

BSBWHS411

IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS411 Implement and monitor WHS policies, procedures and programs* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	TREY BUTLER
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☐ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for BSBWHS411		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|---|--|
| ☐ Theory Exam
☐ Practical Assessment | ☐ Completed team WHS training need
☐ Additional workplace WHS hazard/risk assessment and incident reporting documents completed and submitted as evidence |
|---|--|

Assessor name	
Assessor signature	

BSBWHS411

IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS

THEORY EXAM

Participant name

TREY BUTLER

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 two (2) hours, 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.

Q1. What is the purpose for consultation mechanisms to effectively manage health and safety risks in the workplace? Include in your answer three (3) different consultation mechanisms available in your industry.

Answer

1. is the sharing of information, policies and procedures



Health and safety Committees

2. Tool box talks

3. Employee Surveys

Q2. Respond to the key elements of each of the following legislation as they apply to your industry.

Answer

Legislation	Provisions applicable to industry
WHS Act	a mandatory requirement which places duties on various individuals and parties within the workplace
WHS Regulations	provides more specific detail about the requirement of the Act.
Codes of Practice	a practical guide on how to comply with the legal duties under the Work Health and Safety

☐

Q3. Consider a scenario where your supervisor has asked you to prepare and communicate information about hazard identification and risk assessment to the team. Describe two (2) methods and tools you would use to achieve this and ensure the information is easily accessible.

Answer

1. Team briefing / Prestart

☐

2. JHA (Job Hazard Analysis)

Q4. How would you determine whether the methods and tools used in Q3. were effective in communicating the information.

Answer

Ask questions - if was received/understood
look for feedback or suggestions



Q5. What are the benefits of using mentoring for WHS focused learning to support the training for a worker wanting to progress to a team leader role?

Answer

better prepared for leadership roles
equipped with the knowledge and confidence to step up when time comes
help gain valuable leadership skills - communication
- trustworthiness
- responsibility
- positivity



Read the following extract from the Safe Work and Return to Work Awards 2017 to respond to Q6.

Decmil Australia

Category four – Most significant improvement to work health and safety performance

After identifying a culture of poor reporting around minor incidents, hazard observations and near miss events, Decmil Australia made improvements to its operations and safety system including:

- communicating the importance of incident/near miss reporting
- reviewing targeted inspections, specific to each project
- implementing a behavioural based safety program
- providing hazard identification cards and setting measures for the entire team.

These changes are sustained, monitored and evaluated through Decmil's SHIELD program (Safety and Health in Every Level at Decmil). The company's health, safety and environment achievements since 2014 include:

- 500 days lost time incident free in April 2017
- seven months recordable incident free on 10 June 2017 for the QGC Project team (current QGC Project TRIFR is 0.00)
- improved communications and successful adoption of the new processes by employees including incident and near miss reporting.



Decmil Queensland Gas Company team

Q6. Why is 'near-miss reporting' important and why did changes mentioned in the extract lead to the company winning the award for "Most significant improvement to work health and safety performance"?

Answer

to be able to document, to be able to make improvements for a safer job site



500 days lost time incident free April 2017
7 months recordable ~~in~~ incident free June 2017
improved communications and successful adoption
of the new processes by employees including incident
and near miss reporting

- Q7. You have been asked to present WHS information to new site inductees at your workplace. Write notes to support your presentation ensuring you cover relevant policies and procedures, the need for these, who can assist if there are issues, and where documents are located.

Answer

SWMS

EWMS

Site orientation

Site Life Saving Rules

Critical Safety Risks

Site requirements PPE etc.

emergency procedures



Q8. Your team must dispose of old diesel drums. Complete the following Risk management Plan using information from the SDS in Handout 1.

Answer

Risk Management Plan			
Completed by: <u>TREY BUTLER</u>		Date: <u>21-3-25</u>	
Hazard identification			
Hazard: <u>Combustible liquids (H227) Diesel</u> <u>H304, H315, H336, H336, H351, H411</u>			
Risk Assessment			
What harm could the hazard cause?	<u>H227, H304, H315, H336, H351, H411</u>		
What is the likelihood of this happening?	<u>Med 13</u>		
Persons at risk	<u>person handling item</u>		
Existing control measures	<u>chemical gloves, overalls, boots, respirator</u> <u>Goggles; local ventilation</u>		
Consequence	<u>eye & skin irritation, may be fatal if swallowed or enters</u>		
Likelihood	<u>Med 9</u>		
Outcome	<u>Low 6</u>		
Control measures			
Elimination	<u>N/A</u>		
Substitution	<u>N/A</u>		
Isolation	<u>Delimitate Area</u>		
Engineering	<u>Local Exhaust Ventilation</u>		
Administrative or PPE	<u>Chem Goggles, 1. NITRILE Gloves, Respirator (type A Filter)</u>		
Preferred control option			
Implementation			
Associated activities	Resources required	Person/s responsible	Sign off and date
<u>dispose diesel drums</u>	<u>PPE</u>	<u>TREY</u>	<u>20-3-25</u>
Review			
Scheduled review date:			
Are control measures in place? <u>Yes</u>			
Are controls eliminating/minimising risk? <u>YES</u>			
Are there any new problems with the risk? <u>No</u>			

Q9. How would you communicate the information collected in the previous question with your work team to ensure worker safety?

Answer

toolbox meeting



Q10. When discussing site safety with the team this morning, concerns were shared around the 'slips' hazard when entering the site office. The team suggested the consequence is a back injury which is quite serious, but the risk rating is only low. They are of the opinion that it should be medium or high risk. As per company procedure and legal requirement, you, as team leader must advise the WHS committee of this consultation, request a review and advise of consultation outcomes. How would you go about this?

Answer

Acquire all required info on area - site office, surface conditions,

hazard reports etc.

Form an email stating requirement of risk rating

inform team of outcomes

make changes, communicate, implement as per request



File

Message

Insert

Options

Format Text

Review

Developer

Help

Acrobat

Paste

Cut

Copy

Format Painter

Clipboard

Calibri (Body)

11

A⁺

A⁻

B

I

U

Text Color

Background Color

Basic Text

Address Book

Check Names

Names

Attach File

Link

Signature

Include

Attach File via Link

Assign Policy

Follow Up

High Importance

Low Importance

Tags

Send

To

WHS committee members

Cc

Subject

Changes to Risk rating - Slips at site Office

Hello WHS Committee members

As to workplace procedures, I request for a review of the team findings relating to slip hazards at the site Office. As the team findings relate to slips rating at a low to be a medium or high risk.

Can you please review and report back within three (3) business days.

Kind Regards,

Team Leader

You have received the following email in response to your email to the WHS committee. Read this to respond to Q12.

 Send	To	Team leader
	Cc	All teams
	Subject	Changes to risk rating- Slips at site office

Hello team leaders

The WHS committee has held a meeting to decide on the best solution for rating the risk of slips at the site office as raised by one of the work teams recently.

During the meeting, it was mentioned that an incident occurred when the superintendent slipped at that exact location recently, further validating the concerns.

From this incident and the concerns made by team members, the outcome is that slips as a hazard at the site office, should be given a risk rating of high.

As per organisational requirements, this consultation outcome needs to be communicated to all work teams and receive agreement within three (3) business days.

Kind Regards,

Joeseeph Bringal
WHS Committee member

Q12. Write a memo for the notice board to all team members about contacting you regarding their agreement to the changes mentioned.

Answer

Memo
To all team members, regarding the outcome for 'SLIP' hazards at the site office. From the previous incident that occurred the risk rating has gone from a LOW rating to a HIGH. Please take in account to follow correct procedures and comply to changes that were made.

☐

You have collected all responses and calculated 85% of the workers agree with the changes to be made to the risk rating for slips at the site office. It has also been suggested that non-slip flooring be implemented to address the concerns.

Q13. How will you communicate the results and the recommendations in a way to meet workplace reporting and recording requirements?

Answer

Safety meeting / toolbox talk

☐

Q14. Considering safety training held at your workplace, what methods would you apply to train relevant workers in the following?

Answer

First aid enrol into a course via RTO

☐

Drug use
and work

Induction, Toolbox

Manual
handling

Induction, Toolbox

Using SDS

Induction, Toolbox

Emergency
Procedure

Induction, Toolbox

Fatigue
Managing

Induction, Toolbox

Team member	General Construction Induction training (White Card)	Site induction	Manual Handling	Emergency response	First Aid
Jeremy Still	✓	✓	✓	✓	
Henry Oppenheim	✓	✓	✓	✓	✓
Jules Freeman	✓	✓	✓		
Jake Monet	✓	✓	✓	✓	✓
Antony Johns	✓		✓	✓	✓
Silvia Haack					✓
Fred Hollows	✓	✓	✓		✓
Imogen Flank			✓		✓
Xavier French					
Martin Short					

Q15. HR have provided you with the team training record for a new team you will be leading for a construction project. View the team training record above and explain what training must be prioritised and why.

White card training

Without a white card personnel will not be allow
to work or enter site



Q16. Complete the table using information from the training records to clarify the number of new employees requiring specific training.

Answer

	White card	Site induction	Manual Handling	Emergency response	First aid
Number of employees requiring training	4	5	3	6	4

☐

Q17. How will you ascertain which of the new employees will require first aid and fire warden training?

Answer

refer back to the training records of the workers

☐

Q18. Site inductions are held face to face every five (5) days by a WHS officer to meet the demands of this large site. What discussion will you need to have and with whom to confirm and book the team members into their site inductions? How will you consult/confirm details with these persons?

Answer

communicate with the safety team, with schedules, personnel attending,
also organise with team to attend at required time

☐

Q19. Why would coaching be a good method of training regarding the use and purpose of Safety Data Sheets?

Answer

it fosters real-world application, encourages proactive safety thinking, and builds confidence in handling workplace hazards leading to a safer and more engaged workforce



Q20. What is the importance of maintenance and storage of WHS incident records? Include in your response two (2) specific incident records you have maintained and how this was achieved.

Answer

helps maintain an effective workplace health and safety management system



'Slips and fall incident' record

'Near miss incident' record - reported immediately
report form was completed detailing event
implement ^{more} controls

Q21. How do you keep up to date on changes to WHS laws, and related organisational policies and procedures relevant to your role?

Answer

Site safety advisor
Worksafe Queensland website
review organisational policies and procedures

