

BSBWHS506

Contribute to developing, implementing and maintaining WHS management systems



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ASSESSMENT FOR BSBWHS506

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	12/10/2017

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

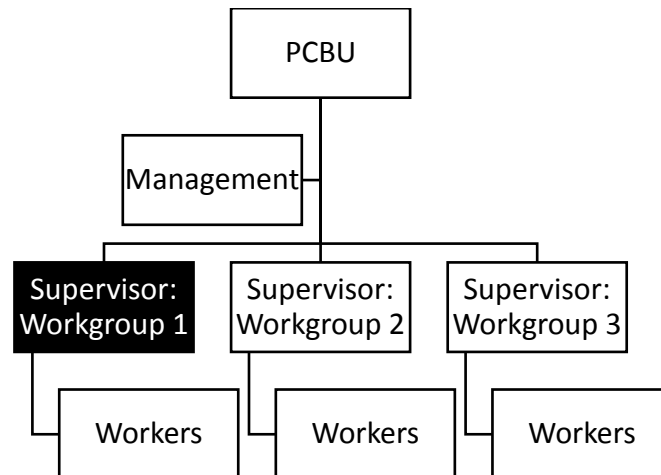
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

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

ACTIVITIES

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



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

Name of workplace	
Workgroup	

ACTIVITY 1

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

Summarise what the following documents address with respect to a WHSMS (i.e. requirements of duty holders, consultation requirements, and the form/content/purpose/function of a WHSMS):

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

	Summary of contents
a) <i>Work Health and Safety Act 2011 (Qld)</i>	Queensland Work Health and Safety Act 2011 is designed to help people understand their health and safety duties and rights in the workplace. However, it is not intended to be read in place of the WHS Act. To assist readers, cross-references to specific sections of the WHS Act are provided after each heading. It also provides information on: - the requirements for consultation between business operators, worker representatives and workers; - the notification of incidents; enforcement procedures; - what constitutes an offence under the WHS Act and the range of penalties that apply. The WHS Act provides a framework to protect the health, safety and welfare of all workers at work and of all other people who might be affected by the work. The WHS Act aims to: - protect the health and safety of workers and other people by

	eliminating or reducing workplace risks Guide to the Work Health and Safety Act 2011 • ensure effective representation, consultation and cooperation to address health and safety issues in the workplace • encourage unions and employers to take a constructive role in improving health and safety practices • promote information, education and training on health and safety • provide effective compliance and enforcement measures • deliver continuous improvement and progressively higher standards of health and safety. Throughout the WHS Act, the meaning of health includes psychological health as well as physical health.
b) Work Health and Safety Regulations 2011 (Qld)	WHS law in Queensland consists of the Work Health and Safety Act 2011, supported by the Work Health and Safety Regulation 2011. This legislation, which took effect on 1 January 2012, is based on the national model WHS legislation developed by Safe Work Australia in consultation with the states and territories. Basically, it cover all the safe work practices in Queensland and applies in all Queensland workplaces, except mines, prescribed railway operations and aviation safety, and where the Electrical Safety Act 2002 applies
c) AS/NZS 4801:2001	AS/NZS 4801:2001 is used as the benchmark to assess Occupational Health & Safety Management systems for organizations. Whilst this is an Australian/ New Zealand Standard, organizations in other countries have adopted the requirements. This legislative document provides a nationally recognised framework for managing and documenting how work health and safety should be handled. The Australian Government Building and Construction OHS Accreditation Scheme (the Scheme) enables the Australian Government to use its influence as a major construction client and provider of capital to improve the OHS performance of the building and construction industry. As a prerequisite, the applicant's OHSMS must be certified to Australian Standard AS/NZS 4801:2001 Occupational health and safety management systems – Specifications with guidance for use or, alternatively, certified to OHSAS 18001:1999 Occupational health and safety management systems – Specifications. Certification must be undertaken by a Joint Accreditation System of Australia and New Zealand (JAS-ANZ) accredited certification body.
d) AS/NZS 4804:2001	This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee SF-001, Occupational Health and Safety Management to supersede AS/NZS 4804:1997. The objective of this Standard is to provide guidance on— (a) how such an occupational health and safety management system (OHSMS) may be set up; (b) how it can be continually improved; and (c) what resources may be used to do this. The five key elements in this guide are from AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques. They are: 1. commitment and corporate governance 2. planning 3. implementation 4. measurement and evaluation 5. review and improvement
e) HB 211-2001	HB 211-2001 is a step-by step guide to developing, modifying, implementing and reviewing OHS Management systems guideline for AS 4801 for Small Business. Topics covered are OHS policy, Planning, Planning identification of hazards, assessment and control of risks, Legal and other requirements, Objectives and targets, OHS

	management plans, Implementation, Structure and responsibility, Training and competency, Consultation, communication and reporting, Documentation, Document and data control, Hazard identification, risk assessment and control of risks, Emergency preparedness and response, Measurement and evaluation, Monitoring and measurement, Incident investigation, corrective and preventive action, Records and records management, OHSMS audit and Management review
f) Code of practice	In accordance with the Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety, Codes of Practice is developed as part of the package of harmonized work health and safety laws. Model Codes of Practice are often based on jurisdictional codes in place at the time of development and are informed by public comment. Codes of practice are practical guides to achieving the standards of health, safety and welfare required under the Work Health and Safety (WHS) Act and the WHS Regulations in a jurisdiction. An approved code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Like regulations, codes of practice deal with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist One of the example of code of practice is confined space. It tells the overall responsibility to appoint standby persons, training, awareness of the confined space hazards, gas testing and authorised entry system and permit to work..
g) Guidance material	The General guide for scaffolds and scaffolding work provides information for persons conducting a business or undertaking on how to manage the risks associated with scaffolds and scaffolding work at a workplace. This Guide is supported by specific guidance material for: • Common types of scaffolds and scaffolding • Suspended (swing stage) scaffolds, and • Scaffold inspection and maintenance

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

ACTIVITY 2

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

- Injury management
- Return-to-work

In particular, explain how you would:

- a) Contribute to the planning, development and promotion of these documents.
- b) Seek the contribution and support of others in the planning, development and promotion of these documents.
- c) Apply these documents to your own and others' work areas and job roles.
- d) Communicate to others about the importance and application of these documents.
 - List the benefits to the organisation having these policies as part of the WHSMS.
 - What support documentation may be referred to by individuals/parties for more information?

Injury management policy

Contributing to planning, development and promotion

To outline statement of commitment and objectives including but not limited to the following:

1. To promote behaviours and attitudes that underpin a positive workplace culture that supports injured workers
2. To promote the health benefits of work

Then, display the policy in TV, upload in policy portal in company webpage, email to all workers, and include in HSE induction for new comers, contractor and client.

Seek contribution and support in planning, development and promotion

To involve in Topset investigation, review investigation action list, conduct lesson learnt and upload approved/action completed lesson learnt to lesson learnt portal at company webpage.

Apply policy/WHSMS

- i. Conduct analysis of the HSE incident including injury accident
- ii. Review the HSE statistic
- iii. Encourage near miss incident reporting

Communicate policy/WHSMS

Communicate via meeting, HSE induction, email, displaying poster at notice board, general toolbox talk, HSE campaign and HSE committee meeting.

Return-to-work policy

Contributing to planning, development and promotion

To outline the role and responsibility of the management and workers in the requirement for return to work

Seek contribution and support in planning, development and promotion

To develop a return to work program and Take steps to support:

- (i) injured employees return to work as soon as practicable,
- (ii) The understanding that it is normal practice and expectation for injured workers to return to work as soon as possible

Apply policy/WHSMS

Apply the policy by:

- Provide suitable duties/employment, where practicable, for injured employees as an integral part of the injury management process.
- Ensure that participation in the injury management program will not, of itself, jeopardise job security.
- Consult with employees and, where necessary, relevant stakeholders, to ensure the program operates effectively.
- Maintain confidentiality of information relating to injured employees on return to work programs

Communicate policy/WHSMS

Induction, display on company TV, HSE committee meeting, upload at HSE company webpage, policy to be paste on HSE notice board, general toolbox talk..

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

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

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- a) Contribute to measurement and evaluation of these areas.
 - What information and data will you collect?
 - What positive performance indicators will you use to provide a valid and reliable measure of performance?
 - When collecting records, how will legislative requirements be considered (e.g. privacy, anti-discrimination)?
- b) Communicate and explain measurement and evaluation of WHS performance to others.
- c) Facilitate others' contributions to measure and evaluate WHS performance. Be sure to consider timely collation of feedback.
- d) For each area, provide one (1) example of a limitation that might exist in the WHSMS (or a possible negative effect of the WHSMS on WHS) that could be identified through the evaluation. Provide suggestions to remove such barriers.

Compliance with WHS legislation

Contribute to evaluation

To carry out reporting of legislation requirement every 6 months. For example, legislation register developed to identify the legislation requirement that need to be complied.

Communicate and explain evaluation

HSE personnel can conduct HSE MS audit and participated by all relevant supervisors to identify the room for improvement and positive findings to be shared to other projects.

Facilitate others' contributions

Participate the HSE MS audit and coordinate the compliance at site

Example of a limitation or negative effect

Information from corporate are disclose.

Incident investigation

Contribute to evaluation

To review, shortlisted, and select appropriate Incident root cause analysis for incident investigation tool

Communicate and explain evaluation

To carry out the incident investigation by analysis of Incident category. From here, it can identify which category of incident or activity that required more attention.

Facilitate others' contributions
Statistic of incidents to be provide.
Example of a limitation or negative effect
Complexity of incident investigation tool

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

ACTIVITY 4

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

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

- a) Contribute to review and improvement of these areas.
 - In developing a WHS improvement action plan, what must you consider?
- b) Communicate and explain to others the review of the WHSMS and improvement planning process.
- c) Facilitate others' contributions to review and plan improvements of the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation

Contribute to review and improvement

To produce a WHS legislation to identify what legislation list need to be complied

Communicate and explain review and improvement to others

Organise a meeting and send the completed legislation list to all HSE personnel

Facilitate others' contributions

Send the WHS legislation compliance list template to HSE personnel, require them to provide input what has complied, what has not complied

Incident investigation

Contribute to review and improvement

To establish participate in and review an incident investigation flow chart, incident investigation form, investigation procedure, investigator competency and skills

Communicate and explain review and improvement to others

Distribute the revised investigation procedure, send the investigator to authorised specific investigation training

Facilitate others' contributions

To get the team involve in the investigation. Participate in the investigation assessment

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

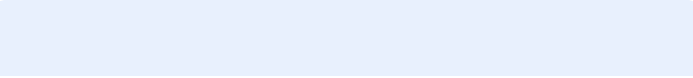
QUIZ

QUESTIONS	CORRECT
1. Which of the following are elements of WHS policy that belong within a WHSMS? Select all that apply. ☒ Commitment to comply with relevant WHS legislation ☒ Effective rehabilitation management of work injuries and disease ☒ Documenting, implementing, maintaining and communicating the WHS policy to all workers ☒ Return to work of injured workers	☐
2. Development, promotion and communication of WHS policy are the responsibility of PCBUs only. ☐ True ☒ False	☐
3. It is best practice to communicate with others in the planning, implementation, evaluation and review of WHSMS. ☒ True ☐ False	☐
4. Which of the following are types of evaluation processes for monitoring WHS performance? Select all that apply. ☒ Worker health surveillance ☐ Writing policies and procedures ☒ Monitoring effectiveness of risk controls ☒ Auditing	☐
5. The WHS regulator provides which of the following to assist with policy and WHSMS development? Select all that apply. ☒ Fact sheets on the role of return-to-work practices ☒ Fact sheets on what happens when a worker is injured ☒ Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice ☒ Return to work checklists	☐
6. When measuring/recording workplace data for WHS evaluation purposes, privacy law does not apply as results must be open to everyone. ☒ True ☐ False	☐

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 or real.

TASKS		VERIFIED
A.	Obtain a copy of a WHS policy/Work Health and Safety Management System (WHSMS) to evaluate and review.	☒
B.	Evaluate whether the WHS policy/WHSMS reflects legislative requirements for return-to-work and injury management procedures (e.g. duty holder requirements), flagging areas that require modification.	☒
C.	Explain the outcomes of the evaluation to others and seek their contribution and support when writing updates to WHS policy/WHSMS.	☒
D.	Present and promote (verbally and electronically) the updated WHS policy/WHSMS components to another worker, explaining (and seeking feedback on) how the new WHS policy/WHSMS is to be implemented by workers.	☒
Name of observer	Ronan Sanvictores Perez	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Project HSES Manager	
Phone number of observer	+603 27835523	
Email address of observer	rsperez@technip.com	
Signature of observer		
Date	Click here to enter a date.	
Comments		

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