

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002A Manage occupational health and safety in the building and construction workplace* 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	Yanzhong ZHU
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Task	Assessment Results	
Theory Exam	☐ 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.

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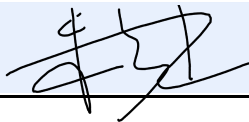
MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM INSTRUCTIONS

1. This exam will occur under standard assessment conditions.
 1. An oral examination 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)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
 1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 1. If a Participant changes their response in writing, they must put their initials next to the written change.
 2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Yanzhong ZHU

Participant signature



Date 8/10/2020

Assessor name

Assessor signature

Date Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
28		☐	☐

ASSESSOR COMMENTS

Q1. For each of the common building and construction jobs listed below, identify one (1) hazard specific to that job.

Answer

Job	Risks
Construction equipment use (e.g. power tools, concrete mixers)	Lacerations/ amputation due to contact with blade
High risk construction equipment use (e.g. lasers, EPT)	Electrocution
Crane use	Falling objects (e.g. materials, components) due to plant or equipment failure or operator error.
Demolition	unplanned structure collapse
Formwork	Workers falling during steel fixing and the erection of formwork
Scaffolding use	Falling from heights
Work at heights	Falling from heights
Welding	Burns



- Q2. Using the risk table below, determine the level of risk for each of the hazards identified in 错误!未找到引用源。 Identify how each risk level was determined, by identifying the likelihood and consequences of each hazard.

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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Answer

Job	Level of risk
Construction equipment use (e.g. power tools, concrete mixers)	H Level, Lost time injury and Very likely
High risk construction equipment use (e.g. lasers, EPT)	E level, Death or permanent disability and Likely
Crane use	H level, Death or permanent disability and Possible
Demolition	H level, Serious injury and Likely
Formwork	E Level, Very Likely and Death or permanent disability
Scaffolding use	E Level, Death or permanent disability and Very likely
Work at heights	E Level, Death or permanent disability and Very likely



Welding	C Level, Lost time injury and Very Likely
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Q3. Identify an appropriate control measure for each of the hazards identified in 错误!未找到引用源。

Answer

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	Always wear appropriate PPE to protect you from the specific hazards presented by power tools
High risk construction equipment use (e.g. lasers, EPT)	Ocular protection, flammability hazard prevention, controlled access, management of plume, control of electrical hazards, and control of the delivery system and beam emissions.
Crane use	• Maintain equipment regularly • Keep distance when crane is being operated • Limited capacity of loading
Demolition	• Substitution—for example use a mechanical demolition method rather than a manual one. • Isolation—for example use concrete barriers to separate pedestrians and powered mobile plant to reduce the risk of collision. • Engineering controls—for example fit an open cab excavator with a falling objects protective structure to minimise the risk of being struck by a falling object.
Formwork	• Workers must be provided with safe access to the work. • Access ladders must be properly erected, tied and project at least 1 metre above the landing platform. • Guard rails must be put in place as work progresses
Scaffolding use	• Fall protection is required when work heights reach 10 feet or more. • Provide proper access to the scaffold and never allow employees to climb on cross braces for horizontal or vertical movement.



	• The scaffold competent person must be present when building, moving or dismantling the scaffold and must inspect it daily. • Erect barricades to prevent individuals from walking under work platforms and place signs to warn those close by of the possible hazards. • Maintain a minimum of 10 feet between the scaffold and any electrical hazard. • Ensure all employees working on scaffolding have had proper training.
Work at heights	• Fall protection is required when work heights reach 10 feet or more. • Provide proper access to the scaffold and never allow employees to climb on cross braces for horizontal or vertical movement. • The scaffold competent person must be present when building, moving or dismantling the scaffold and must inspect it daily. • Erect barricades to prevent individuals from walking under work platforms and place signs to warn those close by of the possible hazards. • Maintain a minimum of 10 feet between the scaffold and any electrical hazard. • Ensure all employees working on scaffolding have had proper training. •
Welding	• Never attempt to connect or change welding cables before switching off the power at the mains first. • Always install the welding machine as near as possible to the power point. • Always keep the welding machine terminals and cable connections clean and tight - only use welding cables that are fully insulated throughout their entire length. • Work on a well insulated floor wherever possible. • Wear rubber insulated shoes. • Always wear dry gloves when handling equipment that is live, e.g. when placing an electrode in a holder.

Q4. True or False (Tick your response): Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes and standards).

Answer

☒	True
☐	False

☐

Q5. Name two (2) workplace personnel you may speak to for safety advice.

Answer Foreman and Safety Manager

☐

Q6. Referring to the WHS Regulations, explain how the following documents contribute towards identifying hazards and risks in the workplace.

Answer

Document	Description
Safe Work Method Statements	(a) Be prepared taking into account all relevant matters including— (i) circumstances at the workplace that may affect the way in which the high risk construction work is carried out; and (ii) if the high risk construction work is carried out in connection with a construction project—the WHS management plan that has been prepared for the workplace; and (b) Be set out and expressed in a way that is readily accessible and understandable to persons who use it
Site Safety Plan / WHS Management Plan	The principal contractor for a construction project must ensure, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of— (a) the content of the WHS management plan for the workplace; and (b) the person's right to inspect the WHS management plan under section 313.

☐

Q7. Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.

Answer

Standard name	Requirements
WHS professionals	To be able to carry out construction work, a person must complete an introductory safety training course called 'general construction induction training'. This is also commonly known as 'white card' training. Under the model WHS Act, a PCBU must make sure every worker has completed white card training, including those who have completed training in the past but have not carried out construction work in the last two years. Once a person has completed that training they may apply to a WHS regulator for a white card. A white card issued in one state or territory or by the Commonwealth is generally recognised Australia wide. For more information about white card training, cross-border recognition, applications and renewal of white cards, contact the WHS Regulator in your state or territory or the Commonwealth. Some types of construction work—such as operating certain types of cranes or carrying out scaffolding work—require a high-risk work licence.
Work Health and Safety Act 2011	Entry to consult and advise workers (1) A WHS entry permit holder may enter a workplace to consult on work health and safety matters with, and provide advice on those matters to, 1 or more relevant workers who wish to participate in the discussions. (2) A WHS entry permit holder may, after entering a workplace under this division, warn any person whom the WHS entry permit holder reasonably believes to be exposed to a serious risk to his or her health or safety, emanating from an immediate or imminent exposure to a hazard, of that risk.



Building and construction industry contracts require building legislation and the National Construction Code to be observed. Refer to these documents when responding to Q8. to Q10.

Q8. Identify the requirements in the National Construction Code Volume 1 with regards to air pressurisation for fire-isolated exits. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
E2.2a	an <i>automatic</i> air pressurisation system for fire-isolated exits in accordance with AS 1668.1

☐

Q9. Identify the requirements in the National Construction Code Volume 2 with regards to smoke alarms. Identify the relevant section of the Code and the Australian Standard referenced.

Answer

Code section(s)	Requirements and Standards
Part 3.7.5	Smoke alarms must— (a) be located in— (i) Class 1a buildings in accordance with 3.7.5.3 and 3.7.5.5; and (ii) Class 1b buildings in accordance with 3.7.5.4 and 3.7.5.5. (b) comply with AS 3786, except that in a Class 10a <i>private garage</i> where the use of the area is likely to result in smoke alarms causing spurious signals, any other alarm deemed suitable in accordance with AS 1670.1 may be installed provided that smoke alarms complying with AS 3786 are installed elsewhere in the Class 1 building; and (c) be powered from the consumer mains source where a consumer mains source is supplied to the building; and (d) be interconnected where there is more than one alarm.

☐

Q10. Name the building legislation (Act and Regulations) that apply within your jurisdiction.

Answer

Queensland Building and Construction Commission Act 1991
Queensland Building and Construction Commission Regulation 2018

☐

Q11. Which of the following should be considered when developing a risk control plan? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	How and when controls will be implemented	
	☒	Evaluation processes for implemented controls	
	☒	Consultation with individuals and parties	
	☒	Responsibilities for implementation	

Q12. True or False (Tick your response): If control measures do not adequately control risks, they must be revised.

Answer	☒	True	☐
	☐	False	

Q13. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Workplace inspections	
	☒	Compensation claim information	
	☒	Safe Work Method Statements	
	☒	Information issued by WHS regulators	

Q14. Which of the following can be used to assist with workplace inspections? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Hazard and risk checklists	
	☒	Job Safety Analysis (JSA)	
	☒	Manifests and registers	
	☒	Surveys	
	☒	Workplace walk-through	

Q15. Which of the following are limitations of using a generic hazard/risk assessment checklist? Tick all that apply.

Answer

Choice	Possible Answers
☒	Specifics of the workplace are not considered
☒	Not all checklist points will be applicable
☒	Such checklists/processes must be completed on a computer
☒	You always have to purchase these checklists

☐

Q16. Identify the applicable WHS Act in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Act name and section(s)	Requirements
Work Health and Safety Act 2011	General obligations of person conducting business or undertaking to work health and safety officer (1) This section applies to a person conducting a business or undertaking if the person has appointed another person as a work health and safety officer for the business or undertaking. (2) The person conducting the business or undertaking must— (a) give the work health and safety officer information that the person has about risks to the health and safety of workers and any other person at the business or undertaking; and (b) with the consent of a worker, allow the work health and safety officer to be present at an interview concerning work health and safety matters between the worker and the person; and (c) consult, so far as is reasonably practicable, with the work health and safety officer about any proposed changes to workplace practices that affect, or may affect, work health and safety at the business or undertaking; and (d) allow the work health and safety officer to inspect the business or undertaking and carry out assessments at the business or undertaking during normal working hours; and (e) take appropriate action to manage— (i) any hazards and risks notified to the person by the work health and safety officer or included in an assessment report prepared by the work health and safety officer; and (ii) any incidents or immediate or imminent risks that have been notified to the person by the work health and safety officer; and (f) provide resources and assistance to the work health and safety officer that are reasonably necessary to enable the officer to exercise the officer's functions under this Act; and (g) keep an assessment report given to the person for at least 5 years. Maximum penalty—50 penalty units. (3) The person conducting the business or undertaking may instruct the work health and safety officer to take reasonable action to eliminate or minimise risks to health and safety



Q17. Identify the applicable WHS Regulation in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.

Answer

Regulation name and section(s)	Requirements
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Work Health and Safety Regulation 2011	• Person who commissions work must consult with designer • Person who commissions project must give information to principal contractor • Training in relation to naturally occurring asbestos
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Q18. Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.

Answer

Policy name	Requirements
Workplace Health and Safety Electrical Safety Office Workers' Compensation Regulator	The WHS legislation requires persons who conduct a business or undertaking (PCBUs) to manage all work health and safety risks, so that the health and safety of workers and other people are not affected by an organisation's conduct. - Identify hazards - Assess the risks - Control the risks - Reviewing risk controls



Q19. Identify the statutory requirements in your jurisdiction with regards to the completion of inspection reports.

Answer

Legislation name and section(s)	Requirements
Work Health and Safety Act 2011, Par 5A, 103D	Assessment reports (1) The work health and safety officer must— (a) prepare a report (an assessment report) for the assessment carried out under section 103D(1); and (b) if the assessment identifies any risks to health and safety arising from the work carried out as part of the conduct of the business or undertaking—include in the report recommendations about managing the risks. (2) The work health and safety officer must, within 30 days after the assessment has been carried out, give a copy of the assessment report to— (a) if the work health and safety officer is not the person conducting the business or undertaking—the person conducting the business or undertaking; and (b) if there is a health and safety committee at the business or undertaking—the committee.



Q20. Which of the following individuals and parties may require information about workplace hazards and proposed risk controls?
Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Health and Safety Committees	
	☒	PCBU	
	☒	All members of the public	
	☒	Workers	

Q21. Identify the requirements in the Code of Practice with regards to consulting parties when managing risks.

Answer	Legislation name and section(s)	Requirements	☐
	Work health and safety consultation, co-operation and co-ordination, Code of Practice 2011, S 2.1	Consultation is required when identifying hazards, assessing risks and deciding on measures to control those risks. In deciding how to control risks, you must consult with your workers who will be affected by this decision, either directly or through their health and safety representative. Their experience may help you identify hazards and choose practical and effective control measures. Regularly walking around the workplace, talking to your workers and observing how things are done will also help you identify hazards. Conducting a survey of your workers can provide valuable information about work-related health issues such as workplace bullying, stress, as well as muscular aches and pains that can signal potential hazards. Workers and their health and safety representatives may need access to information such as technical guidance about workplace hazards and risks (plant, equipment and substances). Information should not be withheld just because it is technical or may be difficult to understand. The WHS Act requires that you allow any health and safety representative for a work group to have access to information you have relating to hazards (including associated risks) affecting workers in the work group and also any information about the health and safety of workers in the work group. This does not extend access to any personal or medical information concerning a worker without the worker's consent. Further guidance on risk management is available in the How to manage work health and safety risks Code of Practice.	

Q22. Identify the requirements in the Code of Practice with regards to consulting parties when developing procedures for communicating WHS policy and practice requirements.

Answer	Legislation name and section(s)	Requirements	☐
	Work health and safety consultation, co-operation and co-ordination, Code of Practice 2011, S 2.4	A procedure sets out the steps to be followed for work activities. You must consult with affected workers when developing procedures for: • resolving work health and safety issues • consulting with workers on work health and safety • monitoring workers' health and workplace conditions • providing information and training. Procedures should be in writing to provide clarity and certainty at the workplace and assist in demonstrating compliance. They should clearly set out the role of health and safety representatives, and any other parties involved in the activity. The procedures should be easily accessible, for example by placing them on noticeboards and intranet sites. If issue resolution procedures are agreed to, the WHS Regulation includes minimum requirements including that these procedures are set out in writing and communicated to all workers to whom the procedure applies.	

Q23. Name three (3) parties who should consult to determine effective strategies for communicating WHS policy and practice.

Answer	- Designated work groups - Health and safety committees - Management	☐
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Q24. Name two (2) communication strategies that may be used in the building and construction industry.

Answer	• Issued site specific instructions and signage • Verbal communications	☐
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Q25. Name two (2) education programs that may be implemented in the building and construction industry.

Answer -General and site-specific induction training.
Other forms of specialist and targeted training

☐

Q26. Fill in the blanks for the statement below:

The 'How to manage work health and safety risks Code of Practice 2011'
identifies that control measures are more effective when
Training _____ is provided and when workers are
Consulted _____.

Answer

☐

Q27. Explain why it is important to review the effectiveness of communications and educational programs.

Answer After you have established appropriate education and training programs for staff, it is important to review them. Should communications and/or training have taken place, yet WHS hazards/risks are unaffected (i.e. not reduce in likelihood of occurrence), then they must be reviewed.

☐

Q28. List three (3) methods for reviewing the effectiveness of communication and educational programs.

Answer

- Evaluating training programs for effectiveness For example: reviewing incident reports/trends
- Ensuring employees have an adequate understanding.
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Reviewing training materials for accuracy of content, currency and suitability

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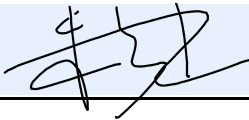
MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

PRACTICAL ASSESSMENT INSTRUCTIONS

6. The following practical assessment will require the Participant to complete work related activities.
7. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
8. Please fill in the details below – providing your name, signature and date of assessment.
 1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
9. The Assessor may substitute a Practical Task with an alternate task of equal value.
 1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Yanzhong ZHU

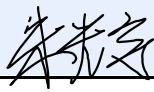
Participant signature



Date 8/10/2020

Assessor name Xin Wang

Assessor signature



Date 8/10/2020

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☒	☐
Task 1 (Occasion 2)	☒	☐

ASSESSOR COMMENTS

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to conduct and report on a WHS risk analysis, including workplace inspection. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: A copy of a Site Specific Safety Plan or Construction Safety Plan, including: 1. Copies of Risk Assessments completed on a project 2. Copies of Safety Work Method Statements used on a project 3. A copy a workplace safety inspection checklist that has been used on a project The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Yanzhong ZHU	
Name of observer:	Ying SHE	
Role of observer (Confirm suitability to sign)	Supervisor	
Email address of observer	freedomotz@hotmail.com	
Signature of observer:		
Date:	8/10/2020	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
Q29. Conduct a workplace inspection to evaluate construction site safety for the range of occupations in the workplace according to WHS legislation and company policies, including: 4. Identifying construction hazards and potential risk areas 5. Identifying and prioritising hazards 6. Identifying and prioritising risks	☒	☒
Q30. Seek expert advice as appropriate, including: 7. Advice from workplace personnel regarding the application of building codes and standards 8. Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) 9. Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.	☒	☒

Q31. Complete an inspection report in accordance with best practice and statutory obligations: including: 10. Recommendations from findings 11. Required approaches to remediation	☒	☒
Q32. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☒	☒
Q33. Monitor and review control measures, updating records with findings	☒	☒
Q34. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☒	☒
Q35. Review the effectiveness of communication and educational programs, updating records with findings.	☒	☒
Q36. Effectively communicate using the following methods: 12. Verbally using language/concepts appropriate to cultural differences 13. Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS