

BSBWHS431

DEVELOP PROCESSES AND PROCEDURES FOR CONTROLLING HAZARDOUS CHEMICALS IN THE WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the 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

Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ 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.](#)

BSBWHS431
DEVELOP PROCESSES AND PROCEDURES FOR
CONTROLLING HAZARDOUS CHEMICALS IN THE
WORKPLACE

WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
 - An oral assessment 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)
- Participants must provide enough detail in their responses to demonstrate their 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.
- Assessors are to complete marking in pen of a different colour to the Participant.
- 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 document by the assessor.

Participant name

Kerry Hope

Participant signature

K. Hope

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of activities	Number of activities answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
4		☐	☐

ASSESSOR COMMENTS

NOTE

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.

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

Name of workplace

Mildtown Centre - Chem House (duty holder)

Identify the duty holders and their range of duties regarding the control of hazardous chemicals by explaining the legislative requirements for the topics listed below:

- a) Labelling hazardous chemicals
- b) Obtaining and giving access to safety data sheets
- c) Hazardous chemicals register
- d) Management of risk
- e) Safety signs
- f) Spills and damage
- g) Emergency and safety equipment
- h) Storage and handling systems
- i) Health monitoring and records
- j) Induction, information, training and supervision

Labelling hazardous chemicals

~~chapter 7~~
chapter 7 Sub 2 341

Obtaining and giving access to safety data sheets

ch 7 ~~Sub~~ Division 2
~~chapter 7~~

Hazardous chemicals register

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Labelling hazardous chemicals

~~chapter 7~~
chapter 7 Sub 2 341

Obtaining and giving access to safety data sheets

ch 7 ~~Sub~~ Division 2
~~chapter 7~~

Hazardous chemicals register

Sub 1 346

Management of risk

Div 5

Sub 1 351

Safety signs

Sub 1 353

Spills and damage

Sub 2 357

Emergency and safety equipment

Sub 3 360

Sub 3 362

Storage and handling systems

~~Sub~~ Div 5 Sub 4

Health monitoring and records

~~Div 5 Sub 5~~

Div 6 368

Div 6 378

Induction, information, training and supervision

Div 7 379

Satisfactory
Outcome



Explain the requirements of your organisation regarding the control of hazardous chemicals by identifying the requirements found in the WHSMS (i.e. policies, procedures and processes) for:

- Control of hazardous chemicals (including accessing internal and external sources of WHS information and data)
- Recording outcomes of monitoring and distributing to required personnel

Control of hazardous chemicals

WHS policy

Company will purchase, store and use & dispose of chemicals, including the management of spills, according to their hazard rating and label directions.

WHS procedure

Identify hazards, health & environmental
Assess risks using risk matrix
Control risks (Hierarchy of Control)
Review control measures (monthly)

WHS process

Develop a register approved by Site S.O
SDS developed for chemical
Safety measures including equipment & spill hazards, and emergency contacts

Recording outcomes of monitoring and distributing to required personnel

WHS policy

Provide SDS with hazardous chemical
SDS to meet Australian regulations

WHS procedure

Purpose

Supporting docs

Scope

Definitions

Managing risks

Record management

Roles & Responsibilities

WHS process

- Identify hazardous chemical using SDS
- Ensure chemical is correctly ~~identified~~ labelled.
- Chemical distributed and stored to specific regulatory requirement and WHS legislation.

Satisfactory
Outcome



Identify one (1) hazardous chemical that may be used in your workplace and respond to the following points. Identify the source of your information for each response (e.g. SDS).

- a) The range of harms caused by the chemical and how they are caused
 - Identify exposure standards, environmental requirements, and storage specifications
 - Identify one (1) specialist you may seek advice from about emerging issues and potential risks from exposure to the chemical
- b) Workplace tasks involved with the chemical
- c) The level of risk for the chemical within your workplace
- d) Describe a safe system of work (including risk controls) that may be implemented to address the hazardous chemical and risk assessment results
 - Consider the hierarchy of control and any legal requirements
 - Identify who you would seek feedback from when developing processes and procedures
- e) How you advise others of safe systems of work
 - Identify the individuals and parties who should be notified (i.e. because they are at risk or are required to implement controls)
- f) Describe the process you would undertake to evaluate the implementation of the safe system of work and identify non-compliances
 - Explain how findings should be recorded
 - Identify who should be notified of the outcomes of monitoring

Name of chemical

Lead (from lead acid batteries) which causes lead poisoning

The range of harms caused and how they are caused

Corrosive to metals

Harmful if Swallowed

Causes Severe Skin burns

Causes Serious eye damage

May Cause Cancer

Toxic if Inhaled

May Cause respiratory Irritation

Toxic to aquatic life

• If swallowed Call a Poison Center / doctor /
Physician / first aider

Workplace tasks

Battery manufacturing
Dry Machine grinding
Repairs to radiators or Vehicle exhaust Systems.
Fire assay Involving lead
Spray Painting with lead Paint

Determine the level of risk

High level of risk with a possible likelihood, Consequencing in a serious injury ~~or~~ or illness or possible death.

Safe system of work

To address the risks associated with Lead specific PPE must be worn when working with or around this chemical. PPE supplied is part of the legal requirement to Industry Standards.

Management would give feedback when developing processes & Procedures

How you advise others about safe systems of work

During Site Inductions SUMS are designed to identify high risk work that is carried out at a workplace. Company Foremen are also notified of hazards and to ensure Controls are put in place.

System review

- Review Safe Systems of Work on a regular basis.

- Site Walks as required with each trade taking notes for review.

Every time there is a significant change to working method, equipment used or the competence of the person doing the job.

Responsible Management, Foremen all need to be notified of the outcomes of monitoring as well as specific workers carrying out the task.

Satisfactory
Outcome



For the safe system of work identified in Activity 3, outline what training and development opportunities you may provide to assist in compliance with safe systems of work.

Training and development

Asbestos awareness
Silica awareness
Lead awareness

**Satisfactory
Outcome**

