensuring they are aware of what to do when they encounter the risk.

4. List 2 responsibilities for each of the following:

- a) Employers/PCBUs should:
 - Monitor the health of employees/workers to minimise risks and OHS/WHs issues.
 - Exchange information about OHS/WHs risks and controls with OHS/WHs representatives and employees/workers.
 - Work with OHS/WHs representatives and employees/workers to resolve issues within the workplace in accordance with the agreed procedure.
- b) Employees/Workers should:
 - Be represented by an OHS/WHs representative when raising OHS/WHs issues or have a defined system so that there is communication with management to resolve issues.
 - Follow measures put in place to protect their safety, such as using and caring for Personal Protective Equipment or follow safe operating procedures.
 - Exchange information about OHS/WHs risks and controls with their employer/PCBU and OHS/WHs representative.
 - Work with their employer/PCBU to resolve OHS/WHs issues within the workplace in accordance with the agreed procedure.
- c) The OHS/WHs representative should:
 - Represent employees/workers in relation to health and safety issues in the workplace.
 - Attempt to resolve OHS/WHs issues for those employee/workers they represent.

5. What are 4 risk management policies, procedures or programs that you will need to inform work groups of?

- Risk management policy.
- Site procedures and work instructions for hazard identification, risk assessment, selection and implementing of controls.
- Site incident and accident investigation, risk audits and reporting requirements.
- Site consultative arrangements for employees/workers in the work area.
- Site hazard management and reporting procedures, including procedures and work instructions for hazardous substances use and storage, dangerous goods transport and storage.
- Policy, procedures and instructions for:
 - Site operations.
 - Emergencies and evacuations.
 - Purchasing.
 - Plant and equipment maintenance and use.
 - Site access.
- Site fire response arrangements.
- Site OHS/WHS arrangements for on-site contractors, visitors and members of the public.
- Site First Aid provisions, medical practitioner contacts and attention instructions.

6. Which risk management policies and procedures in particular need to be site-specific?

Policies and procedures that deal with fire emergencies, hazard management and evacuation as well as incident and accident investigation and reporting.

7. Why is effective consultation important when managing risks?

Consulting and working as a group will help to design a better risk management system, because everyone thinks differently and perceives different situations, equipment and items as a risk.

8. How should you treat people from different social, cultural and ethnic backgrounds, or with limited physical or mental abilities?

Always treat the other members of the team equally and in the manner you would want to be treated, regardless of your personal feelings about the individual. Be courteous and polite and remember that the person you are communicating with may have different meanings, understandings or social norms for communication.

9. Why is it important that risk management meetings are conducted and monitored by a supervisor?

To ensure participation by all members of the work group is effective and individuals, and parties aren't being railroaded by particular views or people.

10. What are 3 characteristics should you look for when developing your risk management work group?

- Willingness to participate.
- Understanding and commitment to risk management.
- Willingness to listen to other views.
- Consultative outlook.
- Commitment to site safety.
- Willingness to abide by policies and procedures.

11. List 4 individuals or parties who might be involved in the consultation process when raising or dealing with risk management issues.

- Regulatory authorities.
- Tenderers.
- Project managers.
- Contractors.
- Employees/workers.
- Community members.
- Customers.
- Suppliers.
- Any other individuals or parties involved in the process.

12. What are 3 ways to communicate the outcomes of consultation about risk management issues to the work group?

Presentations, summaries and written reports.

13. List 4 ways that gaps in training might present themselves.

- Accidents and incidents.
- Near misses.
- Licensing requirements.
- Specific work activity training.
- Existing training programs.
- Product or equipment purchases.
- Work task analysis.
- Identifying high risk work situations.

14. What are the 2 main forms of risk management training available to team members?

Accredited training where an individual will be issued a recognised certification, and non-accredited training which is informal and conducted in-house.

15. What are 3 learning opportunities that may be available to team members?

- Coaching.
- Mentoring.
- Instruction activities.
- Practice of skills learnt.
- Assessment of skills acquired.
- Time to attend classes.

16. What is the difference between coaching and mentoring?

Coaching is the teaching or demonstration of a skill or skill set. The development of the skill in the other person then allows them to complete tasks unaided. Mentoring is a more long term process. It assists the other person by providing:

- A sounding board and someone to talk through problems with.
- Another person who is willing to assist them to achieve personal and professional goals and aspirations.

17. To whom might you be required to report the cost of training or learning opportunities?

- Site project manager.
- Site training manager.
- Other designated persons.

18. List 5 ways that hazards might be identified.

- Workplace inspections and observation.
- Consulting work team members.
- Housekeeping.
- Risk audits and review of audit reports.
- Daily informal employee/worker consultation and regular formal employee/worker meetings.
- Checking equipment before and during work.
- Review of health, safety, environmental quality and other risk-related records.
- Interviews.
- Investigations.
- Simulations.
- Timelines of actions and event

19. What are 3 workplace requirements for reporting hazards?

- Written reports.
- Verbal reports.
- Checklist completion.
- Recording in a hazard register.
- A request for improvement form.

20. How are analysis skills used in identifying hazards and assessing risks in the work area?

The work area and work conditions are inspected and analysed, e.g. looking in-depth at situations or the way jobs are carried out, or examining records of injuries and incidents. Risks are analysed to assess their likelihood and consequence and to consider their causes and sources. Risks are evaluated to further assess and analyse them and make decisions about which risks need to be treated and the order in which it should be done.

21. List 4 types of prompt action that might be taken after a report of a hazard has been made.

- Conducting a risk assessment of the hazard.
- Implementing an immediate solution to the hazard.
- Investigating a long-term solution to the hazard.
- Train people in the use of the long-term solution.
- Implement the long-term solution.
- Evaluate the effectiveness of the long-term solution.
- Monitor the long-term solution.

22. What are the 6 levels in the hierarchy of hazard controls, starting with the most effective?

- Elimination.
- Substitution.
- Isolation.
- Engineering control measures.
- Administrative controls.
- Personal Protective Equipment.

23. What are 3 resources you might be assessing when controlling risks?

- Human resources – personnel/workers to implement the controls.
- Financial resources – to purchase anything required.
- Training resources – does your team have the training to implement the controls?
- Time resources – a perfect solution that takes weeks to use or implement will not assist in immediate control of the risks.
- All other resources.

24. List 3 problems with risk control measures that could make them inadequate.

The risk control measure could be:

- Inappropriate for the risk.
- Outdated by newer technology.
- Creating additional risks or hazards that were unforeseen.
- Complex and creating too many additional steps in the process therefore is not being used.
- Used incorrectly or inappropriately.

25. What is involved in monitoring the outcomes of reported hazards and risks?

Checking, supervising, observing critically or recording the progress of an activity, action or system on a regular basis in order to identify changes.

26. List 5 documents that might be included in risk management records.

- Audit and inspection reports.
- Hazard registers.
- Risk analysis records.
- Minutes of meetings (risk management, OHS/WHS, environmental etc.).
- Induction, instruction, training and assessment.
- Manufacturers' and suppliers' information.
- Dangerous goods and hazardous substances registers.
- Plant and equipment maintenance and testing reports.
- Workers compensation and rehabilitation records.
- First aid and medical records.
- Major incident and emergency response instruction.
- Emergency contact lists.
- Financial records.
- Contract documents.

27. Why are literacy skills important when dealing with risk management records?

Your language and literacy skills will enable you to read, understand and interpret risk management information as well as to research and review a range of other useful documents. They will help you to analyse information and organise it into a logical sequence when you are completing your own reports or writing clear, easy-to-follow instructions, if necessary.

28. List 4 places you could collect information and data from when identifying and monitoring risk control procedures.

- Existing information.
- Policies and procedures.
- Site inspections.
- Procedural reviews.
- Interviewing subject matter experts.
- Interviewing staff members.
- Any other worksite acceptable method.

29. Information and data can be used to help analyse the current risk management status of your site.

- a) Data analysis is the process of taking the raw information you have gathered and highlighting the sections that are useful to your purpose. You can then interpret the information and use it to draw conclusions, make recommendations and support decision-making.
- b) Information gathered from:
 - Incident monitoring.
 - Environmental monitoring.
 - Evaluation of the effectiveness of risk control measures.