

CPCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4002A 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	Gordon Pirret
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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.

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - 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)
- 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 exam paper by the assessor.

Participant name Gordon Pirret

Participant signature



Date 27/02/2020

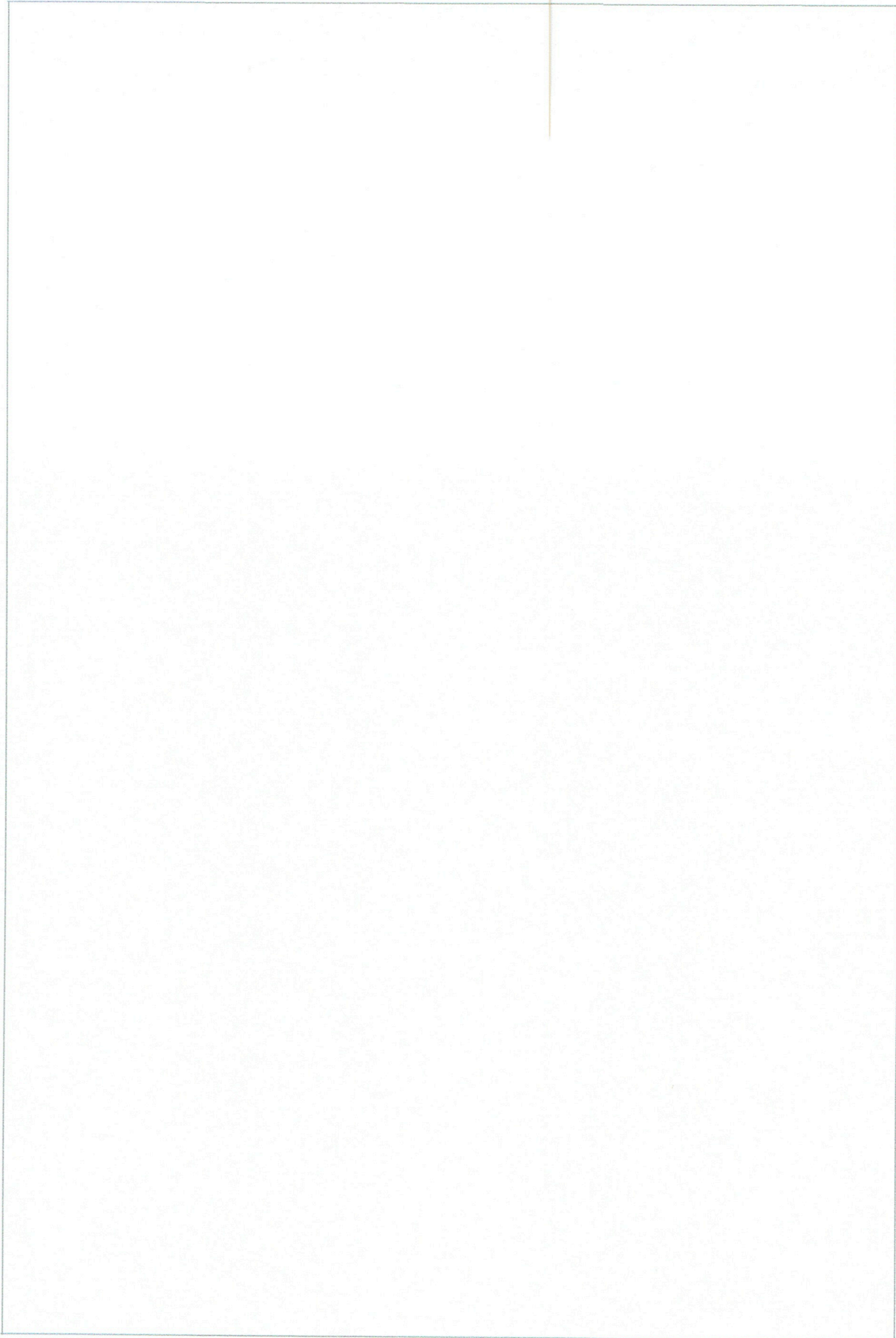
Assessor name

Assessor signature

Date Click here to enter a date.

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

ASSESSOR COMMENTS



1. 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)	Mechanical - Risk of Injury from electrical tools
High risk construction equipment use (e.g. lasers, EPT)	Noisy Machinery - Need to engage multiple senses(eyes/ears etc)
Crane use	Over head loads/Crush Hazard - Items could fall from height
Demolition	Loose Debris - Trip/Fall Hazard
Formwork	Tripping, risk of impalement
Scaffolding use	Heavy Lifting - Building platforms at height and moving heavy equipment in a chain up levels
Work at heights	Fall Risk - Ensure fully harnessed
Welding	Heat - Possibility of Burns



2. Using the risk table below, determine the level of risk for each of the hazards identified in Q1. 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)	High Risk
High risk construction equipment use (e.g. lasers, EPT)	High Risk
Crane use	High Risk
Demolition	Medium/High Risk
Formwork	Medium Risk
Scaffolding use	High Risk
Work at heights	High Risk



Welding	High Risk
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3. Identify an appropriate control measure for each of the hazards identified in Q1.

Answer

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	Ensure correct PPE is worn, Ensure neat/tidy cable run. Remove Cables/tools when not being utilised, inform others that you are using power tools in the vicinity.
High risk construction equipment use (e.g. lasers, EPT)	Ensure sufficient Spotters are in place to assist safe operation on site. Isolate area of site where you are operating. Utilise lights/siren to inform people of machinery in use. Ensure any loads are compliantly secured and strapped.
Crane use	Ensure sufficient Spotters are in place to assist safe operation on site. Isolate area of site where you are operating. Utilise lights/siren to inform people of machinery in use. Ensure any loads are compliantly secured and strapped.
Demolition	Wear appropriate PPE at all times. Ensure that whilst heavy machinery is in use the active area is clear. Wear face mask to prevent inhalation of dust. Ensure safe movement to and from site using appropriate equipment to clear site.
Formwork	Appropriate PPE is worn at all times, Star picket caps are used to prevent impalement, observe walking path and be aware of trip hazards, being other material or tools.
Scaffolding use	Ensure all PPE is worn at all times. Ensure that you are wearing a suitable and appropriate harness. Build the scaffold to have suitable edge protection etc. Ensure the scaffold it's self is build compliantly and is safe for use.
Work at heights	Ensure PPE is worn at all times, including hi vis and appropriate harness. Ensure there are spotters available to assist. Ensure that the active work area is clear and signs are erected informing people of ongoing work.
Welding	Ensure correct and appropriate PPE, possibly fire retardant clothing, heat screens and shields and safety goggles.

4. 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

☐

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

Answer Managers/Supervisors & WHS Representatives

☐

6. 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 safe work method statement must; • identify the work that is high risk construction work • state hazards relating to the high risk construction work and risks to health and safety associated with those hazards • describe the measures to be implemented to control the risks • describe how the control measures are to be implemented, monitored and reviewed

☐

Site Safety Plan / WHS Management Plan	The principle contractor for a construction project must prepare a written WHS Management plan for the workplace prior to any work on the project commencing. The WHS Management Plan must include; - names, positions and health and safety responsibilities of all persons at the work place who's position or roles involved specific health and safety responsibilities in connection with the project. - The arrangements in place, between and persons conducting a business or undertaking at the work place where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under the act and this regulation - the arrangements in place for managing any work health and safety incidents that occur - any site specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules - the arrangements for the collection of any assessment, monitoring and review of safe work method statements at the workplace
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7. Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.

Answer

Standard name	Requirements
Codes of practice	Codes of practice provide practical guidance for people who have work health and safety duties. These codes give guidance on effective ways of managing risk and how to achieve these standards under the act.
Workplace Health and Safety Act 1995	These are the lawful requirements for a PCBU to adhere to when operating in the construction industry in Queensland.



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.

- 8. 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
NCC 2019 Volume 1 Section E Part E2 Table E2.2a AS 1668.1	A; • Fire isolated stairway, including any associated fire isolated passageway or fire isolated ramp serving; • any storey above an effective height of 25m, • more than 2 below ground storeys, not counted in the rise of storeys in accordance with C1.2, • an atrium to which part G3 applies, • a class 9a/9c building with a rise in storeys more than 2, • a class 3 building used as a residential care building with a risk in storeys more than 2 • fire isolated passageway or fire isolated ramp with a length of travel more than 60m to a road or open space must be provided with • an automatic air pressurisation system for fire isolated exits in accordance with AS1668.1, • open access ramps or balconies in accordance with D2.5



- 9. 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
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Ncc2019 Volume 2 Part 3.7.5 Section 3.7.5.2 AS 3786 (AS 1670.1	Smoke alarms must; • be located in (a) Class 1a buildings in accordance with 3.7.5.3 and 3.7.5.5 and (b) Class 1b buildings in accordance with 3.7.5.4 and 3.7.5.5 • comply with AS 3786, except that in a class 10a private garage where the use of the area is likely to result in smoke alarms causing spurious signals, any other alarm is deemed suitable in accordance with AS 1670.1 may be installed provided that the smoke alarms complying with AS 3786 are installed elsewhere in the class 1 building, and • be powered from the consumer mains source where a consumer mains source is supplied to the building, and • be interconnected where there is more than one alarm.
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10. 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



11. 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



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

Answer

✓	True
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☐	False
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13. 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

14. 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

15. 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

16. 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 Division 2 Section (47-) 49	Consultation under this division is required in relation to the following health and safety matters • when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking • when making decisions about ways to eliminate or minimise those risks • when making decisions about the adequacy of facilities for the welfare of workers • when proposing changes that may affect the health or safety of workers • when making decisions about the procedures for (i) consulting workers (ii) resolving work health or safety issues at the work place (iii) monitoring the health of workers (iv) monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking (v) providing information and training for workers • when carrying out any other activity prescribed under a regulation for this section



17. 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
Work Health and Safety Regulations 2011 Chapter 3 Part 3.1 Section 34	A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to the risks to health and safety.



18. Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.

Answer

Policy name	Requirements
Work place health and safety policy	A person with management or control of a workplace at which construction is carried out has obligations under the WHS Regulations in relation to; - ensuring, so far as reasonably practicable, that the workplace is secured from unauthorised access, having regard to all relevant matters, including risks to health and safety arising from unauthorised access to the work place, the likelihood of unauthorised access occurring and, to the extent to which it cannot be prevented, how to isolate hazards within the workplace. - obtaining essential services information when excavation work is to be carried out and providing it to any person engaged to carry out the excavation work



19. 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 Part 5A Section 103E	(1)The work health and safety officer must - prepare a report(an assessment report) for the assessment carried out under section 103D(1), and - 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 the 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 - - if the work health and safety officer is not the person confuting the business or undertaking - the person conducting the business or undertaking, and - if there is a health and safety committee at the business or undertaking - the committee.



20. 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

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

Answer

Legislation name and section(s)	Requirements
Work place Health and safety QLD Code of Practice 2011 How to manage work health and safety risks Work Health and safety Act Section 47-48	WHS Act section 47: The WHS Act requires that you consult, so far as is reasonably practicable, with workers who carry out work for you who are (or are likely to be) directly affected by a work health and safety matter. WHS Act section 48: If the workers are represented by a health and safety representative, the consultation must involve that representative.



- 22. 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 place Health and safety QLD Code of Practice 2011 How to manage work health and safety risks Work Health and safety Act Section 46	WHS Act section 46: The WHS Act requires that you consult, co-operate and co-ordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.



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

Answer Managers/Supervisors
WHS and other employee representatives
Employees and Contractors ☐

24. Name two (2) communication strategies that may be used in the building and construction industry.

Answer Verbal Communication
Written Communication including emails and memos ☐

25. 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 ☐

26. 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 ☐

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

Answer I may reduce the frequency and severity of workplace injury and disease, as employees gain knowledge and skills to perform their duties safely. ☐

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

- Answer**
- Evaluating training programs for effectiveness e.g reviewing incident reports/trends
 - Ensuring employees have an adequate understanding
 - Reviewing training materials for accuracy of content, currency and suitability
- ☐

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Gordon Pirret

Participant signature



Date 27/02/2020

Assessor name

Assessor signature

Date Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory

Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for a practical assessment or drawing.

CPCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

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:

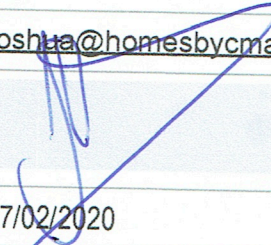
- A copy of a Site Specific Safety Plan or Construction Safety Plan, including:
 - Copies of Risk Assessments completed on a project
 - Copies of Safety Work Method Statements used on a project
 - A copy a workplace safety inspection checklist that has been used on a project

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:	Gordon Pirret		
Name of observer:	Josh Reed		
Role of observer (Confirm suitability to sign)	Construction Manager		
Email address of observer	<u>joshua@homesbycma.com.au</u>		
Signature of observer:			
Date:	27/02/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
A. 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: • Identifying construction hazards and potential risk areas • Identifying and prioritising hazards • Identifying and prioritising risks	✓	✓	

B.	Seek expert advice as appropriate, including: - Advice from workplace personnel regarding the application of building codes and standards - Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) - Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.	✓	✓
C.	Complete an inspection report in accordance with best practice and statutory obligations: including: - Recommendations from findings - Required approaches to remediation	✓	✓
D.	Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	✓	✓
E.	Monitor and review control measures, updating records with findings	✓	✓
F.	Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	✓	✓
G.	Review the effectiveness of communication and educational programs, updating records with findings.	✓	✓
H.	Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	✓	✓
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

Gordon manages occupational health and safety in the building and construction workplace on a daily basis, as construction Supervisor at residential sites.

Gordon is present on site prior to and during high risk work activities on site to ensure that all safeguards are in place activities include concrete pumps when pouring slabs, and scaffolding works etc.

Some of the controls Gordon utilises are traffic control, when required on busy roads, safety barriers and signage for pedestrian movement. All of Gordon's sites must be enclosed with temporary fencing prior to any work commencing to prohibit unauthorised access.

Where applicable, Gordon has had tool box talks with sub contractors where he communicates effectively on a wide range of platforms, surrounding working environments as every job has different conditions, for example; one site may be level and another may be on a steep incline offering a variance of safety relating to underfoot conditions.

Gordon communicates with safety officers on a regular basis in different council regions, to ensure that he is following the correct procedures according to the legislation within these regions. Recently Gordon had communication with a safety officer in Moreton Bay surrounding an overhead crane lift in which a load had to be slewed over an existing property. Gordon thought it best that this be completed at a time when there was no persons present within the neighbouring building. The safety officer agreed and instructed Gordon to give the neighbours 48 hours notice prior to work commencing.

Gordon is required to carry out regular onsite safety audits with all sub contractors, to meet basic health and safety requirements to enter and to work on our sites. These include; ensuring all trades wear the correct PPE, are licensed and are fit for work.

On a wednesday, at our construction meetings, all supervisors, including Gordon raise different strategies and troubleshoot any onsite issues, finding solutions within an open forum, enabling all jobs to move forward on the best footing whilst refining our processes as a business to ensure compliance and success.