

CPCCBC4002A

MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002A 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	Rik Chetcuti
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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.

CPCBC4002A

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 Rik Chetcuti

Participant signature 

Date 30/10/2020

Assessor name _____

Assessor signature _____

Date [Click here to enter a date.](#)

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

ASSESSOR COMMENTS

Q1. 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
High risk construction equipment use (e.g. lasers, EPT)	Mechanical and or Electricity
Crane use	Operator Incompetency
Demolition	Falling or being struck or buried by falling material
Formwork	Poor Access
Scaffolding use	Scaffold Collapse
Work at heights	Falls
Welding	Chemical



- Q2. Using the risk table below, determine the level of risk for each of the hazards identified in Error! Reference source not found. 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)	Extreme Risk
Crane use	High Risk
Demolition	High Risk
Formwork	Medium Risk
Scaffolding use	High Risk
Work at heights	High Risk



Welding	Medium Risk
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Q3. **Identify an appropriate control measure for each of the hazards identified in Error! Reference source not found.**

Answer

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	Appropriate PPE
High risk construction equipment use (e.g. lasers, EPT)	Appropriate PPE
Crane use	Appropriately trained Operator
Demolition	Clear and Tidy Workplace
Formwork	Clear and Tidy Workplace
Scaffolding use	Harness
Work at heights	Scaffolding and/or Edge Protection



Welding	Fire-Retardant Clothing, Including Safety goggles
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Q4. 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

☐

Q5. Name two (2) workplace personnel you may speak to for safety advice.

Answer Two workplace personnel you may speak to for safety advice are, A Safety and Health Representative or Safety Officer or alternatively a superior, supervisor ETC.

☐

Q6. 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	Purpose of a safe work method statement (SWMS) as per www.worksafe.qld.gov.au The primary purpose of a SWMS is to help supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy manner. The SWMS: - sets out the work activities in logical sequences - identifies hazards - describes control measures.

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Site Safety Plan / WHS Management Plan	A work health and safety (WHS) management plan can assist principal contractors to manage their workplace health and safety obligations.
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Q7. Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.

Answer

Standard name	Requirements
WHS Tools, Standards and guidance	• 1.1 Communicate and consult. ... • 1.2 Establish context and scope. ... • 1.3 Identify hazards, contributing factors and consequences. ... • 1.4 Assess current controls. ... • 1.5 Analyse current risk. ... • 1.6 Evaluate risks. ... • 1.7 Treat the risk using risk controls.
WHS Professionals	• Risk assessments. • Consultation with employees. • Maintaining plant and equipment. • Safe handling and use of substances. • Information, instruction and supervision. • Responsibility and delegation of authority. • Worker/staff training.



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.

- Q8. 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	☐
	Part E2.2(D)	An AS 1668.1 system for zone pressurisation and automatic air pressurisation for fire-isolated exits must be controlled by a smoke detection and alarm system installed in compliance with Specification E2.2a. Activation of these systems also requires the activation of a building occupant warning system.	

- Q9. 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	☐
	Part 3.7.5 Smoke Alarms and Evacuation Lighting	Appropriate Performance Requirements Where an alternative smoke alarm or lighting to assist evacuation system is proposed as a Performance Solution to that described in Part 3.7.5, that proposal must comply with— (a) Performance Requirement P2.3.2; and (b) the relevant Performance Requirements determined in accordance with A2.2(3) and A2.4(3) as applicable.	

- Q10. Name the building legislation (Act and Regulations) that apply within your jurisdiction.

Answer		☐
	The building legislation that applies within Queensland is the Building Act 1975 – Queensland's building legislation.	

- Q11. Which of the following should be considered when developing a risk control plan? Tick all that apply.

Answer	Choice	Possible Answers	☐
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☒	How and when controls will be implemented
☒	Evaluation processes for implemented controls
☒	Consultation with individuals and parties
☒	Responsibilities for implementation

Q12. True or False (Tick your response): If control measures do not adequately control risks, they must be revised.

Answer

☒	True
☐	False

☐

Q13. 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

☐

Q14. 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

☐

Q15. 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

☐

Q16. 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
<i>Work Health and Safety Act 2011 (Qld) – Division 2 Primary Duty of Care (19)</i>	(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of the other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

☐

Q17. 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 Regulation 2011 – Division 7, Subdivision 1 Management of Risks	Management of risks to health and safety; A person with management or control of plant at a workplace must manage risks to health and safety.

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Q18. Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.

Answer

Policy name	Requirements
<i>Work Health and Safety Act 2011 (Qld) – Part 5a Work health and safety officers</i>	103D Assessment functions (1) A work health and safety officer must, at least every 12 months or within any other intervals agreed under subsection (2) for the business or undertaking— (a) assess risks to health and safety arising from work carried out as part of the conduct of the business or undertaking; and (b) if there is a work health and safety criteria for the

☐

	business or undertaking—assess the risks in accordance with the criteria; and (c) comply with section 103E in relation to the assessment. (2) If there is a health and safety committee at the business or undertaking, the committee and the work health and safety officer may agree on the intervals within which the officer must carry out the functions mentioned in subsection (1). (3) In this section— work health and safety criteria, for a business or undertaking, means a work health and safety criteria approved by a health and safety committee for the business or undertaking.
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Q19. Identify the statutory requirements in your jurisdiction with regards to the completion of inspection reports.

Answer

Legislation name and section(s)	Requirements
<i>Work Health and Safety Act 2011</i> (Qld) – Part 5a Work health and safety officers	103E Assessment reports (1) The work health and safety officer must— (a) prepare a report (an assessment report) for the assessment carried out under section 103D(1); and (b) if the assessment identifies any risks to health and safety arising from the work carried out as part of the conduct [s 103F] Work Health and Safety Act 2011 Part 5A Work health and safety officers Current as at 14 September 2020 Page 95 Authorised by the Parliamentary Counsel of the business or undertaking—include in the report 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— (a) if the work health and safety officer is not the person conducting the business or undertaking—the person conducting the business or undertaking; and (b) if there is a health and safety committee at the business



	or undertaking—the committee.
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Q20. 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

☐

Q21. Identify the requirements in the Code of Practice with regards to consulting parties when managing risks.

Answer

Legislation name and section(s)	Requirements
Work Health and Safety Act 2011 (Qld) – Part 5 Consultation representation and participation (49)	49 When consultation is required Consultation under this division is required in relation to the following health and safety matters— (a) 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; (b) when making decisions about ways to eliminate or minimise those risks; (c) when making decisions about the adequacy of facilities for the welfare of workers; (d) when proposing changes that may affect the health or safety of workers;

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	(e) when making decisions about the procedures for— (i) consulting with workers; or (ii) resolving work health or safety issues at the workplace; or (iii) monitoring the health of workers; or [s 50] Work Health and Safety Act 2011 Part 5 Consultation, representation and participation Current as at 14 September 2020 Page 55 Authorised by the Parliamentary Counsel (iv) monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking; or (v) providing information and training for workers; or (f) when carrying out any other activity prescribed under a regulation for this section.
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Q22. 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 Health and Safety Act 2011 (Qld) – Part 5 Consultation representation and participation (49)	49 When consultation is required Consultation under this division is required in relation to the following health and safety matters— (a) 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; (b) when making decisions about ways to eliminate or minimise those risks; (c) when making decisions about the adequacy of facilities for the welfare of workers; (d) when proposing changes that may affect the health or safety of workers; (e) when making decisions about the procedures for— (i) consulting with workers; or (ii) resolving work health or safety issues at the workplace; or (iii) monitoring the health of workers; or



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Q23. Name three (3) parties who should consult to determine effective strategies for communicating WHS policy and practice.

Answer Parties who should be consulted to determine effective strategies for communicating WHS policies and practices are Managers, Supervisors employees, agency staff, contractors and contractor employees if applicable, Health and Safety representatives, designated work groups and Health and Safety committees.

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Q24. Name two (2) communication strategies that may be used in the building and construction industry.

Answer Two communication strategies that may be used in the building and construction industry are, Issued Site specific instructions and signage and or written communications, including memos and emails.

☐

Q25. Name two (2) education programs that may be implemented in the building and construction industry.

Answer Education programs that may be implemented in the building and construction industry are General and site-specific induction train and or other forms of specialist and targeted training.

☐

Q26. 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 _____ is provided and when workers are _____.

Answer

☐

Q27. Explain why it is important to review the effectiveness of communications and educational programs.

Answer

It is important to review effectiveness of communications and educational programs it is important to review them. Should communications and/or training have taken place, yet WHD hazards/risks are unaffected (i.e. not reduce in likelihood of occurrence), then they must be reviewed.

☐

Q28. List three (3) methods for reviewing the effectiveness of communication and educational programs.

Answer

Methods for reviewing the effectiveness of communication and educations programs can consist of,
Evaluation training programs for effectiveness, for example: reviewing incident reports/trends,
Ensuring employees have an adequate understanding,
Reviewing training materials for accuracy of content, currency and suitability
Conducting post-training surveys
And / or
Conducting regular reviews of training needs.

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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 Rik Chetcuti

Participant signature 

Date 30/10/2020

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

CPCCBC4002A

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:	Rik Chetcuti										
Name of observer:	Josh Casey										
Role of observer (Confirm suitability to sign)	Estimating Manager										
Email address of observer	josh@homesby.com.au										
Signature of observer:											
Date:	30/10/2020										
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">1st Occasion</th> <th style="width: 20%; text-align: center;">2nd Occasion</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.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 </td> <td style="text-align: center; vertical-align: middle;"> ☒ </td> <td style="text-align: center; vertical-align: middle;"> ☐ </td> </tr> <tr> <td style="padding: 5px;">1.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. </td> <td style="text-align: center; vertical-align: middle;"> ☒ </td> <td style="text-align: center; vertical-align: middle;"> ☐ </td> </tr> </tbody> </table>			1 st Occasion	2 nd Occasion	1.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	☒	☐	1.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.	☒	☐
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1.C. Complete an inspection report in accordance with best practice and statutory obligations: including: - Recommendations from findings - Required approaches to remediation	☒	☐
1.D. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☒	☐
1.E. Monitor and review control measures, updating records with findings	☒	☐
1.F. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☒	☐
1.G. Review the effectiveness of communication and educational programs, updating records with findings.	☒	☐
1.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

I can confirm Rik has completed the above tasks at a satisfactory standard. Rik and I have attended sites on multiple occasions to ensure the sites meet workplace health and safety requirements. On a few occasions Rik has help supervisor our builds and has had to implement correct workplace health and safety requirements/procedures.