

BSBWHS509

Facilitate the development and use of WHS risk management tools



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ASSESSMENT FOR BSBWHS509

Student name	MOHD NUJAIMI BIN ABU BAKAR
Date of assessment submission	1/05/2018

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. Legislative requirements for risk management	Workbook response (below)
2. Application of risk management tools	Workbook response (below)
3. Using risk management tools	Workbook response (below)
4. Reviewing risk management tools	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

Summarise what the following documents address with respect to risk management (in the context of risk management tools):

- a) *Work Health and Safety Act 2011* (Qld)
- b) *Work Health and Safety Regulations 2011* (Qld)
- c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011
- d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes
- i) Organisational systems

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/legisln/current/w/workhsa11.pdf <i>Summary of contents:</i> Under section 17 of the act, it is stated that A duty imposed on a person to ensure health and safety requires the person: (a) to eliminate risks to health and safety, so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
b) <i>Work Health and Safety Regulations 2011</i> (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/legisln/current/w/workhsr11.pdf <i>Summary of contents:</i> Operator of a determined major hazard facility shall conduct a safety assessment in relation to the operation of the major hazard facility. In order to provide the operator with a detailed understanding of all aspects of risks to health and safety associated with major incidents, a comprehensive and systematic safety investigation and analysis of all aspects of risks to health and safety associated with all major incidents that could occur in the course of the operation of the major hazard facility, including the following: (a) the nature of each major incident and major incident hazard; (b) the likelihood of each major incident hazard causing a major incident; (c) in the event of a major incident occurring, its potential magnitude and the severity of its potential health and safety consequences; (d) the range of control measures considered; (e) the control measures the operator decides to implement In conducting a safety assessment, the operator must: (a) Consider major incidents and major incident hazards cumulatively as well as individually; and use assessment methods (whether quantitative

	or qualitative, or both), that are suitable for the major incidents and major incident hazards being considered. The operator must document all aspects of the safety assessment, including: (a) the methods used in the investigation and analysis; and (b) the reasons for deciding which control measures to implement
c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011	<i>Location of document:</i> http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/c-consultation-cooperation-coordination-co <i>Summary of contents:</i> Consultation is required when identifying hazards, assessing risks and deciding on measures to control those risks. Workers who will be affected by the decision of the control that will be implemented shall be consulted, either directly or through their health and safety representative. Workers' interview should be able to identify hazards and choose practical and effective control measures. Regularly walkaround the workplace, talking to your workers and observing how things are done will also help you identify hazards. Conducting a survey of workers can provide valuable information about work-related health issues such as workplace bullying, stress, as well as muscular aches and pains that can signal potential hazards. Workers and their health and safety representatives may need access to information such as technical guidance about workplace hazards and risks (plant, equipment and substances). Information should not be withheld just because it is technical or may be difficult to understand. Program such as
d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	<i>Location of document:</i> http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/633/How_to_Manage_WHS_Risks.pdf <i>Summary of contents:</i> Managing work health and safety risks is an ongoing process that is triggered when any changes affect your work activities. You should work through the steps in this Code when: - starting a new business or purchasing a business - changing work practices, procedures or the work environment - purchasing new or used equipment or using new substances - planning to improve productivity or reduce costs „ new information about workplace risks becomes available - responding to workplace incidents (even if they have caused no injury) - responding to concerns raised by workers, health and safety representatives or others at the workplace - required by the WHS regulations for specific hazards It is also important to use the risk management approach when designing and planning products, processes or places used for work, because it is often easier and more effective to eliminate hazards before they are introduced into a workplace by incorporating safety features at the design stage.
e) Guidance material	<i>Location of document:</i> https://www.safeworkaustralia.gov.au/doc/workplace-traffic-management-guidance-material <i>Summary of contents:</i> Managing traffic at a construction workplace is an important part of

	ensuring the workplace is without risks to health and safety. Traffic includes cars, trucks and powered mobile plant like forklifts, and pedestrians like workers and visitors. Key issues to consider for managing traffic at construction workplaces include: • keeping pedestrians and vehicles apart including on site and when vehicles enter and exit the workplace • minimising vehicle movements • eliminating reversing vehicles or minimising the related risks • ensuring vehicles and pedestrians are visible to each other • using traffic signs, and • developing and implementing a traffic management plan.
f) Organisational policies	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/Pages/APAC-Policies.aspx <i>Summary of contents:</i> • Integrate QHSES into the business strategies and processes, and drive operations excellence by managing QHSES effectively through a continual improvement approach. • Measure & communicate QHSES performance whilst developing long term QHSES objectives to achieve continuous, sustainable improvement • Promote QHSES awareness and effective communication within the company's organization and our stakeholders by informing, consulting, training and advising • Ensure the business resilience of critical business activities and reputation in the event of a disruption. • Comply with relevant legal and contractual requirements as well as local and international industry standards.
g) Organisational procedures	<i>Location of document:</i> Technip HSE folder – working at height <i>Summary of contents:</i> Procedure summarize the hazard related to working at height i.e. falling from height and drop object. The procedure also highlight the method to manage the risk and the responsible person for it. Among others are: • Specific working at height induction • Use of tool lanyard, body harness, storage container, porch bag and etc. • Inspection of scaffolding erection. • Management walkabout focusing on working at height. • Tool box talk and engagement with workers who working at height.
h) Organisational processes	<i>Location of document:</i> Technip HSE folder – Confined Space Entry <i>Summary of contents:</i> In the HSE for confined space entry processes, it is stated:

	• To identified confined space with signage. • To train workforce with confined space training. • PTW is applied before entering the confined space. • Declaration of health prior to enter the space. • Final check by Entry Supervisor i.e. gas test, standby person, ventilation, lighting, emergency response and etc. • Continue work and maintain communication. • Complete work and housekeeping.
i) Organisational systems	<i>Location of document:</i> Technip HSE folder – confined space entry <i>Summary of contents:</i> In the HSE for confined space entry system, it is stated the flows of entering confined space for any works. For example, PTW need to be applied, workers who worked for the job need to be identified and trained including standby person, equipment, tool and gas hoses shall be inspected and no leaks, emergency drill need to be carried out, gas check muse be conducted before entering to the confined space by competent gas tester and close the permits once the job is finished and debriefing to be conducted to identify lesson learnt for sharing.

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

ACTIVITY 2

There are a range of techniques, tools and processes used for physical or psychosocial hazard/risk identification, including:

- Hazard/risk checklists
- Hazard hunts
- Job safety analysis (JSA)
- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
- Surveys (e.g. questionnaires, interviews)
- Safe work method statement (SWMS)
- Workplace inspections and walk-throughs

Explain the following:

- a) Name the individuals/parties you would consult with to determine:
 - Suitable risk management tools for the workplace
 - Necessary logistical arrangements for the use of risk management tools
- b) For each tool listed, identify its applications and limitations (i.e. usefulness and usability) within your workplace.
 - Consider the logistical arrangements necessary to use and apply each tool

Consultation

A team consist of Construction Manager, Supervisor, HSE and workers shall sit together in a meeting to develop Safe work method statement (SWMS) and JSA. Construction manager will facilitate the session and HSE will advise the requirement from procedures and standard. Supervisors and workers will share their view on the methodology of getting the job done. Prior to commencing the work, a workplace inspection to be conducted with a hazard/risk checklist associated with the work. Any shortfall to be addressed on site before commencing work.

Hazard/risk checklists

Once the initial job completed, in order to ensure the workplace condition, remain the same every day, where as necessary controls are in place, supervisor shall run through a simple checklist with the workforce to ensure their understanding on hazard/risk and also the control measures are still intact. The checklist should be comprehensive, simple and straight forward where it can be done easily.

Hazard hunts

Hazard hunt can allow new fresh eye to identify the hidden hazards when a group of workmates from their everyday constraints, pressures and responsibilities of the job are relocated to different workplace. It will surprise the supervisor or new fresh eye workers what they will find. However, this method of risk management tool has a lot of administration job for example relocation manpower arrangement.

Job safety analysis (JSA)

Job Safety Analysis listed the task in sequence and highlighted the hazard, mitigation and person in charge associated with the task. The team shall discuss the JSA during the tool box talk where supervisor to ensure everybody understand the content. JSA should be specific and reflect the condition at the actual workplace. If not, the JSA should be updated.

Manifest/register

A register developed to provide overview of personnel or equipment on site. Register to be constantly monitor and updated. The register easily will provide important information such as competent person and the expiry date, list of mobile equipment and etc. A process should be established where only registered personnel/equipment will be issued with identification can work or use on site. Unauthorized mobilization will be penalized.

Surveys

Survey can provide the most accurate information about hazard of the work and activity. The information is obtained by interview session with the workforce and site visit. However, this survey required a lot of time to do and need to produce a detail report. It might not be

applicable to an urgent activity or fast track progress of construction job.

Safe work method statement

Method statement will outline the method of executing the task. It will involve the equipment to be used and personnel to involved with the activity. The method statement to be discussed through consultation meeting and agree upon as safe method. The SWWS can later be used as reference to develop JSA.

Workplace inspections and walk-throughs

It is physical inspection to identify the hazards where by the hazard can be observed and lead to better understanding of the activity and the risk. However, it is required experience person to do the job. Otherwise, the hazard can't be identified if it is conducted by inexperience person. The inspection also need to involve someone with authority to make the correction or otherwise no action will be taken on the comments made during the inspection.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Select two (2) risk management tools (from Activity 2) which are suitable for your workplace. For each tool:

- a) Explain the necessary training and instruction for individuals/parties to use the tool
- b) Identify additional support that can be provided to individuals/parties to use the tool
- c) How results and findings of its use will be collated and analysed
- d) The individuals/parties you would communicate results, findings and outcomes to
 - Who has right to be aware of such results?
 - Consider expert assistance you might need to interpret results

Name of risk management tool 1

Permit to Work

Training and instruction

PTW training for applicant, issuer and approver.
All personnel involved in the PTW cycle shall be trained.

Additional support

Additional support required for specific work i.e. energization required competent electrician to verify the necessary control over PTW..

Collating and analysing results and findings

Any result and findings shall be discussed and addressed in PTW coordination meeting where all respective parties are involved in.

Communicating results, findings and outcomes

Findings and outcomes to be communicated in the Tool Box Talk prior to commencing another work.

Name of risk management tool 2

Hazard Effective Management Process

Training and instruction

All participants to be briefed on the Terms of Reference to be used for the tools i.e. method of hazard identification, risk assessment matrix to be used and controls in place.

Additional support

SOP and work instruction shall be in place for reference. A subject matter expert to be available for instant reference.

Collating and analysing results and findings

Result and findings to be discussed in the forum to develop the register,

Communicating results, findings and outcomes

Result, findings and outcomes were communicated through the register.

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

ACTIVITY 4

Consider the review process for the two (2) risk management tools identified in Activity 3. For each tool:

- a) Identify factors that may impact on its effectiveness
 - Consider the impact of workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Consider the points raised about the usefulness, usability and logistics of the tool in Activity 2
- b) Outline recommendations to improve the effectiveness of each tool
 - Consider how consultation, liaison and communications may also need to be modified

Name of risk management tool 1

Permit to Work

Factors impacting on effectiveness

Workers do not understand the content of PTW due to illiteracy and language barrier and not properly communicated by Supervisors. Workers being informed PTW is valid and you are good to go without communicating the content in PTW. Otherwise it just become a paper exercise and brings no value.

Recommendations

PTW to be attached with JSA. Supervisors to explain the content of PTW especially on the control measures during the Tool Box Talk. HSE personnel to verify the content of Tool Box in accordance to the PTW.

Name of risk management tool 2

Hazard Effective Management Process

Factors impacting on effectiveness

Active participation from participants in sharing their thoughts for every risk associated with the job is very critical. If the participants are not cooperative during the session, it is difficult to have an effective session. Though the participants have been briefed with the terms of reference, it will take time for the participants to get used to it. Long hours of developing the register will cause the participants to lose focus and become invaluable.

Recommendations

The organizer must break the participants into their relevant session and avoid for being in the room for long hours. This to include frequent breaks and some refreshment. Facilitator shall be well versed with the subject and be interesting to make have an active audience.

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

QUIZ

QUESTIONS	CORRECT
1. Which of the following may influence the selection of risk management tools? Select all that apply. ☒ Language, literacy and numeracy levels of the workforce ☐ Having separate work sites ☐ Existing WHS management systems ☒ The types of activities, jobs and tasks conducted in the workplace	☐
2. In which situations should individuals/parties be consulted regarding risk management tools? Select all that apply. ☒ To determine suitable risk management tools ☒ In providing training and support for risk management tool use ☒ To determine necessary logistical arrangements for risk management tools ☒ To collate and share results, findings and outcomes of risk management tool use	☐
3. Which of the following individuals/parties should be consulted regarding risk management tools? Select all that apply. ☒ Contractors and subcontractors ☐ Family members of employees ☒ Health and safety representatives ☒ PCBU's or their officers ☒ Workers	☐
4. Which of the following need to be considered when determining a risk management tool's suitability? Select all that apply. ☒ Available workplace resources (e.g. equipment) ☒ Timetabling requirements of staff and work areas ☒ Costs of using risk management tools ☒ Impact of tool's use on the workplace (e.g. danger, disruption)	☐

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 physical or psychosocial WHS risk management tool to evaluate and review.	☒
B.	Use and apply the risk management tool, after collaborating with others to facilitate logistical arrangements.	☒
C.	Collate and analyse results/findings of the use of WHS risk management tool, communicating these results within a team.	☒
D.	As a team, evaluate whether the risk management tool reflects legislative and workplace requirements, and make required modifications. Consider: • Usefulness, usability and limitations • Language, literacy and cultural profile of the work team • Consultation, liaison, communication and logistical arrangements	☒
E.	Present and promote (verbally and electronically) the updated WHS risk management tool to another worker, explaining how the tool is to be used.	☒
Name of observer		Norezam A Manan
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☒ Other (specify): HSE Engineer
Phone number of observer		+60126477089
Email address of observer		Norezam.amanan@rapid-ipmt.com
Signature of observer		
Date		18/05/2018
Comments		All tasks are successfully completed.

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