

BSBWHS404

Contribute to WHS hazard identification, risk assessment and risk control



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ASSESSMENT FOR BSBWHS404

Student name	Grace Martin
Date of assessment submission	Click here to enter a date.
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
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. Identifying/assessing hazards and risks	Workbook response (below)
2. Development, implementation and evaluation of risk control	Workbook response (below)
3. Policies, procedures, processes and systems	Workbook response (below)
4. Legislation, codes of practice and guidelines	Workbook response (below)

ACTIVITIES

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

Name of workplace	RHM Building Innovations
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ACTIVITY 1

Identify two (2) hazards that may occur in your workplace. For each hazard identified, find information to explain:

- The nature and scope of the hazard
- The range of harms caused by the hazard and how they are caused
- 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
- Determine the level of risk for the hazard within your workplace
- How you advise others of this information in a way that address peoples' range of abilities and backgrounds
 - Be sure to also consider the timeframes in which you should advise others
- Risk controls that may be implemented to address the hazard and risk assessment results
 - Explain the timeframes in which these risk control options should be implemented.

Name of Hazard 1

Heat Stress

Nature and scope of hazard

The risk of heat stress applies to all workers that are at risk of becoming overheated due to exposure to hot weather conditions or heat sources

Source of information (e.g. website address):

<https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/heat-stress>

The range of harms caused and how they are caused

A worker suffering from heat stress can become dehydrated, develop a skin rash, cramps, dizziness, become exhausted & in severe cases may suffer from heat stroke which can be fatal.

Source of information (e.g. website address):

<https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/heat-stress/health-effects>

Techniques, tools and processes to identify hazard

Training for workers is required to assist with self monitoring & for monitoring co-workers, access to fluids to maintain hydration, where appropriate PPE, work in a ventilated area at all times & where possible avoid lengthy exposure times. Be aware of any pre-existing reasons or conditions that may increase the impact of exposure.

Source of information (e.g. website address):

<https://fswgap.worksafe.qld.gov.au/etools/etool/heat-stress-basic-calculator-test/?id=ISLPPAAMP&key=cb02713c300dfa63d21dcc0f9bea5e4a>

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
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Level of risk: Medium-High

How you advise others about hazards, harms and associated risk

Training, toolbox meetings & site inductions

Risk controls

All workers are to ensure that they maintain regular fluid intake throughout the day. It is recommended that all workers have a personal water bottle in their work area at all times. Have breaks out of the heat & where possible carry out tasks in a sheltered, well ventilated area.

In the event that a worker notices feeling that they or a co-worker may be starting to suffer from the effects of heat stress and/or dehydration, they are to contact their supervisor immediately. Conditions should be monitored on an ongoing basis

Source of information (e.g. website address):

<https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-working-heat>

Name of Hazard 2
Manual Handling
Nature and scope of hazard
To avoid the risk of injury due to the incorrect handling of materials, including but not limited to tasks requiring the person to excessively push, pull, lift, twist, bend under load.
Source of information (e.g. website address): https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-manual-tasks/identifying-and-assessing-hazardous-manual-tasks
The range of harms caused and how they are caused
A worker can suffer from strains, sprains, muscle/joint pain, tendon/ligament injuries in the bodies trunk & limbs from incorrect handling
Source of information (e.g. website address): https://www.worksafe.qld.gov.au/data/assets/pdf_file/0008/58166/Hazardous-manual-tasks-COP-2011.pdf
Techniques, tools and processes to identify hazard
Employers are required to identify the risk of new tasks & provide appropriate training for employees in the safe methods of manual handling as required .
Source of information (e.g. website address): https://www.worksafe.qld.gov.au/data/assets/pdf_file/0010/180010/manual-tasks-risk-management-worksheet.pdf https://www.worksafe.qld.gov.au/data/assets/pdf_file/0013/180004/hazardous-manual-task-systems-self-assessment-tool.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
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Level of risk: Medium-High

How you advise others about hazards, harms and associated risk

Ongoing task hazard reviews, SWMS, training, inductions & tool box meetings

Risk controls

Eliminate the risk where possible by using mechanical apparatus like cranes, hydraulic lifters & hoists, maintain 2 person lifts for heavy or awkward objects, workers to be aware of surroundings when twisting, reaching, pulling & pushing. Avoid lifting above shoulder level or from ground level. Rotate staff where possible to avoid repetition causing strain on the worker

Source of information (e.g. website address):

<https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-manual-tasks/managing-hazardous-manual-tasks>

Outcome for Activity 1	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

For the two (2) risks (and associated risk controls) identified in Activity 1:

- Explain how you would contribute to developing and implementing a risk control plan
- Describe the process you would undertake to evaluate the risk controls that had been implemented

Hazard/Risk 1

Develop and implement risk control plan

Assess the working conditions for workers by discussing with the stakeholders, view tasks being undertaken, evaluate the risk level involved due to the environmental situation. Development of processes to suit the situation to minimise or eliminate the risk if possible

Evaluation of risk control

Ongoing monitoring of the control measures in place to minimise the risk of heat stress to ensure the measures are working. Reviews to be carried out on a regular basis with consultation being carried out with stakeholders. Applying improvements that are identified

Hazard/Risk 2

Develop and implement risk control plan

Assess tasks to be carried out by workers by discussing with the stakeholders to find the best solutions, view tasks being undertaken, evaluate the risk level involved due to carrying out these tasks. Development of processes to suit the situation to minimise or eliminate the risk where possible

Evaluation of risk control

Ongoing monitoring of the control measures in place to minimise the injury caused by manual handling to ensure that the measures are working. Reviews to be carried out on a regular basis with consultation being carried out with stakeholders, monitor industry standards, WHS Act & Codes of practice. Applying improvements that are identified

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

ACTIVITY 3

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**

The organisation is responsible for managing WHS on a work site, making sure that workers are able return home safely at the end of a shift. They are required to gain an understanding of any hazards & the impact on workers & other stakeholders. The policy covers the process that assists in identifying hazards & action on them. A hazard is anything that may cause harm.

WHS procedure

The PCBU is responsible for identifying hazards & assessing the risk, setting up control measures & ongoing review of controls. Procedures are reviewed on a quarterly basis or at an earlier time if an incident occurs. The procedure covers planned & unplanned situations.

WHS process

Risk management is an ongoing process & the PCBU is required to act to allow for ongoing improvements setting up procedures & processes for workers to follow. Providing suitable training & safety items for all workers.

WHS system

The WHS System is made up of the combination of policies, procedures & processes provided from consultation between management & workers, allowing for ongoing improvement & is designed to allow for hazard identification

How you comply

Compliance with hazard identification is obtained by acting on incidents as they occur & continuing with ongoing improvements & allowing for adequate training for tasks, making sure that building designs allow for a safe work flow, the construction site needs to be secure to prevent unauthorised entry, provide adequate safety equipment & PPE, keep, monitor & maintain a WHS management plan for the site

Risk assessment
WHS policy
The organisation is responsible for managing WHS on a work site, making sure that workers are able return home safely at the end of a shift. The policy allows for the monitoring of all known risks & possible unforeseen incidents. Ongoing risk assessment is to be carried out, to allow for the safest outcomes.
WHS procedure
The PCBU is responsible for identifying hazards & assessing the risk on an ongoing basis, setting up control measures & ongoing review of all controls. Procedures are reviewed on a quarterly basis or at an earlier time if an incident occurs. Using the hierarchy of controls as a guide when developing appropriate task based procedures.
WHS process
Risk management is an ongoing process & the PCBU is required to act to allow for ongoing improvements setting up procedures & processes for workers to follow. Providing suitable training & safety items for all workers
WHS system
The WHS System is made up of the combination of policies, procedures & processes provided from consultation between management & workers, allowing for ongoing improvement & is designed to allow for hazard identification
How you comply
Compliance with risk identification is obtained by acting on incidents as they occur & continuing with ongoing improvements, such as regular reviews, training & providing the appropriate equipment for tasks

Risk control
WHS policy
The PCBU is responsible for managing WHS on a work site, identifying hazards, making sure that workers are adequately trained for tasks, that building designs allow for a safe work flow, the construction site needs to be secure to prevent unauthorised entry, provide adequate safety equipment & PPE, keep monitor & maintain a WHS management plan for the site
WHS procedure
The PCBU is responsible for identifying hazards & assessing the risk on an ongoing basis, setting up control measures & ongoing review of all controls. Procedures should provide for the most cost effective, safe methods for completing tasks. Procedures are reviewed on a quarterly basis or at an earlier time if an incident occurs
WHS process
Risk management is an ongoing process & the PCBU is required to act to allow for ongoing improvements setting up procedures & processes for workers to follow. Providing suitable training & safety items for all workers
WHS system
The WHS System is made up of the combination of policies, procedures & processes provided from consultation between management & workers, allowing for ongoing improvement & is designed to allow for hazard elimination or reduced impact.
How you comply
Compliance with risk control is obtained by acting on incidents as they occur & continuing with ongoing improvements with the desired outcome being elimination or reduced impact of the risks involved in carrying out tasks.

Outcome for Activity 3	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

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

Any person conducting a business or undertaking (PCBU) is required to ensure that workers are safe while at work. The act also includes the duty holders as any designers, manufacturers of products, importers, suppliers, installers, officers & workers. Safety at work includes but is not limited to the provision of equipment that is safe to use, systems & processes are adequate. Also providing for a workers well being & training requirements.

WHS Regulations

Duty holder must manage risk to health & safety by identifying hazards that could cause incidents to occur. A duty holder includes the PCBU, designers, manufacturers, importers, suppliers, installers, officers, & general persons involved with a hazard.

Codes of practice

Risk management by PCBU requires involvement to identify tasks that have the potential to cause harm. They are required to understand the harm that maybe caused & take action to develop appropriate controls to negate the risk where possible. Conduct ongoing reviews to ensure that control methods are working. Duty holders also include Officers & the consultation process with workers

Guidelines

Risk management primary duty holder is the PCBU, however all connections to the risk including but not limited to, officers, designers, suppliers, importers, installers, workers, sub contractors & certifiers have a duty of care to follow guidelines & to report any incidents.

How you comply

By following the regulations set out from the WHS Act, Regulations, Code of practice & Guidelines I as a PCBU follow the requirements to monitor & manage hazards on an ongoing basis. Discussing with workers & stakeholders to develop safe work practices in line with the current legislation & updates, developing documents for review & consultation with those involved in specific hazardous tasks. Assessing tasks at all levels to be documented & safe processes developed.

Risk assessment
WHS Acts
Any person conducting a business or undertaking (PCBU) is required to ensure that workers are safe while at work. The act also includes the duty holders as any designers, manufacturers of products, importers, suppliers, installers, officers & workers. Safety at work includes but is not limited to the provision of equipment that is safe to use, systems & processes are adequate. Also providing for a workers well being & training requirements
WHS Regulations
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Codes of practice
Risk management by PCBU requires involvement to identify tasks that have the potential to cause harm. They are required to understand the harm that maybe caused & take action to develop appropriate controls to negate the risk where possible. Conduct ongoing reviews to ensure that control methods are working. Duty holders also include Officers & the consultation process with workers
Guidelines
Risk management primary duty holder is the PCBU, however all connections to the risk including but not limited to, officers, designers, suppliers, importers, installers, workers, sub contractors & certifiers have a duty of care to follow guidelines & to report any incidents.
How you comply
By following the regulations set out from the WHS Act, Regulations, Code of practice & Guidelines I as a PCBU follow the requirements to monitor & manage hazards on an ongoing basis. Consulting & providing information to workers including toolbox meetings, Registers for incidents/tool tagging/issues/chemicals, safety guides & the encouragement to participate in the consultation process for ongoing improvements.

Risk control	
WHS Acts	
Any person conducting a business or undertaking (PCBU) is required to ensure that workers are safe while at work. The act also includes the duty holders as any designers, manufacturers of products, importers, suppliers, installers, officers & workers. Safety at work includes but is not limited to the provision of equipment that is safe to use, systems & processes are adequate. Also providing for a workers, wellbeing & training requirements	
WHS Regulations	
Duty holder must manage risk to health & safety by identifying hazards that could cause incidents to occur. A duty holder includes the PCBU, designers, manufacturers, importers, suppliers, installers, officers & general persons involved with a hazard	
Codes of practice	
Risk management by PCBU requires involvement to identify tasks that have the potential to cause harm. They are required to understand the harm that maybe caused & take action to develop appropriate controls to negate the risk where possible. Conduct ongoing reviews to ensure that control methods are working. Duty holders also include Officers & the consultation process with workers	
Guidelines	
Risk management primary duty holder is the PCBU, however all connections to the risk including but not limited to, officers, designers, suppliers, importers, installers, workers, sub contractors & certifiers have a duty of care to follow guidelines & to report any incidents	
How you comply	
By following the regulations set out from the WHS Act, Regulations, Code of practice & Guidelines I as a PCBU follow the requirements to monitor & manage hazards on an ongoing basis. Providing information to workers including but not limited to safety updates, SWMS, brochures, safety data sheets, info sheets, toolbox meetings, emergency plan, incident forms, Sun Smart agreement for those working outside, provide suitable duties to match skill or injury, return to work plan, compliant tools, appropriate training, WHS policy, First Aid kits, Registers for incidents/tool tagging/issues/chemicals, safety guides & the encouragement to participate in the consultation process for ongoing improvements.	

Outcome for Activity 4	☒ Satisfactory
	☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

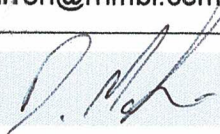
QUESTIONS	CORRECT
1. Which of the following can be causes of workplace hazards? Select the most appropriate responses from the list below. ☒ Noise ☒ Physical layout of the workplace ☒ Temperature ☒ Stress	☐
2. Which of the following individuals and parties may require information about workplace hazards? Select the most appropriate responses from the list below. ☒ Health and Safety Committees (HSCs) ☒ Suppliers ☐ All members of the public ☒ Contractors	☐
3. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Select all that apply. ☒ Workplace inspections ☒ Compensation claim information ☒ Safe Work Method Statements ☒ Information issued by WHS regulators	☐
4. Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes of practice and standards). ☒ Yes ☐ No	☐
5. Which of the following should be considered when developing a risk control plan? Select all that apply. ☒ How and when controls will be implemented ☒ Evaluation processes for implemented controls ☒ Consultation with individuals and parties ☒ Responsibilities for implementation	☐

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.	Conduct a meeting with a PCBU, using appropriate language, to discuss the organisation's WHS risk-management processes.	☒
B.	Confirm understanding of the duties held under WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities.	☒
C.	Contribute ideas about ensuring how workplace policies, procedures, processes and systems comply with legislative requirements.	☒
D.	Identify the techniques, tools and processes you will use to monitor hazards (and their associated risks) in your work area.	☒
E.	Identify how you will document and communicate the results of hazard identification and risk assessment.	☒
F.	Explain the PCBU and workers' duties in the development, implementation and evaluation of any risk controls to address identified hazards.	☒

Name of observer	Darren Martin - Director
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify):
Phone number of observer	1300858746
Email address of observer	darren@rhmbi.com.au
Signature of observer	
Date	28/09/2020
Comments	

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