

**BSBWHS503 Contribute to the
systematic management of WHS risk**

BSBWHS504 Manage WHS risks



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ASSESSMENT FOR BSBWHS503 & BSBWHS504

Student name	MOHD NUJAIMI BIN ABU BAKAR
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 units	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for these units 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. Risk management requirements	Workbook response (below)
2. Identify/assess hazards and risks	Workbook response (below)
3. Implementation of risk controls	Workbook response (below)
4. Effectiveness of risk controls	Workbook response (below)

ACTIVITIES

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

Name of workplace	REFINERY AND PETROCHEMICAL INTEGRATED COMPLEX (RAPID) PENDERANG
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ACTIVITY 1

Identify duty holders' obligations regarding risk management (including PCBU's and workers) by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- d) Standards
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes

Example:

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
<i>Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.</i>

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.my
Relevant excerpt/requirement for chosen workplace
Section 19: Primary Duty of Care – PCBU's (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of: (a) workers engaged, or caused to be engaged by the person; and (b) workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking. (2) A person conducting a business or undertaking 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. (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable: (a) the provision and maintenance of a work environment without risks to health and safety; and (b) the provision and maintenance of safe plant and structures; and (c) the provision and maintenance of safe systems of work; and (d) the safe use, handling and storage of plant, structures and substances; and (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or

undertaking.

(4) If:

- (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking; and
- (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available; the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

28 Duties of workers

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) 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
- (d) 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.

Name and location of Regulation
Work Health and Safety Regulations 2011 found at https://www.legislation.gov.au/
Relevant excerpt/requirement for chosen workplace
Division 2 General working environment 40 Duty in relation to general workplace facilities A person conducting a business or undertaking at a workplace must ensure, so far as is reasonably practicable, the following: (a) the layout of the workplace allows, and the workplace is maintained so as to allow, for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency; (b) work areas have space for work to be carried out without risk to health and safety; (c) floors and other surfaces are designed, installed and maintained to allow work to be carried out without risk to health and safety; (d) lighting enables: (i) each worker to carry out work without risk to health and safety; and (ii) persons to move within the workplace without risk to health and safety; and (iii) safe evacuation in an emergency; (e) ventilation enables workers to carry out work without risk to health and safety; (f) workers carrying out work in extremes of heat or cold are able to carry out work without risk to health and safety; (g) work in relation to or near essential services does not give rise to a risk to the health and safety of persons at the workplace. Penalty: (a) In the case of an individual — \$6 000. (b) In the case of a body corporate — \$30 000. Division 5 Personal protective equipment 46 Duties of worker (1) This regulation applies if a person conducting a business or undertaking provides a worker with personal protective equipment. (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the person conducting the business or undertaking. Penalty: (a) In the case of an individual — \$6 000. (b) In the case of a body corporate — \$30 000. (3) The worker must not intentionally misuse or damage the equipment. Penalty: (a) In the case of an individual — \$6 000. (b) In the case of a body corporate — \$30 000. (4) The worker must inform the person conducting the business or undertaking of any damage to, defect in or need to clean or decontaminate any of the equipment of which the worker becomes aware. Penalty: (a) In the case of an individual — \$6 000. (b) In the case of a body corporate — \$30 000.

Name and location of Code of Practice

First aid in the workplace found at <http://www.safework.nsw.gov.au>

Relevant excerpt/requirement for chosen workplace

1.2 Who has health and safety duties in relation to first aid?

A person conducting a business or undertaking has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.

The WHS Regulations place specific obligations on a person conducting a business or undertaking in relation to first aid, including requirements to:

- provide first aid equipment and ensure each worker at the workplace has access to the equipment
- ensure access to facilities for the administration of first aid
- ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

A person conducting a business or undertaking may not need to provide first aid equipment or facilities if these are already provided by another duty holder at the workplace and they are adequate and easily accessible at the times that the workers carry out work.

Officers, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

Name and location of Standard
CONTROL OF MAJOR HAZARD FACILITIES National Standard [NOHSC:1014(2002)] at https://www.safeworkaustralia.gov.au
Relevant excerpt/requirement for chosen workplace
6. HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL OF RISKS 6.1 Where a facility has been classified as a major hazard facility, the Operator of a major hazard facility shall carry out and document a systematic risk assessment which so far as practicable: (a) identifies all hazards and all events which may lead to a major accident; (b) identifies the type, likelihood and consequences of major accidents that may occur; and (c) assesses the risks posed by those hazards and events. 6.2 The Operator of a major hazard facility shall, so far as practicable, minimise the risk associated with the major hazard facility by: (a) eliminating or minimising hazards at the major hazard facility; (b) implementing technical measures to minimise the likelihood of a major accident; (c) implementing measures to limit the consequences of a major accident; and (d) protecting people, property, and the built and natural environment from the effects of a major accident by establishing emergency plans and procedures. 6.3 The Operator of a major hazard facility shall establish, implement and maintain a documented safety management system for the major hazard facility. 6.4 The Operator shall review and update, where necessary, the risk assessment and risk controls for the major hazard facility, as required in sections 6.1 and 6.2. These reviews and updates shall be carried out at appropriate intervals not exceeding five years, and prior to any: (a) change to plant, processes, operating procedures or quantity of materials listed in Schedule 1; (b) introduction of new plant, processes or operating procedures; or (c) change to the safety management system; which significantly alters the risk associated with the major hazard facility. 6.5 The Operator of a major hazard facility, in carrying out duties under sections 6.1- 6.4 shall consult with employees and employee representatives through cooperative mechanisms. 11. RESPONSIBILITIES OF EMPLOYEES AND EMPLOYEE REPRESENTATIVES 11.1 Employees and employee representatives at a major hazard facility, including contractors and their employees, shall, to the extent to which they are capable, that is, within their competency and skills: (a) comply with all procedures and practices relating to the prevention and control of major accidents within the major hazard facility; (b) comply with all emergency procedures should a major accident or a near miss occur; (c) report promptly to the Operator any matters of which they are aware that may affect the Operator's compliance with the provisions of this national standard; (d) within the scope of their job, and without being placed at any disadvantage, take corrective action and if necessary interrupt the operation of a major hazard facility where, on the basis of their training and experience, they have reasonable justification to believe that there is an imminent danger of a major accident, and notify their supervisor or raise the alarm, as appropriate, before or as soon as possible after taking such action; and (e) discuss with the operator any potential hazards they consider capable of generating a major accident and have the right to notify the relevant public authority of those hazards.

Name and location of Guidance material
GUIDE FOR MANAGING THE RISK OF FATIGUE AT WORK found at https://www.safeworkaustralia.gov.au
Relevant excerpt/requirement for chosen workplace
Person conducting a business or undertaking (section 19) Has the primary duty to ensure, so far as is reasonably practicable, workers and other persons are not exposed to health and safety risks arising from the business or undertaking. This includes ensuring, so far as is reasonably practicable: • Provision and maintenance of a work environment without risks to health and safety • Provision and maintenance of safe systems of work, and • Monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking. The duty on the person conducting the business or undertaking is not removed by a worker's preference for certain shift patterns for social reasons, their willingness to work extra hours or to come to work when fatigued. The person conducting the business or undertaking should adopt risk management strategies to manage the risks of fatigue in these circumstances. Workers Workers must take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, such as policies on fitness for work or second jobs. Workers' duties in relation to fatigue do not mean they must never work extra hours. However, they should talk to their manager or supervisor to let them know when they are fatigued. They should also avoid working additional hours and undertaking safety critical tasks when they know it is likely they are fatigued.

Name and location of Organisational policies
HSE Policy found at http://thelink.exnet.technip.com/sites/kualalumpur/organizationinformation/TPMPolicies/Health%20and%20Safety%20Policy.pdf
Relevant excerpt/requirement for chosen workplace
In the HSE Policy it mention organisation responsibilities to: • Commit in protecting health safety and environment of all direct and indirect workers. • Ensure compliance with legal and national laws, • All incidents reported accurately and transparently. • Recognise individual and teams who exceed the HSE expectations. Workers: To support the implementation of the HSE policy. Stop the work shall the workers feel HSE risk is exists.

Name and location of Organisational procedures
Emergency Response Procedure found at Technip HSE folder/HSE procedure/Project/Emergency Response
Relevant excerpt/requirement for chosen workplace
Organisation to: • Provide resources and not limited to manpower and equipment for emergency response purposes. • Train personnel to response in the event of emergency including usage of fire fighting equipment and response personnel i.e. first aider, floor warden etc . • Establish medical facilities and equipment. • Organize emergency drills and ensure participation from the staff. • Establish connection with external parties who will respond to the emergency occur in location occupied by Technip. Workers: Participate in the emergency drills organized by organisation. Follow instruction of floor warden while evacuation during emergency. Participate in emergency response training if instructed by the organisation.

Name and location of Organisational processes
Working in Confined Space process found at Technip HSE folder/HSE procedure/Project/Working in Confined Space
Relevant excerpt/requirement for chosen workplace
Organisation to: • Provide information, instruction, training and supervision to the workers who involved in confined space activity. • Develop and implement confined space entry program. • Take effective measures to prevent confined space incident i.e. Permit to Work, entry procedure and health monitoring. • Establish emergency response procedure. Workers: • Attended and passed Confined Space Entry training by approved training provider. • Comply with Permit to Work requirement before, during and after working in confined space. • Knowledge of hazard, sign and symptom when exposed to hazard while working in confined space. • Maintain communication throughout entry. • Evacuate when siren triggered, changed of conditions inside the confined space or instructed by standby person and entry supervisor.

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

ACTIVITY 2

Identify two (2) hazards (one chemical, one causing occupational disease) that may occur in your workplace. For each hazard identified, find information to explain:

- The nature and scope of the hazard, including the incidents/injuries it can cause
- Determine the level of risk for the hazard within your workplace
- Determine the application and limitations of each of the following techniques, tools and processes in identifying and controlling your nominated hazard (and associated risk):
 - Hazard/risk checklists
 - Hazard hunts
 - Job safety analysis (JSA)
 - Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
 - Safe work method statement (SWMS)
 - Surveys (e.g. questionnaires, interviews)
 - Workplace inspections and walk-throughs
- Name and justify at least two (2) risk controls that may be implemented to address the hazard and risk assessment results
 - Explain which of these risk control options would be the most suitable

Name hazard resulting from chemicals

Chemical: Tankguard DW

Hazard:

Health hazard

Flammable

Hazardous to the environment.

Nature and scope of hazard

Causes serious eye irritation.

Causes skin irritation.

May cause an allergic skin reaction.

Toxic to aquatic life with long lasting effects.

Can cause fire if exposed to heat.

Source of information (e.g. website address):

https://www.jotun.com/Datasheets/Download?url=%2FSDS%2FSDS__9440__Tankguard%20DW%20Comp%20A3:_Euk_TH.pdf

Determine the level of risk

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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Level of risk: 3: Possible, D: Casualty Treatment Risk = Medium

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: Refer for hazard in Safety Data Sheet. Transfer the hazard information to the checklist for daily use by the workers before, during and after work.
- Hazard hunts: Perform workplace inspection at the storage, working and disposal area. Communicate the findings with the responsible person.
- Job safety analysis (JSA): Specific job safety analysis to be established, reviewed and approved. The job sequence in the JSA, hazard associated with each sequence and the control measures to be briefed to all workers in the Tool Box Talk.
- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant): The plant to be registered in organisation chemical register including the quantity and location. Chemical health risk assessment to be conducted by competent person to review the whole process from transportation to disposal.
- Safe work method statement (SWMS): The SWMS shall define the methodology of the work, the equipment being used and roles and responsibilities for each personnel. The SWMS shall be referred to develop JSA as it details the operation thoroughly.
- Surveys (e.g. questionnaires, interviews): During workplace inspection, interview could be conducted with Supervisor or the workers. Test their knowledge on the hazards and control measures. Understand their constraints and hear their opinion on the hazards and control measures. Any good findings to be recognized and any improvements required to be intervened. We might need to update JSA or SWMS after the interview.
- Workplace inspections and walk-throughs: Workplace inspection jointly with line department and HSE personnel. Check the permit to work and ensure job carried out according to SWMS and JSA. Inspect the equipment and competency of the workers. Produce report and track action item as required.

Risk controls

Wear protective gloves.
 Wear eye or face protection.
 Wear protective clothing.
 Avoid breathing vapour.
 Wash hands thoroughly after handling.
 Contaminated work clothing should not be allowed out of the workplace.
 Prepare first aid facilities.

Source of information (e.g. website address):

https://www.jotun.com/Datasheets/Download?url=%2FSDS%2FSDS__9440__Tankguard%20DW%20Comp%20A3:_Euk_TH.pdf

Name hazard causing occupational disease

Fume generated by the shielded metal arc welding (SMAW) process.

Nature and scope of hazard

Overexposure to welding fumes may result in discomfort such as metal fume fever, dizziness, nausea, or dryness or irritation of nose, throat, or eyes. Exposure to extremely high levels of fluorides can cause abdominal pain, diarrhea, muscular weakness, and convulsions.

Long-term (chronic) overexposure to welding fumes can lead to siderosis (iron deposits in lung) and may affect pulmonary function. Manganese overexposure can affect the central nervous system, resulting in impaired speech and movement.

Carcinogenicity: The composition of welding or brazing fumes may contain carcinogens, skin cancer has been reported.

Arc Rays can injure eyes and burn skin.

Source of information (e.g. website address):

http://www.dexpan.com/Welding_Supply_Welding_Consumable_Welding_Electrodes_Welding_Rods_Welding_Sticks_MIG_Welding_Wire/MSDS-e6013-welding-rods-welding-electrodes-welding-sticks.pdf

Determine the level of risk

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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Level of risk: 3: Possible, B: Serious Injury, Risk= High

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: Refer for hazard in Safety Data Sheet. Develop checklist to list control measures to avoid over exposure to welding fume..
- Hazard hunts: Perform workplace inspection at the welding area including confined space. Communicate the findings with the responsible person
- Job safety analysis (JSA): Specific job safety analysis to be established, reviewed and approved. The job sequence in the JSA, hazard associated with each sequence and the control measures to be briefed to all workers in the Tool Box Talk.
- Manifest/register (e.g. dangerous hoods, hazardous chemicals and plant): Welders to attend pre-employment medical check-up and register under health monitoring program Chemical health risk assessment to be conducted by competent person to review the control measures whether it is sufficient or not.
- Safe work method statement (SWMS): The SWMS shall defined the methodology of the work, the equipment being used and roles and responsibilities for each personnel. The SWMS shall be referred to develop JSA as it detail the operation thoroughly
- Surveys (e.g. questionnaires, interviews): To interview welders whether they have

experience any kind of symptom that might be caused by welding fume. Remind them on the hazard and how to mitigate the hazards. • Workplace inspections and walk-throughs: Visit the welding area and witness the welding activity. Determine which welding position that might cause over exposure of welding fume to the welders and proposed controls. Look for sufficient ventilation to cater the amount of welding fumes released..
Risk controls Use respirable fume respirator or air supplied respirator when welding in confined space or general work area when local exhaust or ventilation does not keep exposure below TLV. Use enough ventilation, local exhaust at the arc, or both to keep the fumes and gases from the worker's breathing zone and the general area. Train the welder to keep his head out of the fumes. Keep exposure as low as possible. Wear helmet or use face shield with filter lens shade number 12 or darker. Shield others by providing screens and flash goggles. At a minimum this includes welder's gloves and a protective face shield, and may include arm protectors, aprons, hats, shoulder protection, as well as dark substantial clothing. Train the welder not to permit electrically live parts or electrodes to contact skin or clothing or gloves if they are wet. Insulate from work and ground. Source of information (e.g. website address): http://www.dexpan.com/Welding_Supply_Welding_Consumable_Welding_Electrodes_Welding_Rods_Welding_Sticks_MIG_Welding_Wire/MSDS-e6013-welding-rods-welding-electrodes-welding-sticks.pdf

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

ACTIVITY 3

Referring to the hazards identified in Activity 2, consider the implementation of the proposed control measures.

- a) What impact will the organisation's WHS management system (WHSMS) have on the implementation process?
- b) Explain which individuals/parties need to be consulted when determining the suitability of the proposed risk controls.
 - Describe the formal/informal communication and consultation processes used when addressing these individuals/parties
- c) Outline how both risk controls will be implemented in the form of an action plan
 - Identify resourcing requirements, allocate roles and responsibilities, and training needs required for implementation
 - Prioritise tasks and specify timelines for implementation
- d) How will the risk control processes be recorded?
 - How will the organisation's WHS information system (WHSIS) influence this?

Impact of WHMS

The implementation of the proposed control measures impacted the WHSMS by protecting the safety and health of the workforce. The procedure will be updated via various proceed in identifying hazards in Activity 2. Therefore, project will have high productivity and working with high morale. Any unwanted incident could be avoided and the team to consistently monitor hazards to ensure it is properly mitigated based on specific work activities.

Consulting individuals/parties

Individual i.e. supervisors and workforce were consulted in many ways. It started with formal consultation during the development of hazard identification process, JHA and SWMS followed by Tool Box Talk and training. Should there is any uprising issue, it could be discussed in HSE meeting. Informal communication will take place during the interview and day to day HSE surveillance and intervention. It is important to have two way communication throughout the consultation process and treat everybody with respect. Use simple language. Any positive behaviour should be recognized and unsafe behaviour should be improved. Lastly, get the commitment from the workers to improve the situation.

Action plan

In the JSA and SWMS, it has outline the roles and responsibilities for each of the job sequence and action plan. Supervisor shall ensure everybody are up to the task and deliver their roles accordingly. A checklist which normally part of Permit to Work system shall be completed to ensure all controls are in place prior to commencing work. Trained personnel is part of the control measures and shall be stated in JSA. Supervisor to ensure only competent personnel are assigned for the job. Permit Issuer shall verify all controls in place when issuing the permit. Therefore all controls shall be in place and adhered with prior to apply the Permit to Work.

Recording risk control process

Document such as JSA, SWMS and approved permit to work shall be displayed at the work place and ready to be reviewed at any times during the working period. Any shortfall shall be communicated via PTW meeting, progress meeting and email notification to all project team. JSA shall be periodically interviewed to ensure it always valid. All document shall be properly documented in accordance to document control procedure. An assurance program shall be established to audit the WHSIS with the risk control records as evidence to support the assurance program.

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

Referring to the hazards identified in Activity 2, consider the effectiveness of the proposed control measures.

- a) Identify factors that may impact on the effectiveness of the risk controls and how they might be addressed. Consider the impact of:
 - Workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Structure and organisation of the workforce (i.e. part time vs casual vs contract workers; shift rosters; geographical location)
 - Workplace culture relating to gender and alcohol/drug use
- b) How will you monitor and review the success of each risk control?
 - What impact will the organisation's WHSMS have on this process?
 - Identify the criteria used for the evaluation (i.e. positive performance indicators).

Factors impacting on risk management

Workers come from different cultural background and level of acceptance by each personnel is difference. Workers shall be generally trained via induction and specifically trained based on the trades. The training shall be conducted in the workers language by hiring spokes person among them and using simple language. Training module shall include more practical and hands on rather than theoretical session on class. Lastly, an assessment shall be conducted to measure the level of understanding of the training participants. On site, during the initial stage the new workers to be partner with experience workers. This is to allow better on job training and learning from the best.

The organisation shall provide sufficient number of supervisors and it shall be reliable person on site. Organisation shall have embedded the culture that emphasize ownership and reward their workers accordingly.

No one shall be allowed to work under the influence of drug or alcohol. Random drug and alcohol test to be conducted as part of health program. Those who been captured working under those conditions shall be removed from site immediately.

Monitoring

The success of each control depends on how management drive the safety compliance. Leadership steer the culture in an organisation. The drive will top management down to workforce will guarantee the success of risk control. The compliance shall be recognized and the non compliance shall be penalized. HSE personnel will monitor the process through their daily HSE surveillance. Any shortfall should be highlighted with the team and action shall be taken as soon as possible.

Workplace inspection would consistently ensure implementation of risk control and any deviation will be recorded. An assurance program would also help the effective risk control implementation. These criteria will impact the daily business as incident could be avoided and business run as per plan with minimal interruption. Organisation would maintain good reputation and bring confidence by the Client.

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

QUIZ

QUESTIONS	CORRECT
1. A systematic approach to managing WHS risk in the workplace involves: Assessment of hazards/risks, consultation with workers, development and implementation of risk controls by PCBU, and review of risk controls. ☒ True ☐ False	☐
2. Which of the following may impact on WHS risk and the management of WHS? Select all that apply. ☒ Consultation meetings being too long and boring ☒ Language, literacy and numeracy levels of the workforce ☒ Workplace culture ☒ Having separate work sites	☐
3. Which of the following can be used for identifying and controlling WHS hazards and risks? Select all that apply. ☒ Hazard and risk checklists ☒ Hazard hunts ☒ Job safety analysis ☒ Manifests and registers ☒ Safe work method statements ☒ Surveys ☒ Workplace inspections and walk-throughs ☒ WHS management system ☒ WHS information system	☐
4. Which of the following are limitations of using a generic hazard/risk assessment checklists and risk ranking processes? Select all that apply. ☒ 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	☐

5. Match the following terms and definitions by placing the corresponding term number next to each definition.

☐

Label	Term	Label (1 – 5)	Definition
1	Causation	3	The action of stopping something from happening.
2	Hazard	5	That which is seen as the natural result of action/inaction.
3	Prevention	4	A measure of the possibility of harm, considering seriousness of injury and likeliness of occurrence.
4	Risk	2	Something which has the potential to harm people.
5	Foreseeability	1	The relationship between conduct and the resulting effect (e.g. injury)

Outcome for Quiz

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

PRACTICAL TASK

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

TASKS		VERIFIED
A.	In a small group, show leadership while conducting a safety audit of the work area. Check quantities and suitability of emergency equipment	☒
B.	Document potential emergencies and their causes in a risk register, identifying: - Possible injuries/damage - Required control measures (referring to legislation, standards and considering requirements of organisation's WHSMS and WHSIS) - Risk assessment results	☒
C.	Electronically and orally present findings to appropriate persons (e.g. PCBU, Trainer/Assessor). As part of the presentation: - Identify factors that will impact on WHS risk management - Explain how control measures will be monitored and reviewed for effectiveness (using positive performance indicators), and in accordance with WHSMS	☒
Name of observer		Norezam.amanan@rapid-ipmt.com
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☒ Other (specify): HSE Executive
Phone number of observer		+60126477089
Email address of observer		Norezam.amanan@rapid-ipmt.com
Signature of observer		
Date		4/01/2018
Comments		All tasks are successfully completed.

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