

BSBWHS519

LEAD THE DEVELOPMENT AND USE OF WHS RISK MANAGEMENT TOOLS

WORKBOOK

Participant name	
------------------	--

FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unless instructed by the Assessor or other personnel. You may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - If any written questions are incomplete, or not answered satisfactorily, you will need to complete them again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

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 example, in Queensland refer to

<https://www.worksafe.qld.gov.au/>

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

Name of workplace	Construction Skills Training Centre (CSTC)
--------------------------	--

ACTIVITY 1

Summarise what the following documents address with respect to risk management (in the context of risk management tools):

- a) *Work Health and Safety Act 2011* (Qld)
- b) *Work Health and Safety Regulations 2011* (Qld)
- c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021
- d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- e) Guidance material
- f) Organisational policies and procedures on the following areas –
 - Modifying and developing tools
 - Communicating information
 - Providing support on tools and their use
 - Reviewing tools

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_W.htm

Work Health and Safety Act 2011 (Qld) (continued)	Summary of contents: Section 19(3)(g) of the Work Health and Safety Act 2011 (Qld) outlines that a PCBU must ensure, so far as is reasonably practicable, that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness and injury of workers arising from the conduct of the business or undertaking. Section 28 of the Work Health and Safety Act 2011 (Qld) outlines that workers are to comply, so far as they are reasonably able, with any reasonable instruction given by the PCBU to allow the PCBU to comply with WHS laws, and cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. implement risk management tools as specified by the PCBU) Section 18 of the Work Health and Safety Act 2011 (Qld) outlines that 'reasonable practicability' (re: duties held by parties) requires weighing up the likelihood of the hazard or the risk concerned occurring and the degree of harm that might result from the hazard or risk. This is essentially a risk assessment. Section 19(2) of the Work Health and Safety Act 2011 (Qld) outlines that a PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. Division 3 (sections 20-26) of the Act also outlines other instances in which PCBUs are required to manage risk. Part 5 of the Act specifies that PCBUs are required to consult with other parties when dealing with hazards and risk control.
b) Work Health and Safety Regulations 2011 (Qld)	Location of document: https://www.legislation.qld.gov.au/Acts_SLs/Acts_SL_W.htm

Work Health and Safety Regulations 2011 (Qld) (continued)	Summary of contents: Section 34 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must identify reasonably foreseeable hazards that could give rise to risks to health and safety. This would involve the use of risk management tools. Section 33 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must follow any specific requirements of the Regulations when assessing risk. Section 36 of the Work Health and Safety Regulation 2011 (Qld) outlines that a PCBU (as a duty holder) must implement risk control measures.
c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021	Location of document: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021 (continued)	Summary of contents: Section 1.1 identifies that a PCBU must consult with individuals/parties who are directly affected by WHS. Section 2.1 outlines that workers need to be consulted when managing risks, making changes that affect WHS and developing procedures to be followed for work procedures. Section 3 outlines what the requirements are for effective consultation (i.e. sharing information; providing reasonable opportunities to express views and contribute; taking views into account; advising outcomes of consultation). Section 4 provides guidance on how to consult with workers. Section 5 provides guidance on how to consult, cooperate and coordinate with other duty holders.

d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	Location of document: http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/model-cop/a-z-cop/pages/a-z
Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks (continued)	Summary of contents: Section 1.1 outlines that PCBUs have WHS duties to manage risks if they engage workers, put other people at risk and manage or control the workplace/fixtures/fittings/plant at a workplace. Section 1.2 outlines that workers need to be consulted as part of the risk management process (e.g. hazard identification). Section 1.3 identifies when a risk management approach (i.e. identify hazards, assess risk, control risk, review control measures) should be used. This process is outlined in further detail in Sections 2-5.
e) Guidance material	Location of document: The Guide to the Work Health and Safety Act 2011 found at https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0023/22289/guide-to-work-health-and-safety-act-2011.pdf
Guidance material (continued)	Summary of contents: The Guide to the Work Health and Safety Act 2011 outlines that a PCBU must consult with workers when identifying hazards. The Guide to the Work Health and Safety Act 2011 outlines that risk assessments should consider the likelihood of the hazard or risk occurring and the degree of harm that would result if the hazard or risk occurred. The Guide to the Work Health and Safety Act 2011 outlines that a PCBU must consult with workers when making decisions about ways to eliminate or minimise risks.
f) Organisational policies and procedures	Location of documents: CSTC's Safety Management System – Policies and Procedures Manual located on aXcelerate

Organisational policies and procedures (continued)	Summary of contents: Section 4.2.3 identifies that the primary objective of the CSTC OH&S Management System programme is the prevention of personal injury, property damage and environmental impacts. Section 3.9 outlines that workers are to ensure that a Safe Work Method Statement (SWMS) is produced for the use of hazardous substances. CSTC's Safety Management System - Policy and Procedures Manual references a blank Safe Work Method Statement in Appendix B to be completed for high risk activities. Section 4.2.3 outlines that CSTC will encourage the use of new technology and processes to help eliminate inherent risks that exist. Section 4.2.2 outlines that all employees, sub-contractors and any other concerned party is informed of changes regarding the WHSMS and their implementation. Section 4.2.3 outlines that CSTC promotes health and safety awareness with employees and encourages consultation. Section 4.3.4.3 outlines that all parties will be made aware of their requirements, via electronic copy, telephone, meeting and word of mouth. Section 4.3 outlines that management will ensure that adequate resources, both human and financial, are available for the implementation, maintenance and improvement of Safety Management Systems. Section 4.2.3.1 outlines that an annual review will occur to determine the adequacy of Health and Safety related resources and documentation. Section 4.3.3 outlines that the Safety Committee considers recommendations for training and promotion and makes necessary recommendations and implementations. Section 4.3.4.6 outlines that evaluations are carried out and submitted to the Managing Director against KPIs. Recommendations for improvements or modifications from the meeting are implemented and distributed to all personnel.
---	--

Satisfactory Outcome



ACTIVITY 2

There are a range of techniques, tools and processes used for physical or psychosocial hazard/risk identification, including:

- Hazard/risk checklists
- Hazard hunts
- Job safety analysis (JSA)
- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
- Surveys (e.g. questionnaires, interviews)
- Safe work method statement (SWMS)
- Workplace inspections and walk-throughs

Respond to the following:

- a) For each tool listed, identify its applications and limitations (i.e. usefulness and usability) within your workplace.
 - Consider the logistical arrangements necessary to use and apply each tool, including:
 - Communications
 - Required personnel and resources to implement tools
 - Timetabling and accessibility of work areas and processes
 - Transport requirements
 - For the identified limitations, outline recommendations to improve the effectiveness of each tool, considering consultation, liaison and logistical arrangements
- b) Explain how incident causation models can assist with the selection of WHS risk management tools.
- c) Name the individuals/parties you would consult with to determine:
 - Suitable risk management tools for the workplace
 - Necessary logistical arrangements for the use of risk management tools

Hazard/risk checklists

Hazard/risk checklists are used as prompts to persons considering whether hazards/risks are present in the workplace and implemented controls are adequate. They can be quite generic and thus unsuitable for some tasks (i.e. have points that do not apply and are missing certain points). As such, they may need to be supplemented with further information or tailored to the particular workplace.

Usefulness: They may achieve their objectives, but the objectives are quite limited. The risks identified may be limited to the points on the checklist.

Usability: They are quite cheap and quick to use and require little instruction. They are not disruptive to work processes; however, the work areas and processes they observe need to be accessible.

The logistical arrangements necessary to use and apply hazard/risk checklists include ensuring that checklists are made available to workers and that workers are reminded to use them before undertaking tasks in the workplace.

Hazard hunts

Hazard hunts target a particular type of hazard and allow workers to be involved in the identification of hazards in the workplace.

Usefulness: They can be useful in assessing workplace-specific hazards. However, unless supported by the education in hazard identification, workers may miss some hazards thus causing results to be less valid/reliable.

Usability: The costs of using the tool may increased in the earlier stages, as training/instruction is needed to support staff. Workers may also be exposed to hazards during their 'hunt', which is a negative.

The logistical arrangements necessary to use and apply hazard hunts include the time and training required to undertake such tasks. If workers are also being supervised in the earlier stages, there is a toll on productivity in the workplace.

Job safety analysis (JSA)

JSAs break down a job task into steps and identify the hazards/risks arising from each step. A risk score is assigned and controls are assessed for suitability.

Usefulness: They can be useful in assessing workplace-specific hazards. However, if a generic JSA form is used, it may miss some hazards.

Usability: They are quite cheap and quick to use and require little instruction. They may be disruptive to work processes, depending on the depth covered. Workers are often required to be briefed on the contents and sign off at the end, rather than being involved in a completion of a JSA.

The logistical arrangements necessary to use and apply JSAs include the time to be involved in their use (or briefed) on their use. The use of JSAs is common practice and they are not disruptive to the workplace.

Manifest/register

Manifests/registers are used to record the details of items in the workplace which need to be managed (e.g. dangerous goods, hazardous chemicals and plant). Manifests/registers may include purchase date, details of inspections, maintenance requirements, alteration details, and training.

Usefulness: These tools should identify and assess the required risk and provide valid and reliable results, provided that they are supplemented with sufficient detail.

Usability: The costs of using manifests/registers is minor. For certain items of plant it is a legislated requirement.

The logistical arrangements necessary to use and apply manifests/registers include the time to be involved for their completion and communicating what information needs to be documented and stored (and by whom). The use of manifests/registers is common practice and they are not disruptive to the workplace.

Surveys

Surveys can be particularly useful for identifying hazards which are not able to be physically viewed (e.g. absenteeism, lost-work-time injuries). They may also be used to support information collected by other hazard/risk identification tools.

Usefulness: A survey can achieve its objectives provided that suitable questions are used. They can be tailored to focus on particular hazards/risks as well, which is good.

Usability: Surveys do not require additional equipment to be purchased necessarily, their costs are mostly related to appropriate development, time to implement and data collation/review. Considerations may need to be made to whether results are collated anonymously.

The logistical arrangements necessary to use and apply surveys include the time for the interviewers and interviewees to be involved. Surveys may be conducted through formal and informal means (e.g. meetings vs general discussions with workers).

Safe work method statement

Safe Work Method Statements (SWMS) are similar to a JSA in that they identify hazards related to jobs, ranking of associated risk and determination of controls to be implemented.

Usefulness: SWMS can be useful in assessing workplace-specific hazards.

Usability: They are quite cheap and quick to use and require little instruction. They may be disruptive to work processes, depending on the depth covered. Workers are often required to be briefed on the contents and sign off at the end, rather than being involved in a completion of a SWMS.

The logistical arrangements necessary to use and apply SWMSs include the time to be involved in their use (or briefed) on their use. The use of SWMSs is a legislated requirement for high risk work and they are not disruptive to the workplace; however, the work areas and processes they observe need to be accessible.

Workplace inspections and walk-throughs

Workplace inspections and walk-throughs are a good way to identify hazards in the workplace, as well as examine compliance and judge the effectiveness of controls.

Usefulness: They can be useful in assessing workplace-specific hazards. However, unless supported by the education in hazard identification, workers may miss some hazards thus causing results to be less valid/reliable.

Usability: The costs of using the tool may increased in the earlier stages, as training/instruction is needed to support staff. Workers may also be exposed to hazards while undertaking the inspection/walk-through, which is a negative.

The logistical arrangements necessary to undertake inspections/walk-throughs include the time and training required to undertake such tasks. If workers are also being supervised in the earlier stages, there is a toll on productivity in the workplace. Timetabling must also occur, to ensure that work areas and processes are accessible/observable.

Causation models
By establishing the root cause of hazards, a risk management tool can be selected to address the source of the problem, rather than a symptom.

Consultation
When determining suitable risk management tools for the workplace, individuals/parties that should be consulted with include: PCBU's (or their officers), workers (including contractors and subcontractors), Health and Safety Committees, Health and Safety Representatives and experts (as required).
When determining necessary logistical arrangements for the use of risk management tools, the same parties should be consulted. However, particular focus should be on the PCBU and workers – as the PCBU is responsible for implementing changes and workers must understand the requirements of using risk management tools.

**Satisfactory
Outcome**



ACTIVITY 3

Select two (2) risk management tools (from Activity 2) which are suitable for your workplace. For each tool:

- Explain the necessary training and instruction for individuals/parties to use the tool
- Identify additional support that can be provided to individuals/parties to use the tool
- How results and findings of its use will be collected, collated and analysed
- The individuals/parties you would communicate results, findings and outcomes to
 - Who has right to be aware of such results?
 - Consider expert assistance you might need to interpret results

Name of risk management tool 1

Safe Work Method Statement

Training and instruction

These documents require input of information from a range of different sources. As such, training and instruction may be required to demonstrate how to access legislation (i.e. to outline required training and other requirements).

Additional support

Additional support that may be provided to individuals/parties through providing examples of completed SWMS for other tasks. Further, as a SWMS needs to be approved and reviewed by other parties, support would also be offered through those means.

Collecting, collating and analysing results and findings

As a SWMS needs to be written and made available to relevant individuals/parties, the results are collected and collated through the completion of the document. The risk of tasks to be undertaken forms part of the analysis, but would be also further analysed by the individuals/parties involved in the approval and review process.

Communicating results, findings and outcomes

After compiling the information in the form of the SWMS, all individuals involved in the high-risk work that the SWMS pertains to would need to be informed of the completed document. Further, the PCBU would need to be aware of risk controls that need to be implemented. These are parties who are entitled to be consulted with under Part 5 of the Work Health and Safety Act 2011 (Qld).

As high-risk work has quite specific procedures, it may also be worthwhile consulting assistance from the regulator to ensure that risks have been appropriately considered.

Name of risk management tool 2

Workplace inspections and walk-throughs

Training and instruction

At CSTC, the HSC is endeavouring to undertake workplace inspections and walk-throughs. To maximise the hazards being identified, it was agreed that committee members should inspect an area of the workplace that they are not usually exposed to. As such, training and instruction would be required so that workers understand the safety requirements of that area.

Additional support

Additional support may be provided by having a knowledgeable worker pair up with the committee member as they undertake the inspection.

Collecting, collating and analysing results and findings

Results and findings of the inspection/walk-through should be documented in writing. It was agreed that a checklist be provided to the committee member undertaking the inspection to assist with this process. The HSC would then meet to analyse the findings and propose improvements, as required.

Communicating results, findings and outcomes

The minutes of HSC meetings are documented and stored on the WHSIS, aXcelerate. In this way, all members of the workplace have access to the results, findings and outcomes, in accordance with Part 5 of the Work Health and Safety Act 2011 (Qld). Further, a report may be compiled for the PCBU if the HSC identified that risk controls need to be implemented.

Some hazards may be identified which require expert advice (e.g. emergency response advice from Wormald).

**Satisfactory
Outcome**



BSBWHS519 LEAD THE DEVELOPMENT AND USE OF WHS RISK MANAGEMENT TOOLS

QUIZ

Participant name

FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within one (1) hour, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Which of the following may influence the selection of risk management tools? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Language, literacy and numeracy levels of the workforce	
	✓	Having separate work sites	
	✓	Existing WHS management systems	
	✓	The types of activities, jobs and tasks conducted in the workplace	
	✓	Available workplace resources (e.g. equipment, transport)	
	✓	Timetabling requirements of staff and work areas	
	✓	Costs of using risk management tools	
	✓	Impact of tool's use on the workplace (e.g. danger, disruption)	

Q2. Match the following causation models and their descriptions by writing the appropriate letter next to each number in the centre column.

Answer	Causation Model	Answers	Description	☐
	1	1 - B	A Series of events or circumstances which interact sequentially with each other. Incidents are preventable by eliminating one of the causes in the sequence.	
	2	2 - C	B Incidents are a result of combination of unsafe acts and hazard conditions which sequentially interact.	
	3	3 - A	C Incidents result from a combination of interacting variables, sometimes seemingly unrelated.	

Q3. In which situations should individuals/parties be consulted regarding risk management tools? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	To determine suitable risk management tools	
	✓	In providing training and support for risk management tool use	
	✓	To determine necessary logistical arrangements for risk management tools	
	✓	To collect, collate and share results, findings and outcomes of risk management tool use	

Q4. Which of the following individuals/parties should be consulted regarding risk management tools? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Contractors and subcontractors	
		Family members of employees	
	✓	Health and safety representatives	
	✓	PCBUs or their officers	
	✓	Workers	

Q5. True or False (Tick your response): Risk management tools may be customised to suit the workplace.

Answer	✓	True	☐
		False	

Q6. Analysis of data collated from the use of WHS risk management tools can reveal that modifications may be required to which of the following? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Application and use of WHS risk management tool	
	✓	Consultation and liaising practices	
	✓	Logistical arrangements	

BSBWHS519

LEAD THE DEVELOPMENT AND USE OF WHS RISK MANAGEMENT TOOLS

PRACTICAL ASSESSMENT

Participant name	
------------------	--

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the supervisor notes assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.