

Work Health Safety Officer CORE Assessment

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Assessment Activity 1 (A) – Work Health and Safety Legislation	Satisfactory ☐	Not yet satisfactory ☐
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[illegible]

Comments (feedback, assessment attempts, supporting evidence requested, etc.)

[illegible]Units: Competent ☐ Not yet competent ☐

Name: _____ Signature: _____ Date: _____

ASSESSMENT

Competency Based Assessment

Competency based assessment is the process of gathering evidence to confirm that participants can perform required skills and knowledge. To complete a unit of competency participants are required to successfully demonstrate their skills and knowledge on all of the activities within this assessment. Rather than using a marking scale, competency based assessment uses competent or not yet competent.

You are required to successfully demonstrate competence in all of the activities in this assessment. This means that if you are unable to answer a question, your answer is deemed not satisfactory for any of the activities or you are unable to demonstrate a practical skill your assessor will work with you to identify opportunities for further learning if required and arrange re-assessment when you are ready.

In the event that you are unable to demonstrate your ability in any area of the assessment you will re-assessed. Re-assessment may include demonstrating a skill, answering questions, providing further information.

Individual workplaces

We are aware that the answers, information and projects completed by students will differ from one workplace to another and we encourage you wherever possible to apply the requirements of your assessments to your workplace. We are not assessing your ability against anyone else and we do not compare your work to that of other students to determine if you are competent or not. When assessing your ability to demonstrate the skills and knowledge of this unit your assessor is looking only at your ability against the requirements of the unit.

Your assessor will work with you and your supervisor at the beginning of the unit to identify appropriate activities and/or projects for you to apply when completing the assessment activities.

You will find that when you are required to provide work samples the activity asks you to use your workplaces template, forms, checklists and policies.

The assessment requires that the candidate complete 3 sections including: questions, case study and work samples.

Questions

Candidates are required to answer questions in their own words to demonstrate their understanding.

Case Study / Scenario

A case study is a summary of events that have occurred and the candidate is required to demonstrate their skills and knowledge through application of these by completing the activities that relate to the case provided.

Work Samples

Work samples are documents which have been created in the workplace or in the same style and manner which is appropriate to the workplace. With all work samples it is essential that you maintain confidentiality of all parties including the employer, clients and any other parties.

Feedback

Competency based assessment does not use a marking scale rather the candidate is deemed competent or not yet competent. Candidates deemed not yet competent are given additional opportunities to demonstrate competency.

Satisfactory demonstration of all activities is required before competency is achieved for the unit. In the event that you have not been able to successfully demonstrate competence in the unit, your assessor will discuss options for re assessment with you.

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a participant's exclusion from a module or a course. When you have any doubts about including the work of other authors in your assessments, please consult with your facilitator.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student
- Presenting the work of another individual or group as their own work.
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

What about Copyright?

You must be careful when using work from others. Copyright covers all work that is not your own including textbooks, newspapers, website information, music, magazines, movies etc.

You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with or employed by an educational institution. All material taken from another source, word for word or paraphrased, must be acknowledge using an acceptable referencing system.

GROUP ACTIVITY

Assessment Activity 1 (A) – Advise on Work Health and Safety Legislation

Instructions to the candidate:

The following questions are to be answered by each candidate (a separate sheet of paper may be used if insufficient room). Candidates may collaborate in group discussion to find answers. The length of the answer for each question is indicated. All answers need to cover the key points.

- Q1 How may a prohibition notice be issued by an Inspector? State the reference to support your answer.

Reference: _____

- Q2 When can an Inspector appointed under the Work Health and Safety Act enter a workplace (without passing through domestic premises)

- Q3 The maximum penalty for failing to discharge a Duty as a PCBU is:

- Q4 How can you ensure your Health and Safety materials (such as Legislation, Codes of Practice etc.) are current? List two (2) methods:

- Q5 At a School, a tuckshop is being run by a contract convenor / catering company, in fully fitted premises owned by the School.
Volunteer parents, who are members of the school's P&C Committee assist in the running of the tuckshop.

State the sections of the Act which detail the **duties** of each party and **list at least 2 things** each party would have to do as part of these WHS duties in relation to the tuckshop operation.

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- Q5a a. The School

- Q5b b. The Convenor

- Q5c c. The Parents

- Q6 A person with a Duty to ensure health and safety under the Act must manage risk as far as reasonably practicable. Which section of the Act states what "Reasonably Practicable" is?

Assessment Activity 1 (B) – Consultative Arrangements

Q1 An Inspector arrives at your workplace, responding to an anonymous complaint. You are the WHSO and the first point of contact for the Inspector.

Q1a a. Which relevant parties should be notified of the presence of an Inspector?

Q1b a. What section of the act requires you to assist the Inspector?

Q2 If workers do not have a Health and Safety Representative and they are parties to an issue, do they have a right to ask the Regulator to appoint an inspector to decide a matter or **Resolve an Issue**? Yes / No

Q3

How would you determine that the relevant parties (in particular, management) are aware of the entitlements and obligations at a workplace, for Health and Safety Representatives (HSRs)? What may you look for, who would you question and what questions would you ask?

- Q4 A workplace employs 20 staff. It is a high-risk industry type workplace. Safety is not an integral part of the operation and is poorly managed. You are the nominated Health and Safety Officer for the site. How can you convince your employer that you require the support of a health and Safety Committee? Describe your strategy, the benefits and references to the Act.

- Q5 After a Health and Safety Representative (HSR) has identified a non-conformance with a legislative requirement, what two conditions **must** be met before they can issue a Provisional Improvement Notice?

Assessment Activity 1 (C) – Training

- Q1 You have just taken over the management of a Hotel. The Restaurant Supervisor manages 10 staff. The Supervisor has been employed for only one month and has no record of training. In your groups, discuss what training programs this supervisor should attend.

- Q2 You are the WHSO and during a training session, you identify a co-worker has literacy challenges and cannot complete the written assessment. How would you redevelop and deliver your course assessment to ensure the successful completion of the course by the co-worker?

GROUP ACTIVITY

Assessment Activity 2 – First Aid in the Workplace

- Q1 According to the *First Aid in the Workplace code of practice*, a First Aid Room is suggested to be included in the **First Aid Facilities** if a risk assessment determines that first aid would be difficult to administer without it. List some of the features of a first aid room recommended by the COP?

- Q2 Who has a duty to provide and maintain the First Aid facilities?

- Q3 List three (3) procedures that the *First aid in the workplace code of practice* states could be established as part of the '**standard precautions for infection control**' when delivering First Aid?

- Q4 How often should First Aid and CPR qualifications be renewed?

Written Assessment 1 – Provide Advice on Work Health and Safety Legislation

Perusal Time: 10 minutes (reading only, no writing)

Examination Time: 50 minutes

Instructions

1. This is an open book assessment. All training materials are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. Multiple-choice questions require the most appropriate answer to be circled.
4. Mistakes may be crossed out and replaced by another answer.
5. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act s124 or Reg. s133 (1)(a)(ii) or COP. Noise s4.5
6. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Where a Student has not achieved the competency for a component/s, changes made must be accompanied by the instructors initial.

Total number of questions: 23

Question 1

Q1 Does a non-worker at a workplace have any duties imposed by the WHS Act?
If so what section relates to this provision?

Ref _____

A1 _____

Question 2

Q2 What are two of the primary duties of care that persons conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable?

A2 _____

Question 3

Q3 What is the meaning of *reasonably practicable*?

A3 _____

Question 4

Q4 Which specific section of the current Work Health and Safety Act requires a worker to comply, so far as the worker is reasonably able, with any reasonable instruction?

Ref

Question 5

Q5 What is the maximum penalty for not complying with an **Enforceable Undertaking** and what is the reference?

A5

Question 6

Q6 Is a health and safety representative (HSR) for a workgroup personally liable for anything done or omitted to be done in good faith? And what section relates to this provision?

Ref

A6

Question 7

Q7 What is the **term of office** for a HSR for a workgroup?

A7

Question 8

Q8 Which one of the following workplaces does the current Work Health and Safety Act NOT apply?

- A8 Coal Mines ☐
- State Government Departments ☐
- Airports ☐
- Hospitals ☐
- Schools ☐

Question 9

Q9 Is a Health and Safety Representative (HSR) entitled to accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works? What section relates to this provision?

Ref _____

A9 _____

Question 10

Q10 Are you entitled to refuse or delay the entry of a **WHS Entry Permit Holder** without a reasonable excuse?

A10 _____

Question 11

Q11 State two duties a PCBU has under the WHS Act in relation to a **Health and Safety Representative**?

A11

Question 12

Q12 What is the maximum penalty (in penalty units) for contravening a **provisional improvement notice**?

A12

Question 13

Q13 A **PCBU has a duty to train HSR's** - how long after appointment must the HSR complete the initial 5 day training?

A13

Question 14

Q14 Apart from a HSR who else may request that a **safety committee** be formed?

A14

Question 15

Q15 Under what circumstances may an Inspector **seize dangerous workplaces and things** at a workplace?

A15

Question 16

Q16 An Inspector arrives at your workplace to inspect plant involved in an incident. The PCBU however fails to give reasonable help to the inspector by saying that the plant is now at the employer's other workplace and they are too busy to unlock the other workplace for at least a week. Is it likely that the PCBU has committed an offence?

If so, what is the maximum penalty?

A16 Yes / No

Question 17

Q17 After receiving a coercive warning, a person is asked a question by an Inspector during investigation of an incident. The person believes that answering the question will incriminate him / her. Must the person answer the question?

A17 Yes / No

Question 18

Q18 List three topics that a WHSO might identify where training should be provided to workers?

A18

Question 19

Q19 What are the current versions of the Queensland Work Health & Safety Legislation (Act and Regulation)?

A19 _____

Question 20

Q20 Name two ways you can ensure your WHS Act and Regulations are kept current?

A20 _____

Question 21

Q21 The WHS Act provides information on the circumstances when an inspector may issue an **improvement notice** as part of the enforcement measures.
Name one circumstance and state the reference?

A21 _____

Ref _____

Question 22

Q22 Notices issued by an inspector must be in writing – True or False?
State the reference.

A22 True / False

Ref _____

Question 23

Q23 How long does the **Internal reviewer** have to make a decision on an application?

A23

Assessment Activity 3 (A) – Risk Management

Case Study / Scenario

- Q1 Jim is a roof tiler working for your organisation. You are the Work Health and Safety Officer. On an informal inspection, you observe Jim up on the roof of a two storey home, with no fall protection and there is no edge protection on the building. Jim is wearing a pair of shorts and a pair of thongs.

Relevant Information:

It is summer and the temperature of the day is 32° C.

Scenario: Jim has been employed as a roof tiler for 15 years, without incident. A tile conveyor system is in use. Refer to photo in presentation for more detail.

Instructions to the candidate

In your groups using the templates provided and the risk assessment methods in your Student Notes and *How to manage work health and safety risks code of practice 2011*, complete the Risk Management process.

You will be looking at:

- Identification of the Hazards (and place them into the correct categories).
- Identification of the Dangers (Risks).
- The level of Risk (likelihood and consequence)
- Control Measure options – list at least one for each level in the hierarchy of controls.
- Implementation of your “preferred controls”.
- The review process.

You are required to develop a new procedure for distribution to all workers and/or contractors. Summarize the key issues or topics that will be included in the procedure.

- Q2 How are you going to deliver the instruction and training for this procedure?

Q3 How are you going to monitor and review the training to ensure that Jim and his co-workers are complying with the new procedures and that they are effective in reducing the level of risk?

Assessment Activity 3 (B) – Risk Management – Proforma

Ref	HAZARD/S Refer to Risk Management COP – Supplement 1 section 1 for examples	RISK (OR DANGER)	CONTROL OPTIONS (as per hierarchy)
1			Elimination: Substitution: Engineer / Isolate: Administrative: PPE:
2			Elimination: Substitution: Engineer / Isolate: Administrative: PPE:
3			Elimination: Substitution: Engineer / Isolate: Administrative: PPE:

Assessment Activity 3 (C) – Risk Management – Implementation Plan

HAZARD REFERENCE	PREFERRED CONTROL	PERSON and/or POSITION RESPONSIBLE	PROPOSED IMPLEMENTATION TIMEFRAME	SCHEDULED REVIEW TIMEFRAME
1.				
2.				
3.				

Assessment Activity 4 (A) – Hazardous Chemical Risk Assessment

Only required for chemicals that are listed as Hazardous Chemical.

The chemical's label and Safety Data Sheet (SDS) will be needed to complete the risk assessment.

References: Work Health and Safety Regulation 2011 Chapter 7, Managing risks of hazardous chemicals in the workplace Code of Practice 2013.

1. Name of Chemical:

(or name of the Chemical if using a mixture)

2. How is the chemical used? - i.e. describe the process? (If the chemical is used for a number of different processes a risk assessment may be needed for changes in the nature of each task. Also consider decanting, storage disposal and physicochemical hazards)	Decanted from a 5 litre container into a 500ml spray bottle Sprayed onto oven and wiped off after	
3. How are people exposed to the chemical? <i>(Tick or mark applicable routes or entry)</i>	Skin (splashed onto/absorbed through):	
	Eyes (splashed onto/absorbed through):	
	Inhalation (breathed in):	
	Ingestion (swallowed):	
4. How much and for how long are workers exposed to the chemical during the task? (eg: in litres / millilitres - hours / day and days/ week)	How Much <u>litres / millilitres</u>	How Long <u>hours/day & days/ week</u>
5. Are there any risks associated with the storage and transport of the chemical? • Fire and explosion risks (vapour/ignition) • Keeping hazardous chemicals stable • Impact protection • Containing spills • Controlling risks from compressed gases • Asphyxiation hazards • Contamination of food, food packaging and other items like personal items • Chemical reactions with other chemicals and items		
6. Briefly, what are the health effects of exposure to this chemical? <i>(Refer to the SDS)</i>	Skin:	
	Eyes:	
	Inhalation:	
	Ingestion:	
7. What engineering control measures (eg: extraction ventilation; dilution ventilation) are recommended by the SDS and/or label?		
8. Currently, what engineering controls are used to control exposure to the chemical?		
9. What Personal Protective Equipment (PPE) is recommended by the SDS and/or label?	Skin:	
	Eyes:	
	Inhalation:	

10. Currently, what PPE is used? <i>(Give Details)</i>	Skin:				
	Eyes:				
	Inhalation:				
11. Are <u>any</u> other control measures <i>(eg: procedures, rotation of people, using chemical after hours to minimise how many people are exposed, etc....) recommended by the SDS and/or label?</i>					
12. Are any other control measures <u>currently</u> used at the workplace? <i>(Give Details)</i>					
13. What is the level of risk associated with use of this chemical? 1. Risks not significant and not likely to increase in the future 2. Risks are significant but effectively controlled (but could increase in the future) 3. Risks are significant and not effectively controlled 4. Uncertain about the risks <i>(Conduct Monitoring or obtain further information and advice)</i>	Level of risk: Explanation of why this risk level is chosen:				
14. Does the Chemical have an exposure standard? <i>Air monitoring should then be completed to find out:</i> - how much your employees are being exposed to, and - if the controls being used are adequate to ensure employee's health and safety is protected					
15. What control measures will be implemented? <i>(The best type of control is by elimination; however other types of controls can be used).</i> <u>Hierarchy of Control Measures</u> - Elimination (MOST EFFECTIVE) - Substitution (with a less hazardous chemical) - Engineer out the hazard by isolation - Engineer out the hazard by ventilation - Administrative controls (rotation, procedures etc) - PPE (especially respiratory protection (LEAST EFFECTIVE))	Give details <u>(if any)</u>:				
16. Is health monitoring required? Is the level of risk (from question 14) significant <u>and</u> the chemical contains (or is) one or more of the following: <table border="1" data-bbox="153 1664 914 1910"> <tr> <td> 4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium </td> <td> - Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides </td> <td> - Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote </td> </tr> </table> (Refer to Work Health and Safety Regulation 2011 s368 and Schedule 14)	4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium	- Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides	- Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote		
4,4' Methylene bis (2-chloroaniline) (MOCA) - Acrylonitrile - Asbestos - Benzene - Cadmium	- Crystalline silica - Inorganic arsenic - Inorganic chromium - Inorganic Lead - Isocyanates - Organophosphate pesticides	- Inorganic Mercury - Pentachlorophenol (PCP) - Polycyclic aromatic hydrocarbons (PAH) - Thallium - Vinyl chloride - Creosote			

17. Date: _____ 18. Review Date: _____

19. Person/s conducting risk assessment: _____

GROUP ACTIVITY

Assessment Activity 4 (B) – Hazardous Chemicals

- Q1 Provide the three main circumstances where *WHS Regulation 2011 part 7.1 – Hazardous chemicals* regulatory requirements for hazardous chemicals will be applicable to substances, mixtures or articles:

- Q2 Which of the following statements are TRUE in regards to provision of an SDS?
(Please circle)

- a) Manufacturer/importer must prepare an SDS for a classified hazardous chemical
- b) PCBU must ensure SDS is readily accessible to workers who use the hazardous chemical
- c) SDS must be available in a register which lists the product names
- d) All of the above

- Q3 What section of an SDS will you find the dangerous goods transport information which can be used for placarding and manifest purposes?

- Q4 Which of the following label elements are required on a supplied hazardous chemical label with the full set of workplace labelling information? (Please circle)

- a) Product identifier
- b) Manufacturer/importer name address and telephone number
- c) Any hazard pictogram(s) consistent with the correct classification
- d) Hazard and precautionary statements consistent with the correct classification
- e) All of the above

Q5 SDS's are valid for a certain period of time after their date of production. How long is this? (Please circle)

- a) One year;
- b) Two years;
- c) Five years;
- d) Ten years.

Q6 Can a hazardous chemical be decanted into a container without labelling if it is used immediately (not supplied) and then clean such that no residue remains? Provide the reason.

Q7 Name the matters that WHS Regulation 2011 s351 require a PCBU to account for when managing the risks of using, handling, generating or storing hazardous chemicals:

Q8 Name the relevant Australian Standard for guidance on risk control measures for the storage and handling of the following hazardous chemicals:

Gases in cylinders: _____

Flammable and combustible liquids: _____

Corrosive substances: _____

Q9 Using WHS Regulation 2011 Part 7.1 Division 5 Control of Risk – Obligations of persons conducting businesses or undertakings, identify five specific risk control requirements:

Q10 If a workplace exceeds a prescribed manifest quantity for hazardous chemicals, what are the three actions triggered?

Written Assessment 2 – Identify Work Health and Safety Hazards & Recommend Controls

Perusal Time: 10 minutes (reading only, no writing)

Examination Time: 50 minutes

Instructions

1. This is an open book examination. All training material except for worked assessment questions are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. Multiple-choice questions require the most appropriate answer to be circled.
4. Mistakes may be crossed out and replaced by another answer.
5. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act s124 or Reg. s133 (1)(a)(ii) or COP. Noise s4.5
6. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Where a Student has not achieved the competency for a component/s, changes made must be accompanied by the instructors initial.

Total number of questions: 23

Question 1

Q1 A decision has been made to introduce new risk control measures at your workplace with the introduction on new plant. Name two parties that you would you consult with before introducing the control measures?

A1

Question 2

Q2 Where a duty is imposed on a person to ensure health and safety this requires the person to **manage the risk**, Which section of the **Act** defines this principle?

A2

Question 3

Q3 What does "Time Weighted Average" (TWA) mean?

A3

Question 4

Q4 Within the field of **Occupational Hygiene**, health hazards are generally classified into three major groups. Refer to your Student Notes and name two of them.

A4

1. _____

2. _____

Question 5

Q5 Dust is a common airborne health hazard that may exist at a workplace. Refer to your Student Notes and name two types of classified dust?

A5

Question 6

Q6 Ventilation systems are a type of control for managing exposure to airborne hazards – Refer to your Student Notes and name two systems or types of ventilation?

A6

Question 7

Q7 In relation to hazardous chemicals, some are **prohibited and restricted carcinogens and chemicals**. Where would you find a list of these?

A7

Question 8

Q8 A - What are the five characteristics of a manual task that would define it as a “**hazardous manual task**”? (i.e. if a task involves one or more of these factors it makes the risk of Musculoskeletal Disorder more likely) and

B - Which document gives practical guidance on how to manage the risks associated with these?

A8

-
-
-
-
-

Reference Document: _____

Question 9

Q9 Changing the *nature, size, weight or number of items handled* can reduce the **manual handling risk**. Give two (2) examples of, or ways how this could be achieved?

A9

Question 10

Q10 Which **part** of the Regulation states the requirements relating to **high risk work**?

A10

Question 11

Q11 Which of the following **items** of plant **do not require annual registration** with the Regulator?

A11

- | | |
|-------------------------------|--------------------------|
| A. Gas cylinder | ☐ |
| B. Escalators | ☐ |
| C. Building Maintenance Units | ☐ |

- D. Tower Crane ☐
- E. Cooling Towers ☐

Question 12

Q12 A PCBU must ensure that the current **safety data sheet** for a **hazardous chemical** is readily accessible to what two groups of persons?

A12 1. _____

2. _____

Question 13

Q13 In relation to hazardous chemicals state two circumstances where the WHS Regulations Part 7.1 for hazardous chemicals does not apply.

A13 _____

Question 14

Q14 A PCBU must manage risks associated with Hazardous Chemicals. At least how often, must the PCBU **review these control measures** and, as necessary, revise them?

A14 _____

Question 15

Q15 Your employer has decided to use ear plugs and signage to control exposure to excessive noise from machinery at your workplace. What other control measure(s) would you recommend to your employer that would be more effective?

A15 _____

Question 16

Q16 According to the *Code of Practice for Managing Noise and Preventing Hearing Loss at work*, you should carry out a **Noise Assessment** if you cannot lower the level of noise to below the exposure standard immediately – what are two things that this noise assessment will help you do?

A16

1. _____

2. _____

Question 17

Q17 According to the *Managing Noise and Preventing Hearing Loss at Work Code of Practice*, where it is identified that audiometric testing for workers needs to be provided, at what intervals should audiometric testing be carried out?

A17

Question 18

Q18 Adequate management of risk associated with plant is often achieved by installing guards. List 2 types of guards that may be used?

A18

Question 19

Q19 If the design of plant at a workplace includes an emergency stop control, the person with management or control of the plant must ensure that –

A19

Question 20

Q20 Does a person who is not a worker at a workplace, such as a customer or visitor, have any duties imposed by the WHS Act? State the reference.

A20 (Select one). Yes / No Reference: _____

Question 21

Q21 The *Code of Practice – Managing Risks of Plant in the Workplace* provides some points to be considered when **positioning plant** in the workplace? Name two of them.

A21

Question 22

Q22 The *Code of Practice – Managing Risks of Plant in the Workplace* lists several persons that may have duties (under the Act) in regard to plant. Name four such duty holders?

A22

Question 23

Q23 How many extra dBs equate to a doubling in the level of sound energy?

A23

ASSESSMENT ACTIVITY 5 (A) – IDENTIFY CAUSAL FACTORS

Checklist for identifying Causal factors

Conduct an investigation **on the scenario presented in your Student Notes**. Complete the checklist for identifying causal factors and complete the Investigation Report.

PART 1 - EQUIPMENT	
1.0	Was a Hazardous Condition(s) a Contributing Factor? If yes, answer the following. If no, proceed to Part 2.
CAUSAL FACTORS	COMMENT
1.1	Did any defect(s) in equipment/tool(s)/ material contribute to hazardous condition(s)?
1.2	Was the hazardous condition(s) recognised? If yes, answer A and B. If no, proceed to 1.3. A. Was the hazardous condition(s) reported? B. Was employee(s) informed of the hazardous condition(s) and the job procedures for dealing with it as an interim measure?
1.3	Was there an equipment inspection procedure(s) to detect the hazardous condition(s)?
1.4	Did the existing equipment inspection procedure(s) detect the hazardous conditions(s)?
1.5	Was the correct equipment/tool(s)/ material used?

PART 1 - EQUIPMENT Continued	
1.6	Was the correct equipment/tool(s)/material readily available?
1.7	Did employee(s) know where to obtain equipment/tool(s)/material required for the job?
1.8	Was substitute equipment/tool(s)/material used in place of correct one?
1.9	Did the design of the equipment/tool(s) create operator stress or encourage operator error?
1.10	Did the general design or quality of the equipment/tool(s) contribute to a hazardous condition?
1.11	List other causal factors in "Comment" column.

PART 2 - ENVIRONMENT	
2.0	Was the Location/Position of Equipment/Materials/Employee(s) a contributing factor? If yes, answer the following. If no, proceed to Part 3.
CAUSAL FACTORS	COMMENT
2.1	Did the location/position of equipment/material/employee(s) contribute to a hazardous condition?
2.2	Was the hazardous condition recognised? If yes, answer A and B. If no, proceed to 2.3. A. Was the hazardous condition reported? B. Was employee(s) informed of the job procedure for dealing with the hazardous condition as an interim action?
2.3	Was employee(s) supposed to be in the vicinity of the equipment/material?
2.4	Was the hazardous condition created by the location/position of equipment/material visible to employee(s)?
2.5	Was there sufficient work-space?
2.6	Were environmental conditions a contributing factor (for example, illumination, noise levels, air contaminant, temperature extremes, ventilation, vibration, radiation)?
2.7	List other causal factors in "Comment" column.

PART 3 - PEOPLE	
3.0	Was the Job Procedure(s) Used a Contributing Factor? If yes, answer the following. If no, proceed to Part 3.6.
CAUSAL FACTORS	COMMENT
3.1 Was there a written or known procedure (rules) for this job? If yes, answer A, B and C. If no, proceed to 3.2. A. Did job procedures anticipate the factors that contributed to the incident? B. Did employee(s) know the job procedure? C. Did employee(s) deviate from the known job procedure?	
3.2 Was employee(s) mentally and physically capable of performing the job?	
3.3 Were any tasks in the job procedure too difficult to perform (for example, excessive concentration or physical demands)?	
3.4 Is the job structured to encourage or require deviation from job procedures (for example, incentive, piecework, work pace)?	
3.5 List other causal factors in "Comment" column.	

PART 3 - PEOPLE Continued	
3.6	Was Lack of Personal Protective Equipment or Emergency Equipment a Contributing Factor in the Injury? If yes, answer the following. If no, proceed to Part 4. NOTE: The following causal factors relate to the <i>injury</i>.
CAUSAL FACTORS	COMMENT
3.7 Was appropriate personal protective equipment (PPE) specified for the task or job? If yes, answer A, B and C. If no, proceed to 3.8. A. Was appropriate PPE available? B. Did employees(s) know that wearing specified PPE was required? C. Did employee(s) know how to use and maintain the PPE?	
3.8	Was the PPE used properly when the injury occurred?
3.9	Was emergency equipment specified for this job (for example, emergency showers, eyewash fountains)? If yes, answer the following? If no, proceed to Part 4. A. Was emergency equipment readily available? B. Was emergency equipment properly used? C. Did emergency equipment function properly?
3.10	List other causal factors in "Comment" column.

PART 4 - MANAGEMENT	
4.0	Was a Management System Defect a Contributing Factor? If yes, answer the following. If no, STOP. Your causal factor identification exercise is complete.
CAUSAL FACTORS	COMMENT
4.1	Was there a failure by supervision to detect, anticipate, or report a hazardous condition?
4.2	Was there a failure by supervision to detect or correct deviations from job procedure?
4.3	Was there a supervisor/employee review of hazards and job procedures for tasks performed infrequently? (Not applicable to all incidents.)
4.4	Was supervisor responsibility and accountability adequately defined and understood?
4.5	Was supervisor adequately trained to fulfill assigned responsibility in incident prevention?
4.6	Was there a failure to initiate corrective action for a known hazardous condition that contributed to this incident?
4.7	List other causal factors in "Comment" column.

Assessment Activity 5 (B) – Incident Investigation Report

Report No.:	
PERSONAL INJURY Surname: (Capitals) Given Names: LEGISLATIVE ACTION Notification to Regulator Required? Yes / No Completed? / / Attached? Yes / No Recording - 3 days Completed? / / Attached? Yes / No	
Describe how the incident occurred:	

Causal Factors: List all events and conditions that contributed to the incident. Use the Causal Factors Checklist and the 5 why principle to determine root causes)

.

Investigating Officer:			
Name:	Position:	Signature:	Date:
Corrective Actions to Prevent Recurrences:			
Immediate Temporary Controls:			
Recommended Long Term Controls:			
Safety Coordinator's Comments:			
Date: / /		Signature:	
Manager's Comments:			
Date: / /		Signature:	

GROUP ACTIVITY

Assessment Activity 6 – EMERGENCY PROCEDURES

Q1 In your workplace, what types of emergencies should you plan for? List 3 foreseeable emergencies:

Q2 Does a person conducting a business or undertaking at a workplace need to maintain an emergency plan for the workplace?

Written Assessment 3 - Manage Workplace Incidents

Perusal Time: 5 minutes (reading only, no writing)

Examination Time: 20 minutes

Instructions

1. This is an open book examination. All training materials are allowed as reference during the examination.
2. Please read all questions carefully and direct any concerns to the trainer during perusal time.
3. Multiple-choice questions require the most appropriate answer to be circled.
4. Mistakes may be crossed out and replaced by another answer.
5. Where a question requires a reference to the Work Health and Safety Act (Act), Regulation (Reg) or Code of Practice (COP), the question should be answered to include the relevant section and sub-section numbers. For example: Act s124 or Reg. s133 (1)(a)(ii) or COP. Noise s4.5
6. Attempt to answer all questions.

Instructor Use ONLY

Instructions: Please mark this paper with a highlighter or a pen with a different colour to the one used by the trainee.

Where a Student has not achieved the competency for a component/s, changes made must be accompanied by the instructors initial.

Total number of questions: 7**Question 1**

Q1 Give two examples of a dangerous incident?

A1 _____

Question 2

Q2 Provide two examples of what would constitute a prescribed serious illness?

A2 _____

Question 3

Q3 Under what circumstances following a workplace incident can you disturb an incident scene? State the reference.

A3 _____

Ref _____

Question 4

Q4 Name three relevant parties you would consider interviewing following an incident in your workplace?

A4 _____

Question 5

Q5 State four elements of an incident investigation procedure?

A5 _____

Question 6

Q6 What are the 4 relevant matters that the PCBU must consider when developing the emergency plan for the workplace?

A6 _____

Question 7

Q7 The *First aid in the workplace code of practice* suggests that a workplace should have a person responsible for checking restocking and maintaining First Aid kits. How often should this happen?

A7 _____

Version	Date	Author
1	30/06/2018	WHSQ