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ASSESSMENT FOR BSBWHS405A

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Date of assessment submission	7/07/2015
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

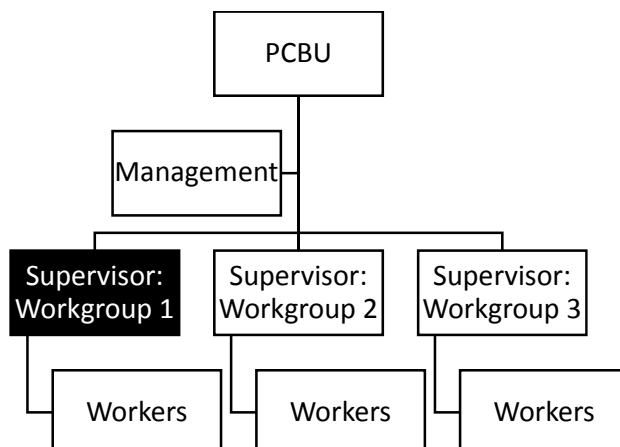
TASK INSTRUCTIONS

- 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.
- 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. What is a WHSMS and its purpose	• Workbook response (below)
2. Documents relating to WHSMS	• Workbook response (below)
3. Elements of WHSMS and implementation	• Workbook response (below)
4. Develop and promote WHS policy	• Workbook response (below)
5. Duty holders under legislation	• Workbook response (below)
6. WHSMS planning	• Workbook response (below)
7. Implementing WHSMS plan	• Workbook response (below)
8. Evaluating WHS performance	• Workbook response (below)
9. 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	Technip
Workgroup	Thailand

ACTIVITY 1

- a) Explain what a WHSMS is.
- b) Explain why a WHSMS is a systematic and effective approach to managing WHS and achieving WHS objectives.

Summary	
a)	WHSMS is a Work Health and Safety Management System which is a comprehensive and structured framework of systems, processes, procedures, and controls which ensure risks are continuously reduced and workplace activities are safely performed according to agreed and documented standards, and allowing for continuous improvement. Work health and safety is the responsibility of all people in the workplace, with ultimate responsibility resting with management.
b)	WHSMS is a systematic and effective approach to managing WHS and achieving WHS objectives because WHSMS is based on five principles; 1. Commitment and policy, 2. Planning, 3. Implementation, 4. Measurement & evaluation, 5. Review & implement

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

ACTIVITY 2

There are various legislative documents, standards and guidance documents to assist with the development of a WHSMS. Summarise what the following documents address, with respect to 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

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	The Work Health and Safety Act 2011 (the WHS Act) provides a framework to protect the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work. All workers are protected by the WHS Act, including: - employees - contractors - subcontractors - outworkers - apprentices and trainees - work experience students - volunteers - employers who perform work. The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities. The WHS Act places the primary health and safety duty on a person conducting a business or undertaking (PCBU). The PCBU must ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. Duties are also placed on officers of a PCBU, workers and other persons at a workplace. All duties under the WHS Act are qualified by the term 'reasonably practicable'. The WHS Act also sets out the requirements for the following: - incident notification - consultation with workers - issue resolution - inspector powers and functions - offences and penalties.
b) <i>Work Health and Safety Regulations 2011</i> (Qld)	The Work Health and Safety Regulation 2011 (the WHS Regulation) describes how to prevent or minimise a risk at your workplace. We must do what the regulation says. If a risk at the workplace is not covered by the regulation or code of practice then we must choose an appropriate way to manage exposure to the risk. A person conducting a business or undertaking must, where there is no regulation or code of practice about a risk, eliminate or minimise risks so far as is reasonably practicable
c) <i>AS/NZS 4801:2001</i>	This Standard, AS/NZS 4801, Occupational health and safety management systems — Specification with guidance for use, establishes an audit framework principally for use by third party bodies that have been asked by an organization to conduct an independent audit of the organization's

	OHSMS. The framework can also be used as a reference point for internal auditing procedures. the contents are following ; 1. Scope 2. Referenced documents 3. Definitions 4. OHSMS Requirements
d) AS/NZS 4804:2001	This Standard provides general guidance on: • How to set up an OHSMS. • How to continually improve an OHSMS. • The resources required to set up and continually improve an OHSMS. The guidelines in this Standard describe a systematic management approach as -OHS policy, -Planning, -Implementation, -Measurement and evaluation - Management review That can assist in both meeting legal requirements and lead to sustained improvement in OHS performance. These guidelines can assist organizations establish their own OHSMS and they also apply to any existing OHSMS. The guidelines do not prescribe the type or format or style of OHSMS that should be used. Rather, this Standard contains guidance for organizations of any size or type seeking to develop and implement an OHSMS, or improve an existing system
e) HB 211-2001	Occupational health and safety management systems —A guide to AS 4801 for small business ; This Handbook is intended for readers who have some sort of occupational health and safety management system (OHSMS) in place already but who wish to develop and improve it so they can claim conformance with AS 4801—2000, Occupational health and safety management systems—Specification and guidance for use. the contents are talk about OHS policy, Hazard identification, assessment and control of risk, Legal and other requirements, objective and targets. OHS Management Plans, Implementation, Responsibility and accountability, Training and Competency, Consultation, Communication, Reporting, Documentation and Data Control, Emergency, Health surveillance, Incident investigation corrective preventive action, OHSMS audit and Management Review
f) Code of practice	A code of practice provides practical guidance for people who have work health and safety duties. These codes give guidance on: • how to achieve the standards required under the Act • effective ways to identify and manage risks. A 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 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.

Outcome for Activity 2

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments	
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ACTIVITY 3

- Identify at least three (3) elements of a WHSMS (labelled a-c below)
- Describe the processes and procedures that small, medium and large enterprises use to implement these identified elements of a WHSMS.

	Element of WHSMS	Small enterprise implementation	Medium enterprise implementation	Large enterprise implementation
a)	WHS Planning	Identify foreseeable WHS hazards, assess the risks and define the control measures to be implemented and recorded into the Company Risk Register as this is small enterprise the register may be only one register for all company activities in one register	Identify foreseeable WHS hazards, assess the risks and define the control measures to be implemented and recorded into the Company Risk Register as this is medium enterprise the register shall be separated to each departments	Identify foreseeable WHS hazards, assess the risks and define the control measures to be implemented and recorded into the Company Risk Register as this is medium enterprise the register shall be separated to each department and separated to each unit of the department, The Risk register logbook shall be provided
b)	WHS Measurement	WHS measurement such as WHS Performance monitoring, Internal Audit, can be done as corporate level	WHS measurement such as WHS Performance monitoring, Internal Audit shall be both company level and department level	WHS measurement such as WHS Performance monitoring, Internal Audit shall be both company level and department level and unit level
c)	WHS Review and Improvement	The WHS Management Review can be conducted by WHS Manager and Top management	The WHS Management Review can be conducted by Department Managers and Top management	The WHS Management Review can be conducted by Management Team and Top management

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

To demonstrate your commitment to comply with relevant WHS legislation explain your involvement with an injury management policy and return-to-work policy, as a workgroup supervisor. In particular, explain how you would:

- a) Contribute to the development and promotion of these policies within your workgroup.
- b) Seek the contribution and support of others in the development and promotion of these policies in your workgroup.
- c) Apply these policies to your own and others' work areas and job roles.
- d) Communicate to others about the importance and application of these policies.

	Injury management policy	Return-to-work policy
a) Development and promotion	1. Preparing 1.1. Select Injury Management Coordinator 1.2. Decide on the steps will take when a worker is injured 1.3. Communicate to all workers 1.4. Evaluate and monitor the system 2. Dealing with an injury 2.1 Provide first aid to the worker 2.2 Make early contact with the treating doctor 2.3 Help the worker complete their claim for compensation 2.4 Support injured worker	1. Developing a return to work program 2. Specify the return to work goal 3. Identify alternative, modified or restricted duties 4. Monitor and update the return to work program 5. Communicate with injured worker and their doctor
b) Seek contribution and support	The following person will be get involve to seek contribution and support 1. Workers 2. Injury Management Coordinator 3. Supervisors 4. Managers 5. Doctor 6. Compensation insurer 7. Employers	The following person will be het involve to seek contribution and support 1. Workers 2. Injury Management Coordinator 3. Supervisors 4. Managers 5. Doctor 6. Compensation insurer 7. Employers 8. The workplace Rehabilitation Provider
c) Apply policy	1. Establish, implement and maintain Injury management procedure 2. Conduct training of this procedure to all workers 3. Ensure this procedure is available to all workers	1. Establish, implement and maintain Return to work procedure 2. Conduct training of this procedure to all workers 3. Ensure this procedure is available to all workers
d) Communicate policy	Conduct training of injury management procedure to all workers and ensure this procedure is available to all workers	Conduct training of Return to work procedure to all workers and ensure this procedure is available to all workers

Outcome for Activity 4

- ☐ Satisfactory
- ☐ Not satisfactory

**Trainer/Assessor
comments**

ACTIVITY 5

- Identify two (2) individuals or parties who hold a duty under the legislation which affects your immediate workgroup.
- Describe their duty and how it relates to your workgroup and job role.
- Specify the section of the legislation which identifies their duty.

Name of duty holder	Describe duty and how it relates to your workgroup and job role	Relevant legislation (including section number)
Supervisors and Managers	Duty : The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person. How it relates : Supervisor and manager have to ensure that risk controls that identified in risk register in their area are implemented and monitored, then if we found any additional risk we have to inform supervisor and Managers to update the risk register and controls	Work Health and Safety Act 2011 Part 2 Health and safety duties Division 3 Further duties of persons conducting businesses or undertakings
health and safety representatives	Duty : inspect the workplace or any part of the workplace at which a worker in the work group works at any time, without notice, in the event of an incident, or any situation involving a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard. How it relates : We have to notify health and safety representatives in case of incident occurred in the workplace	Work Health and Safety Act 2011 Part 5 Consultation, representation and participation, Subdivision 5 Powers and functions of health and safety representatives

Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 6

You are required, as a workgroup supervisor, to contribute to WHSMS planning for the following elements:

- a) Compliance with WHS legislation
- b) Effective injury management
- c) Effective return-to-work of injured workers

Explain how you would:

- Contribute to WHSMS planning for these elements.
- Communicate the planning process to others.
- Facilitate contributions to the plan from others. Be sure to consider timely collation of feedback.

	Contribute to planning	Communicate planning	Facilitate contributions to plan
a)	We will register all related WHS legislation and do the evaluation of compliance and then we identified responsible person for each topic and time frame to implement, monitoring and review	We will communicate this action plan by conduct meeting for all relevant personnel and send to all staffs via email and post on the Company Intranet and notice board. We also give responsibility to all managers of each units	First we ask support from top management and define responsibility to each level of functions and units. Manager level have to take leadership on this
b)	We will establish, implement and maintain "Effective injury management procedure" by covering following area ; 1. Preparing 1.1. Select Injury Management Coordinator 1.2. Decide on the steps will take when a worker is injured 1.3. Communicate to all workers 1.4. Evaluate and monitor the system 2. Dealing with an injury 2.1 Provide first aid to the worker 2.2 Make early contact with the treating doctor 2.3 Help the worker complete their claim for compensation 2.4 Support injured workers	We will conduct meeting for all managers to explain the process and conduct the training to all staffs to have awareness of this procedure	First we ask support from top management and define responsibility to each level of functions and units. Manager level have to take leadership on this
c)	We will establish, implement and maintain " Effective Return-to-work procedure" by covering following area ; 1. Developing a return to work program	We will conduct meeting for all managers to explain the process and conduct the training to all staffs to have awareness of this procedure	First we ask support from top management and define responsibility to each level of functions and units. Manager level have to take leadership on this

	2. Specify the return to work goal 3. Identify alternative, modified or restricted duties 4. Monitor and update the return to work program 5. Communicate with injured worker and their doctor		
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Outcome for Activity 6	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 7

You are required, as a workgroup supervisor, to implement the WHSMS plan (from Activity 6) for the following elements:

- a) Compliance with WHS legislation
- b) Effective injury management
- c) Effective return-to-work of injured workers

Explain how you would:

- Implement the plan as it applies to your own work area and job role.
- Communicate and explain the plan to others in relation to their roles and responsibilities as specified in the plan.
- Facilitate the contribution of others to implementing the plan.
- For each area, provide one (1) example of a problem that could occur with the implementation of the WHSMS.

	Implement the plan	Communicate and explain the plan	Facilitate others' contributions	Problem with implementation
a)	1. We perform the committee and work team to implement the plan for Compliance with WHS legislation 2. We set the objective and targets to compliance with WHS legislation 3. Implement as planned 4. We conduct the measurement and audit to monitor the plan 5. We review and take preventive/corrective action when something wrong with the plan	1. We will put photos with names and job titles of these committee and work team for compliance with WHS legislation on noticeboards 2. We will develop WHS Responsibility, Authority, and Accountability Matrix for Compliance with WHS legislation	1. We will conduct meeting or training to all relevant person in the matrix to get them understanding and buy-in their responsibility, authority and Accountability involvement for improvement process, any additional ideas to improve the system	1. Lack of updating new WHS legislation 2. Lack of well communication of WHS legislation to relevant function 3. Lack of understanding the legislation content as the law language itself
b)	1. We perform the committee and work team to implement the plan for effective injury management 2. We set the objective and targets of effective injury management 3. Implement as planned 4. We conduct the measurement and	1. We will put photos with names and job titles of these committee and work team for injury management on noticeboards 2. We will develop WHS Responsibility, Authority, and Accountability Matrix for effective injury management	1. We will conduct meeting or training to all relevant person in the matrix to get them understanding and buy-in their responsibility, authority and Accountability involvement for improvement process, any additional ideas to improve the system	1. Lack of well communication to worker level especially subcontractor 2. Sometimes workers not notify the incident as they are afraid that will be impacted their work or negative from boss eyes

	audit to monitor the plan 5. We review and take preventive/corrective action when something wrong with the plan			
c)	1. We perform the committee and work team to implement the plan for return to work management 2. We set the objective and targets of return to work management 3. Implement as planned 4. We conduct the measurement and audit to monitor the plan 5. We review and take preventive/corrective action when something wrong with the plan	1. We will put photos with names and job titles of these committee and work team for return to work management on noticeboards 2. We will develop WHS Responsibility, Authority, and Accountability Matrix for return to work management	1. We will conduct meeting or training to all relevant person in the matrix to get them understanding and buy-in their responsibility, authority and Accountability involvement for improvement process, any additional ideas to improve the system	1. As Technip Thailand didn't have serious accident occur for ten years so it's difficult to review the plan or use the plan and manager didn't take this as priority because of the less frequency of the case.

Outcome for Activity 7

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 8

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

- a) Compliance with WHS legislation
- b) 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 of 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.

	Contribute to evaluation	Communicate and explain evaluation	Facilitate others' contributions	Example of a limitation or negative effect
a)	As Technip Thailand has been certified the OHSAS 18001, as requirement we have to do the evaluation of compliance with WHS legislation by registering all related WHS legislation and other requirements and evaluated regularly (twice a year) that we comply with all related WHS legislation or not, we conduct HSE monthly Inspeect, and conduct HSE Audit as plan. We conduct HSE Committee meeting as monthly basis and conduct the management review every year.	We will communicate to all parties to fully aware WHS Plan of the Compliance with WHS legislation. we will establish the matrix for all persons affected by or who have any involvement in a WHS plan	We conduct meeting and training to all relavant persons(all people in the matrix) in WHS plan of the compliance with WHS legislation. and we set the objective and target (KPI)	Clearification of some WHS legistration as some sentents are nor clear how to implement. Some WHS legistration define to overall, but sometimes not fit for propose and management don't want to spend money to comply some WHS that have no value add.
b)	We contribute to evaluation the Incident Investigation by keep monitoring as lagging indicator as monthly basis for all unsafe act/unsafe condition, nearmiss, First Aid, MTI, LTI and FAT - All incident shall be	We will communicate to all parties to fully aware WHS Plan of the Incident Investigation. we will establish the matrix for all persons affected by or who have any	We conduct meeting and training to all relavant persons(all people in the matrix) in WHS plan of the cincident Investigation and we set the objective and target (KPI)	Awareness of all staffs, sometimes they didn't report the nearmisses and unsafe act, as Thailand culture make workers not comfortable to report unsafe act of others .

	investigated find out the root causes and corrective actions, then we communicate the correction to relevant person, and then we conduct inspection as monthly basis to ensure all corrective action are implemented and maintain.	involvement in a WHS plan		
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Outcome for Activity 8	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 9

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

- a) Compliance with WHS legislation
- b) Incident investigation

Explain how you would:

- Contribute to review and improvement of these areas.
- Communicate and explain to others the review and improvement of the WHSMS.
- Facilitate others' contributions to review and improve of WHSMS. Be sure to consider timely collation of feedback.

	Contribute to review and improvement	Communicate and explain review and improvement to others	Facilitate the contributions of others
a)	We contribute to review and improvement the compliance with WHS legislation by monitoring effectiveness of control measure to comply with WHS legislation, auditing the WHSMS and works that related to WHS legislation or high-risk work, keeping and maintaining records and worker health surveillance.	We will communicate to all parties to fully aware WHS Plan of the Compliance with WHS legislation. we will establish the matrix for all persons affected by or who have any involvement in a WHS plan	We conduct meeting and training to all relevant persons(all people in the matrix) in WHS plan of the compliance with WHS legislation. and we set the objective and target (KPI)
b)	We contribute to review and improvement the Incident investigation by monitoring effectiveness of incident investigation, auditing the WHSMS and works that related to WHS incident investigation or high-risk work, keeping and maintaining records and Incident investigation Report	We will communicate to all parties to fully aware WHS Plan of the Incident Investigation. we will establish the matrix for all persons affected by or who have any involvement in a WHS plan	We conduct meeting and training to all relevant persons(all people in the matrix) in WHS plan of the Incident Investigation and we set the objective and target (KPI)

Outcome for Activity 9	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Outcome for On-line Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	