

BSBWHS405

Contribute to implementing and maintaining
WHS management systems



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ASSESSMENT FOR BSBWHS405

Student name	Brooke Kennedy
Date of assessment submission	Click here to enter a date
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date
Outcome for unit	☐ Competent ☐ Not Yet Competent

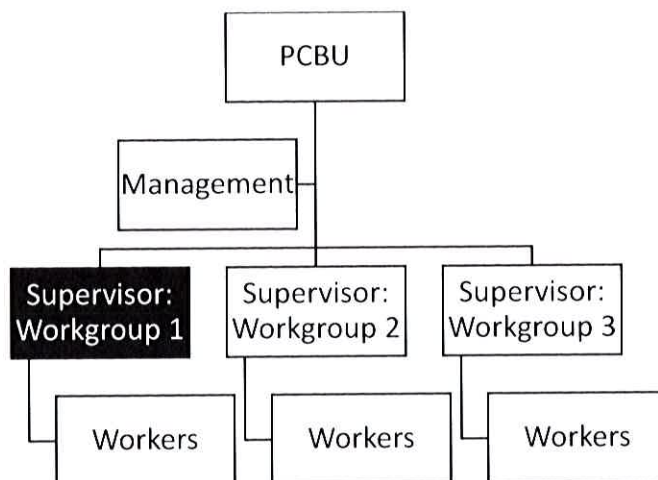
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- 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.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Documents supporting policy/WHSMS	Workbook response (below)
2. Policy/WHSMS planning and implementation	Workbook response (below)
3. Evaluating WHS performance	Workbook response (below)
4. Review and improve WHSMS	Workbook response (below)

ACTIVITIES

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace	Veloway V1 Stage E
Workgroup	Earthworks

ACTIVITY 1

There are various legislative documents, standards and guidance documents to assist with the development of a WHS policy and associated WHSMS.

Summarise what the following documents address (e.g. duties) with respect to a WHSMS:

- Work Health and Safety Act 2011 (Qld)*
- Work Health and Safety Regulations 2011 (Qld)*
- Australian Standard AS/NZS 4801:2001
- Australian Standard AS/NZS 4804:2001
- Standards Australia publication HB 211-2001
- A code of practice relevant to your chosen workplace
- An example of guidance material from the regulator (e.g. WHSMS tools)

	Summary of contents
a) Work Health and Safety Act 2011 (Qld)	<i>Schedule 3, Section 5 Hazards and Risks states:</i> <i>“matters relating to hazards and risks including-</i> <i>the prescribing of standards relating to the use of or exposure to any physical, biological, chemical or psychological hazard; and</i> <i>matters relating to safety cases, safety management plans and safety management systems, however described; and</i> <i>matters relating to measures to control risks.</i>
b) Work Health and Safety Regulations 2011 (Qld)	<i>Chapter 1, Part 1.1, Section 6 states:</i> <i>“The regulator may make a determination for the purposes of the definition of certified safety management system.”</i>

c) AS/NZS 4801:2001	Summarises that there shall be an OHS Policy authorised by the organisation's top management, that clearly states overall OHS objectives and demonstrates a commitment to improving OHS performance.
d) AS/NZS 4804:2001	AS/NZS 4804:2001 provides guidance on the development and implementation of occupational health and safety management systems (OHSMS) and principles, and their integration with other management systems.
e) HB 211-2001	The HB 211-2001 is intended for readers who have some sort of occupational health and safety management system (OHSMS) in place already but who wish to develop and improve it so they can claim conformance with AS 4801-2000, <i>Occupational Health and Safety Management Systems – Specifications and guidance for use</i> .
f) Code of practice	<i>How to Manage Work Health and Safety Risks Code of Practice</i> This Code provides practical guidance for persons who have duties under the WHS Act and Regulations to manage risks to health and safety.
g) Guidance material	<i>Guide for Major Hazard Facilities – Safety Management Systems</i> Under the WHS Regulations, operators of major hazard facilities (MHFs) must establish and implement a Safety Management System (SMS) that must be used as the primary means of ensuring the safe operation of the MHF.

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

Explain your involvement, as a workgroup supervisor, with incorporating the following policy areas into your organisation's WHSMS:

- Injury management
- Return-to-work

In particular, explain how you would:

- a) Contribute to the planning, development and promotion of these documents.
- b) Seek the contribution and support of others in the planning, development and promotion of these documents.
- c) Apply these documents to your own and others' work areas and job roles.
- d) Communicate to others about the importance and application of these documents.

Injury management policy

Contributing to planning, development and promotion

To contribute to the planning, development and promotion of an Injury Management Policy, I would read through the WHS Act and Regulations to find any requirements under them, review previous incident/injury reports, injury trends and would attend the Systems Committee Meetings where the WHSMS is discussed as a group forum.

Seek contribution and support in planning, development and promotion

To seek contribution and support in the planning stage, I would ask workers at the site if they have any suggestions/ ideas that we can adopt into our policy.

Apply policy/WHSMS

I would apply the Injury Management Policy to my role by conducting inspections and observations on the work group to ensure that the policy is being followed. I would also ensure that incident reports, hazard reports and near miss reports are investigated and reported as soon as reasonably practicable after an incident so that we have accurate information to review to adopt changes.

Communicate policy/WHSMS

To communicate the policy I would ensure that it is on the HSE notice board at each project site in view of all workers and clients. I would also ensure that all McIlwain employees complete the company induction annually which would include information regarding the Injury Management Policy. At a site level, I would conduct a Toolbox Talk to ensure it is communicated to the workgroup.

Return-to-work policy
Contributing to planning, development and promotion
To contribute to the planning, development and promotion of a Return-to-Work Policy, I would read through the WHS Act and Regulations to find any requirements under them, review previous return-to-work reports, Workcover Claims and would attend the Systems Committee Meetings where the WHSMS is discussed as a group forum.
Seek contribution and support in planning, development and promotion
To seek contribution and support in the planning stage, I would ask workers at the site if they have any suggestions/ ideas that we can adopt into our policy.
Apply policy/WHSMS
I would apply the Return-To-Work Policy to my role by conducting inspections and observations on the workers to ensure that any return-to-work reports are being followed. I would also ensure that all Workcover claims are reviewed to adopt changes necessary to prevent the same incident from reoccurring.
Communicate policy/WHSMS
To communicate the policy I would ensure that it is on the HSE notice board at each project site in view of all workers and clients. I would also ensure that all Mcllwain employees complete the company induction annually which would include information regarding the Return-To-Work Policy. At a site level, I would conduct a Toolbox Talk to ensure it is communicated to the workgroup.

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

You are required, as a workgroup supervisor, to contribute to evaluating WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- Contribute to evaluation of these areas.
- Communicate and explain evaluation of WHS performance to others.
- Facilitate others' contributions to evaluate WHS performance. Be sure to consider timely collation of feedback.
- For each area, provide one (1) example of a limitation that might exist in the WHSMS (or a possible negative effect of the WHSMS on WHS) that could be identified through the evaluation.

Compliance with WHS legislation**Contribute to evaluation**

To contribute to the evaluation of compliance with WHS Legislation, we would conduct audits, create Non-Conformances and Improvement Opportunities and would measure our procedures against the WHS Act and Regulations. Through performance management we can identify workers that are not following the company policies and procedures.

Communicate and explain evaluation

Communicating and explaining evaluation to the workforce is done through company emails, conducting toolbox talks/ prestart meetings to discuss the evaluation

Facilitate others' contributions

To facilitate contribution by others, I would ask them to be a part of the audit process by asking questions through the audit around their role/ works.

Example of a limitation or negative effect

A negative effect from evaluation of WHS legislation is that by focusing on the negatives the safety culture from the workers becomes negative. To combat this, we need to ensure that positives are recognised and rewarded where possible.

Incident investigation**Contribute to evaluation**

To contribute to the evaluation of incident investigations, we would look at corrective and preventative actions from incident reports, review company policies and procedures and review safety/ incident alerts. Through performance management we can identify workers that are not following the company policies and procedures.

Communicate and explain evaluation

Communicating and explaining evaluation to the workforce is done through company emails, conducting toolbox talks/ prestart meetings to discuss the evaluation.

Facilitate others' contributions

To facilitate contribution by others, I would provide the audit report and findings to the client/ stakeholder for their review and allow for their ideas/ opinions on improvements.

Example of a limitation or negative effect

A negative effect from the evaluation of incident investigations would be that if it is handled incorrectly and workers feel like they are being punished for minor incidents/

accidents, they may be less likely to report any other incidents which would affect our ability to review and implement changes effectively.

Outcome for Activity 3

☐ Satisfactory

☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

You are required, as a workgroup supervisor, to contribute to reviewing and improvement of WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- a) Contribute to review and improvement of these areas.
- b) Communicate and explain to others the review and improvement of the WHSMS.
- c) Facilitate others' contributions to review and improve the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation

Contribute to review and improvement

Through external auditing on the WHSMS, internal auditing on the WHSMS, reviewing Health and Safety Committee meeting minutes.

Communicate and explain review and improvement to others

I would communicate and explain the review and improvement of the WHSMS by conducting toolbox meetings, meetings with staff (HSE Meetings), video conferencing with employees and by emailing the entire company with the review outcomes.

Facilitate others' contributions

To facilitate contribution by others, I would provide a report on the review and the findings to the client/ stakeholder for their review and allow for their ideas/ opinions on improvements.

Incident investigation

Contribute to review and improvement

By reviewing the results of incident investigations including corrective and preventative actions and if they are addressed within reasonable timeframes.

Communicate and explain review and improvement to others

I would communicate and explain the review and improvement of the WHSMS by communicating the outcomes of reviews in prestart meetings, at meetings with staff (HSE Meetings), video conferencing with employees and by emailing the entire company with the review outcomes.

Facilitate others' contributions

To facilitate contribution by others, I would provide a report on the review and the findings to the client/ stakeholder for their review and allow for their ideas/ opinions on improvements.

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

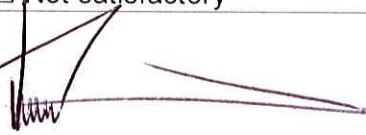
QUIZ

QUESTIONS	CORRECT
1. Which of the following are elements of WHS policy that belong within a WHSMS? Select all that apply. ☒ Commitment to comply with relevant WHS legislation ☒ Effective rehabilitation management of work injuries and disease ☒ Documenting, implementing, maintaining and communicating the WHS policy to all workers ☒ Return to work of injured workers	☐
2. Development, promotion and communication of WHS policy are the responsibility of PCBU's only. ☒ True ☒ False	☐
3. It is best practice to communicate with others in the planning, implementation, evaluation and review of WHSMS ☒ True ☐ False	☐
4. Which of the following are types of evaluation processes for monitoring WHS performance? Select all that apply. ☒ Worker health surveillance ☐ Writing policies and procedures ☒ Monitoring effectiveness of risk controls ☒ Auditing	☐
5. The WHS regulator provides which of the following to assist with policy and WHSMS development? Select all that apply. ☒ Fact sheets on the role of return-to-work practices ☒ Fact sheets on what happens when a worker is injured ☒ Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice ☒ Return to work checklists	☐

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS		VERIFIED
A.	Obtain a copy of a WHS policy/Work Health and Safety Management System (WHSMS) to evaluate and review.	☐
B.	Evaluate the WHS policy/WHSMS reflects legislative requirements for return-to-work and injury management procedures (e.g. duty holder requirements), flagging areas that require modification.	☐
C.	Explain the outcomes of the evaluation to others and seek their contribution and support when writing updates to WHS policy/WHSMS.	☐
D.	Present and promote (verbally and electronically) the updated WHS policy/WHSMS components to another worker, explaining how the new WHS policy/WHSMS is to be implemented by workers.	☐
Name of observer		leon drelle
Role of observer (Confirm their suitability to sign)		☒ Trainer/Assessor ☐ Other (specify):
Phone number of observer		0677577951
Email address of observer		leon.drelle@mcilwain.com
Signature of observer		
Date		9/7/20
Comments		

Outcome for Practical Task	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	