

BSBWHS405

Contribute to implementing and maintaining
WHS management systems



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ASSESSMENT FOR BSBWHS405

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	9/09/2016

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

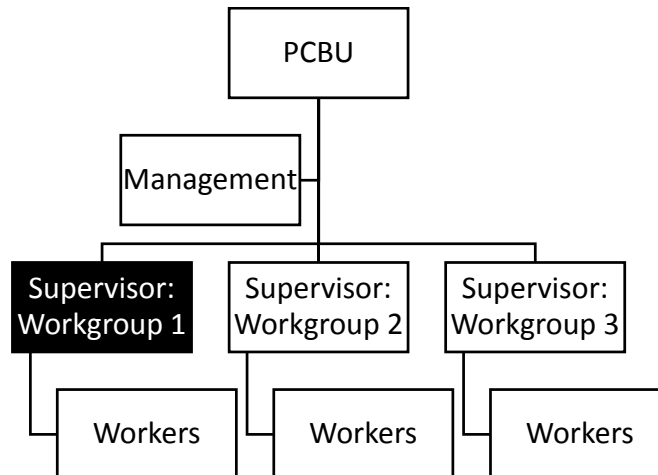
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - o **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)
 - o **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - o **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 (e.g. duties) with respect to a WHSMS:

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

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	An Act to provide comprehensively for work health and safety, to provide for a new definition of asbestos in particular legislation and for a work health and safety levy, to amend other legislation as a consequence, and to amend the Workers' Compensation and Rehabilitation Act 2003 for particular Purposes Object (1) The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by— (a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant; and

	(b) providing for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety; and (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and (d) promoting the provision of advice, information, education and training in relation to work health and safety; and (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures; and (f) ensuring appropriate scrutiny and review of actions by persons exercising powers and performing functions under this Act; and (g) providing a framework for continuous improvement and progressively higher standards of work health and safety; and (h) maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in Queensland.
b) Work Health and Safety Regulations 2011 (Qld)	The principal 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. It basically 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	The adoption and implementation of a range of effective occupational health and safety (OHS) management actions in a systematic manner can contribute to optimal outcomes for all interested parties. Organizations of all kinds and sizes adopt a systematic approach to managing OHS and develop OHS management systems (OHSMS) within the context of: • The general growth of concern from all interested parties about OHS matters. • Changes to legislation. • Other measures to foster sustained OHS improvement.
d) AS/NZS 4804:2001	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.

e) HB 211-2001	This Handbook could be adopted as a tool to enable you to answer questions such as: • What do we have in place? • What do we need to do next? • How do we do it? Each requirement clause of AS 4801 is given in a text box together with an explanation of what the clause is intending to achieve (titled 'why?'), together with a simplified guide for self-assessment (titled 'how?'). The Handbook does not create additional requirements to those specified in AS 4801 nor does it prescribe mandatory approaches to the implementation of AS 4801. Its guidance is intended as an example in simple terms of how each requirement may be achieved for small business. Other approaches are often equally valid. Experienced OHSMS auditors will find more comprehensive auditing guidance in other publications, rather than this Handbook. Contact, for example, State Government Agencies, or employer and employee associations. Examples are given on how Clauses may be applied. These examples are not intended to be all-inclusive, but rather help you understand the Clause. The Handbook aims to help you: • Develop or modify the system you have in place. • Run your OHSMS. • Compare your OHSMS to AS 4801. • Make necessary changes to your OHSMS.
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	Safe Work Australia publishes a range of guidance material to provide information on the model work health and safety laws and to assist compliance. This includes: Interpretive guidelines Guides Fact sheets Information sheets

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.

Injury management policy

Contributing to planning, development and promotion

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

a) To promote behaviours and attitudes that underpin a positive workplace culture that supports injured workers

b) To promote the health benefits of work

Seek contribution and support in planning, development and promotion

Investigation to be conducted, review on action list, case to be input in Synergi system and conduct lesson learnt

Apply policy/WH SMS

- a) Conduct analysis of the HSE incident including injury accident
- b) Review the HSE incident cases.

Communicate policy/WH SMS

Communicate via meeting, HSE induction, Synergi cases, advertise in HSE notice board and Thelink once pager.

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	
Return to work to be provide: (i) injured employees return to work after recover and with Doctor approver, (ii) Understanding that it is normal practice and expectation for injured workers to return to work.	
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	
Communicate via meeting, HSE induction, Synergi cases email, advertise in HSE notice board and Thelink once pager.	

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:

- Contribute to evaluation of these areas.
- Communicate and explain evaluation of WHS performance to others.
- Facilitate others' contributions to evaluate WHS performance. Be sure to consider timely collation of feedback.
- 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.

Compliance with WHS legislation**Contribute to evaluation**

Half year reporting of legislation requirement

Communicate and explain evaluation

HSE Audit / management walkabout

Facilitate others' contributions

Participate the HSE Audit and coordinate the compliance at site

Example of a limitation or negative effect

Not giving cooperation to disclose certain outdated procedures

Incident investigation**Contribute to evaluation**

Incident root cause analysis

Communicate and explain evaluation

Incident category analyse

Facilitate others' contributions

To provide statistic, Synergi system for case review and lesson learnt to be share..

Example of a limitation or negative effect

Complexity of root cause of incident

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.
- b) Communicate and explain to others the review and improvement of the WHSMS.
- c) Facilitate others' contributions to review and improve the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation

Contribute to review and improvement

To produce a WHS legislation compliance masterlist to identify what legislation need to be complied

Communicate and explain review and improvement to others

Distribute in meeting and send the completed legislation master list to all HSE personnel.

Facilitate others' contributions

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

Incident investigation

Contribute to review and improvement

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

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 and participate in the investigation assessment.

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

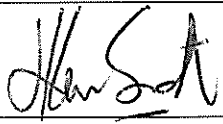
QUIZ

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 PCBU's 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	☐

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. Respond to a workplace incident by providing first aid.	☒
B. Complete WHS regulator's incident notification form, outlining incident details, treatment details and business details.	☒
C. Explain events to an investigator, review incident notification form and seek additional information to assist (via inspections, interviews, simulations and/or timelines).	☒
D. Determine recommendations and implementation requirements according to hierarchy of control, communicating these with others in the workplace (e.g. PCBU, workers).	☒
Name of observer	Nhakhorn Somchit
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): HSE Project Manager
Phone number of observer	+603 1186298
Email address of observer	nsomchit@technip.com
Signature of observer	
Date	19/10/2016
Comments	

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