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ASSESSMENT FOR BSBWHS406A

Student name	Watchara Limpinijkul
Date of assessment submission	7/09/2015
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

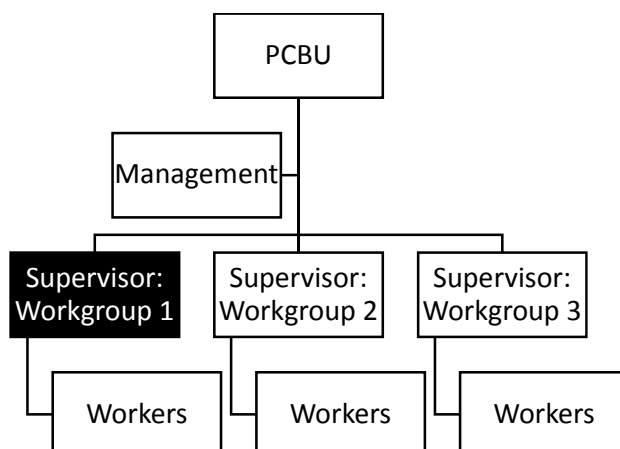
TASK INSTRUCTIONS

- 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. Duty holders and duties	Workbook response (below)
2. Policies, procedures and processes	Workbook response (below)
3. Providing first aid	Workbook response (below)
4. Collecting information and data for investigations	Workbook response (below)
5. Assist incident investigations	Workbook response (below)
6. Implementing measures and actions	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
Workgroup	Thailand

ACTIVITY 1

Identify two (2) parties (apart from yourself) who hold a duty within your workplace regarding notification, reporting and documentation of incidents.

- Identify relevant section of WHS legislation which imposes the obligation.
- Explain what they are obliged to do under the legislation.
- Explain the method by which you, as a workgroup supervisor, would communicate the legislated requirements to the individuals and parties.
 - Explain how you have accommodated the audience's range of abilities and backgrounds.
- Explain how you would assist with meeting the legislative requirements in your role as a workgroup supervisor.

	Party 1	Party 2
Name of individual or party	Worker's Forman	Project & Construction Manager
Name and relevant section of WHS legislation	Work Health and Safety Regulation 2011 Chapter 6 Construction work Part 6.4 Additional duties of principal contractor, 309 WHS management plan—preparation (C) / Chapter 12 Public health and safety—schedule 1, part 1 of Act Part 12.2 Primary duty Part 12.4 Incident notification	Work Health and Safety Regulation 2011 Chapter 6 Construction work Part 6.4 Additional duties of principal contractor, 309 WHS management plan—preparation (C) / Chapter 12 Public health and safety—schedule 1, part 1 of Act Part 12.2 Primary duty Part 12.4 Incident notification

Obligations	1. to ensure that the relevant person has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and 2. A relevant person must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the relevant activity has happened	1. The principal contractor for a construction project must prepare a written WHS management plan for the workplace before work on the project commences include the arrangements in place for managing any work health and safety incidents that occur 2. to ensure that the relevant person has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and 3. A relevant person must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the relevant activity has happened
Method for communicating requirements	Conduct HSE Induction including the incident requirement	Add this incident requirement into the Project WHS management plan and conduct meeting with Project & Construction Manager to discuss about this requirement
Your role in meeting requirements	To ensure they have aware and implement this incident requirements Monitor and review the incident requirement implementation	To ensure they have aware and implement this incident requirements Monitor and review the incident requirement implementation

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

ACTIVITY 2

Identify one (1) of each of the following within your chosen organisation which deals with notification, reporting and documentation of incidents:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

For each:

- Summarise its requirements regarding notification, reporting and documentation of incidents.
- Explain how you assist with notifying, reporting and documenting incidents in line with these requirements.

	Name of document	Summary of requirements	Your role with notifying, reporting and documenting incidents
WHS policy	Technip WHS Policy	1. Promote a climate and focus in the organisation that demands a positive and proactive WHS response from its employees or those engaged on our activities. Every person has the right to stop the work if they consider that an WHS risk exists that can leading to incidents 2. Utilise meaningful leading and lagging (incidents) performance indicators to improve performance	1. Promote and communicate this policy to ensure that everyone aware of this policy and understand that Top management give priority of this requirements 2. Review and approve the incident Report and record all incidents report and analysis the incidents statistic
WHS procedure	GWP-AP-HSE-004-Incident Classification, Notification, Investigation and Reporting Procedure	1. Defined responsibilities of managers, Supervisors, WHS team and All workforce 2. Defined Incident Classification Criteria 3. Dified Incident Notofocation and Investigation Process 4. Defined Indicent Potential Matrix 5. Defined Technip Incident Report system (Synergi)	1.Promote and communicate this procedure to ensure that everyone aware of this procedure and understand their roles and responsibilities about incidents 2. Ensure that appropriate training (TOPSET) in incident reporting and investigation is delivered; 3. Ensure that, by means of audit and review, all incidents are investigated and

			reported in accordance with this standard; 4. Ensure that reports are submitted to statutory bodies and other authorities in accordance with applicable laws; 5. Allocate appropriate WHS resources to assist in incident investigation; 6. Participate in, and support investigation teams 7. Provide management and workforce with feedback on HSE performance by analysing incidents.
WHS process	Incident Notification Process	1. Worksite Management notify incident to Project Manager/Director via telephone and email immediately and then report into synergis within 12 hours 2. Project Manager/Director notify Region Senior VP and HSE Manager via telephone and email 3. Region HSE Manager or GM notify to Group HSE Director via telephone and email	1. To ensure all roles players here aware and understand of this process requirements 2. Monitor and audit to ensure that this process is implemented and maintained
WHS system	OHSAS 18001 (2007) : Clause 4.5.3 Incident investigation, Non-conformity, Corrective and Preventive Actions.	1. The organization shall establish, implement and maintain a procedure(s) to record, investigate and analyse incidents	1. Establish, implement and maintain incident notification, investigation and reporting procedures

Outcome for Activity 2

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments	
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ACTIVITY 3

Identify one (1) of each of the following within your chosen organisation which deals with providing first aid:

- a) WHS procedure
- b) WHS process

For each:

- Summarise its requirements regarding providing first aid.
- Explain how you assist with meeting the requirements.

	Name of document	Summary of requirements	Your role in meeting requirements
WHS procedure	GL-AP-HSE-018 SUB CONTRACT HSE PROCEDURE	1. First Aid Training will be given to supervisors and safety personnel as well as to any volunteers that will be part of the Project Emergency Response Team 2. The CONTRACTOR will provide medical facilities on site to ensure medical assistance can be rendered to workers in the event of an incident occurring. The number of medical staff and first aid boxes provided will be in compliance with the requirements of the local authorities WHS Law. SUB-CONTRACTORS shall provide First Aid boxes, and first aiders for the stabilization of the injured person until the emergency services arrive. First aider is accountable to prevent further injury, provide recovery and giving aid at the first critical period. 3. all employees, regardless of their age or professional activity undergo a pre-employment physical examination prior to the assignment to their task on the project. 4. Subcontractor shall provide sufficient number of First Aid kits at their yard/ facility, Training selected staff as First Aider, Treat minor injuries such as cuts and wounds and refer the	1. Communicate this procedure and First aid requirement to ensure all people aware their roles and responsibilities 2. Conduct audit to ensure they implement and compliance with first aid requirements

		injured to the site First Aid station, Record medication dispensed and replace expended medication (pain killers are not allowed to be kept in the First Aid kits);	
WHS process	GL-AP-HSE-018 SUB CONTRACT HSE PROCEDUR, First Aid Process	1. Firsr aider treat the nessary first aid treament on the scence 2. Refer to the Site First Aid Station where nurse standbying 3. Refer to Hospital if required 4. Record and Report 5. Fit and return to work	1. Communicate this procedure and First aid requirement to ensure all people aware their roles and responsibilities 2. Conduct audit to ensure they implement and compliance with first aid requirements

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

ACTIVITY 4

Identify two (2) types of information and data that would be collected regarding actions and events leading up to (or occurring during or after) an incident. For each:

- Identify the person from who you would collect the information and data.
- Explain the data-collection technique you would use to collect the information and data.
- Explain why the collection of this information is necessary.
 - Consider incident causation and injury processes.
- Explain what type of additional information and data you may access to supplement it and where you would obtain it.

	Data Type 1	Data Type 2
Type of information or data	What was happening at the time of the incidents?	Records about events leading up to the incident such as records about hazards identified in the workplace, records about previous actions taken to control hazards, Training records, Previous Incident Records
Collected from	All witnesses of the incident such as the injured person, workers who witness the incident, formen	The persons who responsibly for these records, such as Site HSE Manager, Construction Manager, Supervisors
How it is collected	Interview	Check the Records and interview
Necessity	To do the timeline of actions and events for having the big picture of the incident for investigating to find the root cause of the incident	to investigate the root cause of the incident
Additional information	the date, time and location of the incident, the people involved, weather conditions.	any known events leading up to the incident, Processes such as WHS policies, procedures, fact sheets, reports, Plants and equipments, People involved, Management System, Environment

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments	
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ACTIVITY 5

In your role as workgroup supervisor, explain your role in incident investigations:

- a) Explain how you assist investigators and provide relevant information during investigations.
- b) Identify and explain techniques that you would use in workplace investigations. Justify why they are appropriate techniques.
- c) Explain why you would review reports on incidents, injuries and illnesses.
- d) Identify responsible persons and relevant authorities you may contact and why you would contact them.

	Explanation
a)	I will assist investigators and provide relevant information during investigations by obtaining information and data involved about actions and events leading up to or occurring during or after an incident and identify sources of additional information and data related to an incident such as, time and nature of any injuries sustained, systems, people, tools, equipment, materials and anything that may have contributed to the occurrence or severity of the incident, including design decisions
b)	Techniques that I will use in workplace investigations will be included inspections, collecting evidence at the scene, interviews, simulations, timelines of actions and events, information and statistics on other incidents or occurrences and engaging specialist internal or external investigators by using principles as Ethical considerations, Investigator Bias, No blame investigation, just culture & culpability and systematic methods.
c)	I would review reports on incidents, injuries and illnesses because the reports can provide valuable insight during an investigation and may help establish the causal factors of a subsequent incident. This has several advantages such as ascertain if the incident has happened before, identify what caused the same or similar incidents before, help understand what action was taken in the past or should have been taken to prevent a recurrence, determine if the corrective actions or weaknesses in those corrective actions were factors in the incident now under investigations and highlighting there are organisational or other latent factors which may still exist that may have contributed to the cause of the incident under investigation or has the potential to cause other similar incidents in the future.
d)	The responsible persons and relevant authorities I may contact may include directors of the company managers and others who may have information which could assist with understanding the causation of the incident depending on the nature and severity of the incident, it may also be necessary to contact relevant authorities such as the WHS regulator, Police or other Government agencies who may be conducting an investigation or who may require access to the facts gathered by the internal investigation and its findings including Inspectors and officers of WHS regulators, police officers, officers from the Coronial Service, officers of the fire brigade (in case of fire incident), ambulance officer (in case major injury), Medical practitioners, Health inspectors, Building inspectors, Transport safety inspectors, Officers of environmental agencies, Representative of legal firm and insurance companies

Outcome for Activity 5

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments	
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ACTIVITY 6

Identify two (2) hazards that may occur in your workplace. For each hazard:

- a) Identify and justify possible recommended measures and actions that may arise from an investigation in order to resolve the hazard.
 - Identify regulations, codes of practice, standards and guidance material you used as the basis for the recommendation.
 - Explain where these controls sit within the hierarchy of control.
 - Explain how these controls affect workplace processes (work flow and planning).
- b) Explain how you, as a workgroup supervisor, would communicate recommendations arising from investigations to relevant others.
 - Explain how you have accommodated the audience's range of abilities and backgrounds.
- c) Identify possible inadequacies of the risk controls identified.
- d) Explain how organisational culture may inhibit the implementation of the recommended measures and actions.
- e) List methods that you would use to assist with implementing the measures and actions.

	Hazard 1	Hazard 2
Measures and actions	Hhazards from Excavation work, regarding to Excavation Work Code of Practice issued October 2013, hazards of excavation work are include: 1. underground essential services - including gas, water, sewerage, telecommunications, electricity, chemicals and fuel or refrigerant in pipes or lines. Information about the location of these and other underground services, such as drainage pipes, soak wells and storage tanks, in and adjacent to the workplace, must be established before directing or allowing excavation work to commence 2. the fall or dislodgement of earth or rock 3. falls from one level to another 4. falling objects 5. inappropriate placement of excavated materials, plant or other loads 6. the instability of any adjoining structure caused by the excavation 7. any previous disturbance of the ground including previous excavation 8. the instability of the excavation due to persons or plant working adjacent to the excavation 9. the presence of or possible inrush of water or other liquid 10. hazardous manual tasks	Confined spaces hazard, regarding to Confined space code of practice issued February 2014, The risks of working in confined spaces include: 1. loss of consciousness, impairment, injury or death due to the immediate effects of airborne contaminants 2. fire or explosion from the ignition of flammable contaminants 3. difficulty rescuing and treating an injured or unconscious person 4. asphyxiation resulting from oxygen deficiency or immersion in a free-flowing material, such as grain, sand, fertiliser, water or other liquids. The Recommended measures and action to resolve the hazard set per hierarchy of control as following; 1. substituting the hazard giving rise to the risk with something that is safer such as use the low voltage of electricity equipment instead of 110/220, 2. Isolation ; All potentially hazardous services should be isolated prior to any person entering the confined space. Isolate to prevent: - the introduction of contaminants or conditions through piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment - the activation or energising of machinery in the confined space

	11. hazardous chemicals (e.g. these may be present in the soil where excavation work is to be carried out) 12. hazardous atmosphere in an excavation (e.g. using Methyl Ethyl Ketone (MEK) solvent for PVC pipes in poorly ventilated trenches) 13. vibration and hazardous noise, and 14. overhead essential services (powerlines) and ground mounted essential services. The Recommended measures and action to remove the hazard set per hierarchy of control as following; 1. Substitution – using an excavator with a rock breaker rather than manual method 2. Isolation – using concrete barriers to separate pedestrians and powered mobile plant to reduce the risk of collision, 3. Engineering Controls – benching, battering or shoring the sides of the excavation to reduce the risk of ground collapse. 4. Administrative controls - installing warning signs near the excavation. 5. Personal Protective Equipment (PPE) - providing workers with hard hats, hearing protectors and high visibility vests.	- the activation of plant or services outside the confined space that could adversely affect the space (for example heating or refrigerating methods) - the release of any stored or potential energy in plant - the inadvertent use of electrical equipment. If liquids, gases or vapours could enter the confined space the pipe work should be physically isolated. Isolation measures, for example physically locking, tagging, closing and blanking should be supervised or checked at each isolation point. Isolation measures should be supported by systems to ensure that the isolation measures are not removed until all work is complete and all workers have left the space. Before entry is permitted to any confined space that can move, or in which agitators, fans or other moving parts that may pose a risk to workers are present, the possibility of movement should be eliminated. Equipment or devices with stored energy, including hydraulic, pneumatic, electrical, chemical, mechanical, thermal or other types of energy, should be reduced to a zero energy condition so that no energy is left in devices and systems that could cause injury or illness. If the confined space has agitators, blades and other moving equipment, consider chocking, wedging, chaining or removing these parts. Alternatively de-energise the equipment, lockout and tag out machinery, mixers, agitators and other equipment containing moving parts in the confined space. This may require additional isolation, blocking or de-energising of the machinery itself to guard against the release of stored energy. When a lock is used, the key should be kept in the possession of the person placing the lock. Spare keys should not be accessible except in emergencies. The tag should indicate
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		that a person is in the confined space and that such isolation should not be removed until all people have left the confined space. 3. Engineering such as Ventilation of a confined space with fresh air, by natural, forced or mechanical means, may be necessary to establish and maintain a safe atmosphere and temperature for as long as anyone is in the confined space. If the confined space has sufficient openings then natural ventilation may be adequate, but in most cases mechanical ventilation is likely to be needed. Consideration should also be given to where the fresh air is drawn from and where the exhaust air is finally vented to, so that the fresh air is not contaminated either by exhaust air or by other pollutants, and the exhaust air does not cause other risks. Mechanical ventilation may be either local exhaust ventilation (LEV) or dilution ventilation. LEV is effective where the source of contaminant generation is localised, the extraction point can be located close to the source and adequate make-up air is available (for example, capture or extraction of welding fume). Where dilution ventilation is used, air needs to be introduced in a way that will ensure effective circulation throughout the confined space, taking account of the configuration of the space, the position of the openings and the properties of the contaminants. 4. Administration such as implement Confined space Permit to Work System, Emergency Response Plan, Confined space Training, 5. Personal Protective Equipment such as RESPIRATORY PROTECTIVE EQUIPMENT ,
Communication	1. Conduct WHS Training to all people and with included this topic into the WHS Training 2. Conduct Safety Toolbox Talk to all workers everyday before start work as the topic of Safety Toolbox talk is JSA	1. Conduct WHS Training to all people and with included this topic into the WHS Training 2. Conduct Safety Toolbox Talk to all workers everyday before start work as the topic of Safety Toolbox talk is

	which these hazards and controls measures are included 3. Conduct WHS Meeting as monthly basis with Site Management Team to ensure above control measures are implemented and maintained	JSA which these hazards and controls measures are included 3. Conduct WHS Meeting as monthly basis with Site Management Team to ensure above control measures are implemented and maintained
Possible inadequacies	1. Layout drawing of underground esstail service may not be updated regrading to lack of change management control 2. pumps or other dewatering systems to remove water and prevent build-up may not be provided 3. Ramps, steps or other appropriate access into the excavation may not be provided the handrail 4. rotating tasks between workers may not strictly implemented as urgent task sometimes.	1. Atmospheric testing may not be carried out by a competent person 2. Gas detector may not correctly calibrated. 3. Emergency equipment may not correctly provided 4. Lock out / Tag Out system may not strictly implemented 5. Respiratory Protective Equipment may expired
Effect of culture	The organisational culture may inhibit the implementation of the recommended measures and action if Site Managements and supervisors are not supported or not "walk the talk",	The organisational culture may inhibit the implementation of the recommended measures and action if Site Managements and supervisors are not supported or not "walk the talk"
Assisting with implementation	List methods that I will use to assist with implementing the measures and actions are following : 1. Set the budget of WHS Implementation at the proposal stage of the project 2. Establish Project WHS Management Plan and get approval from Project Manager at the Planning stage of the project 3. Conduct WHS Leadership Training Course for all Project Management Team to transformational WHS leadership to Project Management Team 4. Conduct WHS Induction to all people involved with the project to ensure they aware the WHS rules and Project WHS Requirements 5. Conducted WHS Audite to insure WHS Management Plan and WHS requirements are implemented and maintain 6. Conduct WHS Meeting to review WHS Performance of the Project and implement Corrective and Preventive Action for any compliance with WHS requirements	List methods that I will use to assist with implementing the measures and actions are following : 1. Set the budget of WHS Implementation at the proposal stage of the project 2. Establish Project WHS Management Plan and get approval from Project Manager at the Planning stage of the project 3. Conduct WHS Leadership Training Course for all Project Management Team to transformational WHS leadership to Project Management Team 4. Conduct WHS Induction to all people involved with the project to ensure they aware the WHS rules and Project WHS Requirements 5. Conducted WHS Audite to insure WHS Management Plan and WHS requirements are implemented and maintain 6. Conduct WHS Meeting to review WHS Performance of the Project and implement Corrective and Preventive Action for any compliance with WHS requirements

Outcome for Activity 6	☐ 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. Assist investigators and provide relevant information during investigations.	☒
2. Use appropriate techniques when participating in workplace investigations.	☒
3. Review reports on incidents, injuries and illnesses.	☒
4. Contact responsible persons and relevant authorities when required.	☒
5. Communicate recommendations arising from investigations to relevant others.	☒
6. Assist with measures and actions appropriate to own job role and work area.	☒
Name of third party	Mr. Faezal Ibrahim
Role of third party (Confirm their suitability to sign report)	Corporate QHSES Manager
Date of report completion	4/09/2015
Phone number of third party	+662 617 7939 Ext 4419
Email address of third party	Fibrahim@technip.com

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