



This learning product has been developed for Technip by CSTC Pty Ltd.

ASSESSMENT FOR BSBWHS403A

Student name	Watchara Limpinijkul
Date of assessment submission	16/10/2014
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

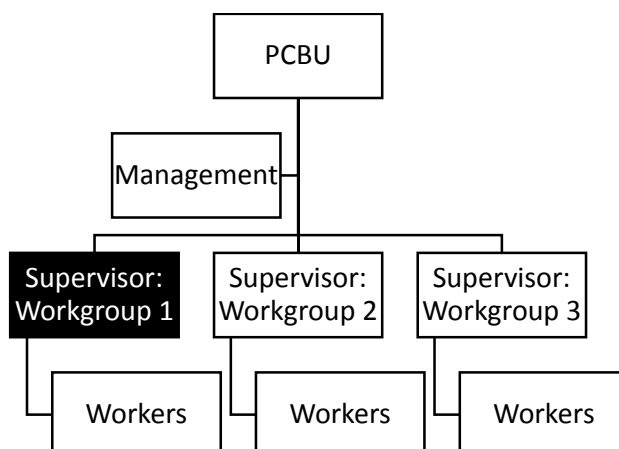
TASK INSTRUCTIONS

- 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.
 - **Third Party Report:** You will be required to have a third party 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. Roles, duties, rights, responsibilities	• Workbook response (below)
2. Contribution to processes	• Workbook response (below)
3. Communicating and sharing information	• Workbook response (below)
4. Training to achieve effectiveness	• Workbook response (below)
5. Improvement of processes	• 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	Technip Engineering (Thailand) Ltd
Workgroup	HSES

ACTIVITY 1

- a) Identify three (3) individuals and parties involved in WHS consultation and participation processes in your nominated organisation (one of these must be yourself).
- b) Explain what their roles, duties, rights and responsibilities are regarding consultation and participation
- c) Name the Act and relevant section of WHS legislation which imposes these roles, duties, rights and responsibilities
- d) Identify how you would communicate these roles, duties, rights and responsibilities to relevant individuals and parties and in what timeframe

	Name of individual or party	Roles, duties, rights and responsibilities	Relevant section of WHS legislation	How to communicate
1	Health and safety representatives	- to represent the workers in the work group in matters relating to work health and safety; and - to monitor the measures taken by the person conducting the relevant business or undertaking or that person's	Work Health and Safety Act 2011 Part 5 Consultation, representation and participation, Division 3 Health and safety representatives, Subdivision 5 Powers and functions of health and safety representatives	1. Include this item into orientation programme 2. WHS Induction 3. Email 4. WHS Communication Board 5. WHS Report 6. Working Team Meeting

	representative in compliance with this Act in relation to workers in the work group; and - to investigate complaints from members of the work group relating to work health and safety; and - to inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the business or undertaking. - inspect the workplace or any part of the workplace at which a worker in the work group works— - accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works; and -with the consent of a worker that the health and safety representative represents, be present at an interview concerning work health and safety - request the establishment of a health and safety committee; and - receive information concerning the work		
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		health and safety of workers in the work group; and - whenever necessary, request the assistance of any person.		
2	Health and safety committees	- to facilitate cooperation between the person conducting a business or undertaking and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; and - to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and - any other functions prescribed under a regulation or agreed between the person conducting the business or undertaking and the committee.	Work Health and Safety Act 2011 Part 5 Consultation, representation and participation, Division 4 Health and safety committees	1. Include this item into orientation programme 2. WHS Induction 3. Email 4. WHS Communication Board 5. WHS Report 6. Health and Safety Committees Meeting 7. Working Team Meeting
3	Worker	- A worker who carries out work for a business or undertaking may ask the person conducting the business or undertaking to facilitate the conduct of an election for 1 or more health and safety representatives to represent workers	Work Health and Safety Act 2011, - Part 2 Health and safety duties, Division 4 Duty of officers, workers and other persons - Part 5 Consultation, representation and participation	1. Include this item into orientation programme 2. WHS Induction 3. Email 4. WHS Communication Board 5. WHS Report 6. Working Team Meeting

	who carry out work for the business or undertaking. - take reasonable care for his or her own health and safety; and - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and - co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.		
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Outcome for Activity 1

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 2

Identify two (2) WHS consultation and participation processes that may exist in your workplace (in addition to work team meetings). For each process:

- Briefly describe the process
- Explain your role in the setting up and running of this process
- Describe how you implement and communicate these processes to individuals and parties
- Describe how you support the participation of individuals and parties in these processes

	Name of process	Describe process	Set up and running of process	Implement and communicate	Support and communicate
1	Work team meetings	Work team meeting provide practical and efficient ways to communicating important WHS information, particularly in operation environments. With people coming together face-to-face in meeting, it provide opportunities for affective two-way communication.	Establish agreeing on procedures for work team meeting with worker can save time and confusion about how and when work team meting must occur	Work team meeting procedure should clarify key responsibilities for people in the work team.	Before Work team meeting procedure can be agreed, we must genuinely consult about the proposed procedure with all affected workers, including any HSRs for the relevant workers, Health and safety commitees, supervisors amd managers
2	WHS Inspection and Audits	Workers, managers, supervisor, HSRs involement in WHS inspections and Audits to show the Management Comittment which is a key requirement of any effective WHS management system.	Establish agreeing on procedures for WHS Inspection and Audits with workers, managers, supervisors and HSRs can save time and confusion about how and when WHS Inspection and Audits must occur	WHS Inspection and Audits procedure should clarify key responsibilities for all people relavant to the WHS Inspection and Audits	Before WHS Inspection and Audits procedure can be agreed, we must genuinely consult about the proposed procedure with all affected workers, including any HSRs for the relevant workers, Health and safety

					committees, supervisors and managers, CEO
3	Reporting hazards and raising WHS issues	to empower workers to report hazards or WHS issues that they identified to those with control of the workplace. This is particularly important for immediate hazards where they should be addressed immediately, rather than waiting for the next toolbox meeting	Establish agreeing on procedures for Reporting hazards and raising WHS issues	Reporting hazards and raising WHS issue procedure should clarify key responsibilities for all people in the workplace	Before Reporting hazards and raising WHS issues procedure can be agreed, we must genuinely consult about the proposed procedure with all affected workers, including any HSRs for the relevant workers, Health and safety committees, supervisors and managers

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

ACTIVITY 3

Consider the following types of WHS information and data:

- Manufacturer manuals and specifications
- WHS Acts, regulations, codes of practice, standards and guidelines
- Workplace WHS policies and procedures

For each type of information and data chosen:

- Explain the consultation and participation process for communicating and sharing it
- Describe how you contribute and participate in these processes, as relevant to your role

	Name of information or data	Describe process for communication and sharing	How you contribute and participate
1	The Company Health, Safety and Environmental Management System Manual	We communicate the Company HSE management system manual during the WHS Induction and We also post the manual on the intranet, WHS Section, and all employee can access the intranet	During the WHS Induction we conduct the test to ensure understanding of employee, and we also conduct internal audit and interview employees every year to ensure everyone follow the manual. We also provided online feedback channel of all employee can give any feedback including WHS issues.
2	Job Safety Analysis(JSA)	Every works have to perform Job Safety Analysis to identify hazard and safety control of each activities and shall be communicated to all workers during the toolbox talk before starting the work every days	During the toolbox talk we use two-ways communication by asking the workers for their feedback with JSA, do they have any comments or better solution. and then we also observe the workers to ensure they follow the safety controls
3	WHS Training Matrix	We have identified WHS training Matrix for each positions to ensure all employee have competence to perform work safely, and we communicate them directly during the WHS Induction for new employee, and we also post on the intranet that all employee can access. And we also send invitation to them directly to attend the training we are providing.	During the WHS Induction we conduct the test to ensure understanding of employee, and we also conduct internal audit and interview employees every year to ensure everyone have attended the WHS training according to the training matrix. We also provided online feedback channel of all employee can give any feedback including WHS issues

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

Refer back to the two (2) individuals and parties (other than yourself) that you identified in Activity 1.

- a) Identify what is required for them to effectively be involved in participation and consultation
- b) Outline what training may be provided to assist in the improvement of their participation and consultation
- c) Explain how you could be involved in the delivery of the training you have identified

	Name of individual or party	Required for effectiveness?	Possible training	Your involvement in delivery
1	Managers and Supervisors	- to identify hazard and Risk assessment of their own work activities -to involve the incident investigation	- Basic understanding of risk management process - Incident Investigation Technic such as TOPSET	- Establish Training Plan and Training Budget for basic understanding of risk management process and Incident Investigation technique such as TOPSET
2	Health and Safety Representatives	If an HSR or deputy HSR has made a request, the PCBU must, within three months of the request, allow them to attend a training course in work health and safety up to the prescribed training allowance. HSRs and deputy HSRs are entitled to attend an initial training course of five days, three days for the second year of the term of office and two days for the third year of office. The course of training must be approved by SafeWork SA and be chosen by the HSR in consultation with the PCBU. It is desirable for HSRs and the	- HSR Basic Training Course - 5 Day for First year - HSR training course - 1 -3 Days Course for refresher	- Establish Training Plan and Training Budget for HSR Training Course - Add the HSR Training Course into Training Need (Training Matrix) for Health and Safety Representatives Position

		PCBU to agree on which course the HSR should attend. Issues that may be considered include: • timing of attendance • costs of courses • costs of attendance including travel and accommodation expenses • the relevance of the any hazard-specific course to the work group • the total number of workers requiring training		
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Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 5

Identify three (3) potential barriers to the implementation and effectiveness of WHS consultation and participation processes. For each barrier identified, identify:

- a) A measure that could be implemented to remove the barrier
- b) Explain how you contribute to the development, implementation and evaluation of this measure.

	Identify barrier	Measure to remove barrier	Contribution to development of measure	Contribution to implementation of measure	Contribution to evaluation of measure
1	Language - Due to all of Technip WHS procedures are English but most of our staffs are local (Thai) and they may not well understand the meaning in the procedure	- Conduct WHS Induction for all staffs using local language . - Provide English Class for all staffs to improve English Skill	- Establish WHS Training Procedure and Prepare WHS induction Material - Prepare budget for English class and organize English class schedule for English Class service provider to conduct the class in the Company	- Organize the WHS Training schedule as Weekly basis for new staffs to attend - Organize English class schedule as daily basis for difference classes in the week, Each of staffs has once a week for their class.	- Conduct test after induction to ensure they have well understanding. - Conduct pre and post test for English class - Conduct WHS Audit to ensure all staffs / workers comply with WHS procedures
2	Shift Work	- Provide communication, consultation and participation for worker night shift	- Identify communication needed for the night shift	- Conduct tool box talk for the night shift every day before start work to ensure two-way communication and consultation an participation - Provided HRS for the night shift work	- Conduct WHS Audit to ensure all staffs / workers comply with WHS procedures - Provide Online Feedback on intranet and Consultation&participation Boxes for hard copy which night ship worker can submit their feedback.
3	Diversity	- Create Workplace WHS culture	Establish Workplace WHS culture training	Conduct Workplace WHS culture training according to the	Conduct Questionnaire to survey the imprvement before and after workplace WHS culture

			program	schedule	implementation
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Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Outcome for On-line Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	
THIRD PARTY REPORT	

You are required to have a suitable third party to verify your ability to complete the following:

SKILLS	VERIFIED
1. Communicate verbally and in writing at a health and safety committee meeting [consisting of health and safety representatives, managers, supervisors, persons conducting businesses or undertakings (PCBUs) or their officers]	☒
2. Communicate information about the roles, duties, rights and responsibilities of individuals and parties	☒
3. Promote WHS consultation and participation processes	☒
4. Contribute to the delivery of training to increase effectiveness of WHS consultation and participation	☒
5. Develop, implement and evaluate measures to remove barriers to WHS consultation and participation processes.	☒
Name of third party	Faezal Ibrahim
Role of third party (Confirm their suitability to sign report)	Corporate QHSES Manager
Date of report completion	19/11/2014
Phone number of third party	+668-3000-5747
Email address of third party	fibrabim@technip.com

Outcome for Third Party Report	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

