

## BSBWHS410

Contribute to work-related health and safety measures and initiatives



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**ASSESSMENT FOR BSBWHS410**

|                                      |                |
|--------------------------------------|----------------|
| <b>Student name</b>                  | NYAIM THU AUNG |
| <b>Date of assessment submission</b> | 4/11/2016      |

|                                   |                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------|
| <b>Trainer/Assessor's name</b>    |                                                                                  |
| <b>Date of assessment marking</b> | <a href="#">Click here to enter a date.</a>                                      |
| <b>Outcome for unit</b>           | <input type="checkbox"/> Competent<br><input type="checkbox"/> 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 and non-statutory measures | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 2. Consultation                           | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 3. Establishing measures                  | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 4. Ensuring compliance                    | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 5. Reviewing and evaluating measures      | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |

## ACTIVITIES

For the following activities, name a workplace that you wish to examine.

|                          |                              |
|--------------------------|------------------------------|
| <b>Name of workplace</b> | ASIAFLEX MANUFACTURING PLANT |
|--------------------------|------------------------------|

### ACTIVITY 1

- a) Identify and describe one (1) chemical hazard and one (1) physical hazard that workers may be exposed to.
- b) Research, name and describe one (1) health monitoring measure/initiative for workers exposed to the dangerous chemical identified in (a).
  - The health monitoring measure/initiative must involve biological monitoring
  - The health monitoring measure/initiative must meet requirements for health monitoring under the *Work Health and Safety Regulation 2011* (Qld)
  - Summarise its benefits and how it addresses the chemical hazard effectively
- c) Research, name and describe one (1) non-statutory health promotion program
  - Summarise its benefits and how it addresses worker health and safety effectively
- d) Identify the differences between these measure/initiative and program.
- e) Identify who would be interested in receiving this information
  - How would you communicate such findings to them and in what timeframe?

#### Identify and describe chemical hazard

Chemical painting using Benzene, methyl- [Toluene].

Exposure standard are

Time Weighted Average (parts per million) is 50,

Time Weighted Average (mg/m<sup>3</sup>) is 191

Short Term Exposure Limit (parts per million) is 150

Short Term Exposure Limit (mg/m<sup>3</sup>) is 574

Source(s) of information:

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/793/Benzene.pdf>

#### Identify and describe physical hazard

Noise generated from profiling and other machines.

The national standard for exposure to noise in the occupational environment is an eight-hour equivalent continuous A-weighted sound pressure level, LAeq,8h, of 85dB(A). For peak noise, the national standard is a C-weighted peak sound pressure level, LC,peak, of 140dB(C).

Source(s) of information:

[http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/278/NationalStandardForOccupationalNoise\\_NOHSC1007-2000\\_PDF.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/278/NationalStandardForOccupationalNoise_NOHSC1007-2000_PDF.pdf)

#### Identify and describe health monitoring measure/initiative for chemical hazard

Medical Surveillance, a complete history and physical examination including blood test, and urinalysis to detect pre-existing conditions that might place the exposed employee at increased risk,

Source(s) of information:

Abrasive blasting and painting code of practise found at

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/701/Abrasive-PaintingBlasting.pdf>

**Identify and describe non-statutory health promotion program**

To organise a blasting and painting campaign. The campaign consist of safety talk which deliver by management to deliver the safe and health message, safe practices of blasting and painting, and provide quiz and incentive to those complying with the safe working procedures

Source(s) of information:

Abrasive blasting and painting code of practise found at

<http://www.safeworkaustralia.gov.au/sites>

/SWA/about/Publications/Documents

/701/Abrasive-Painting Blasting.pdf

**Differences between measure/initiative and program**

Measure is an action to be carried out to protect the workers. For example barricade and sign and only allowed authorised workers to work in the area. However, initiative is a program to create an awareness to or increase the level of perception of risk in workers. It is also a program to enhance the current safe system of work to ensure the control measure is effectively carry out to protect the workers.

**Communication of findings**

The findings would communicate in weekly HSE meeting which involved of main contractor management team such as Technip Project Manager, subcontractor management team and HSE team. Then, the findings can be also deliver in the toolbox talk to share with the workers, official general information notice to all parties in the project. And display it in the HSE notice board at site for workers to review.

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 1</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

## ACTIVITY 2

For each of the following matters, identify two (2) individuals and/or parties who you would consult with and outline why you would consult with them:

- To assist with identifying and evaluating factors impacting on work-related health and safety
- To assist with determining appropriate measures and initiatives to address factors impacting on work-related health and safety
- To assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs.

|    | Identify two (2) individuals and parties                                                 | Why you would consult with them                                                                                                                                                                               |
|----|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | Individual/Party 1:<br>Workers who working or directly involve in the hazardous activity | To obtain the feedback especially the difficulties that they are facing, their safety and health concerns to effectively identify the hazard and condition of workplace                                       |
|    | Individual/Party 2:<br>Occupational workplace health and safety officer                  | They are specialist who knows the best safe practices to mitigate the hazards and also programs to improve the awareness that can impact to work related health and safety.                                   |
| b) | Individual/Party 1:<br>Occupational workplace health and safety officer                  | They are specialist who knows the best safe practices to mitigate the hazards and also programs to improve the awareness. This will be great help in determining appropriate measures and initiatives.        |
|    | Individual/Party 2:<br>Occupational Healthcare Professionals (Occupational Physicians)   | They are specialist who knows the best of causes, course and nature of occupational health ailments and diseases. They can help to ensure that monitoring and testing measures are appropriate and effective. |
| c) | Individual/Party 1:<br>Workplace health and safety legislation firm/agent                | To consult the relevant legislative requirement and obligations to ensure the initiatives and measures are met the mandatory requirement                                                                      |
|    | Individual/Party 2:<br>Government authorities for Workplace health and safety            | To consult / confirm the relevant legislative requirement and obligations to ensure the initiatives and measures are met the mandatory requirement.                                                           |

|                                  |                                           |
|----------------------------------|-------------------------------------------|
| <b>Outcome for Activity 2</b>    | <input type="checkbox"/> Satisfactory     |
|                                  | <input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                           |

**ACTIVITY 3**

To assist with the planning and development of the health monitoring measure/initiative measure you identified in Activity 1(b) undertake the following tasks (refer to organisational policies, procedures, processes and systems as required):

- a) Identify resourcing requirements
  - Outline the involved cost and how it should be implemented in the workplace
  - How would you be involved in organising the resources?
- b) Identify timelines for implementation
  - How might you assist with timetabling?
- c) Identify parties who would be involved and their responsibilities
  - How would you liaise with and coordinate parties?
- d) In what ways would you provide communication about the measure?
  - Who would you need to seek permission from according to workplace policies, procedures and processes (or under the Work Health Management System)?
  - In what timeframes would you communicate this information?

|    | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | Health monitoring required resources such as certified doctor for the medical surveillance, monitoring equipment and samplings probably by certified and competent occupational hygienist.                                                                                                                                                                                                                                                                                                                                                                                                       |
| b) | The health monitoring can be implemented pre-employment where the new recruit workers have to undergo medical checkout to ensure they're healthy. Also, the health monitoring measures can be conduct quarterly by the occupational hygienist.                                                                                                                                                                                                                                                                                                                                                   |
| c) | There are 3 parties to be involved in the health measures monitoring. First is worker who working or directly involved in the hazardous activity. They are responsible to provide feedback and raise concerns to the management. Secondly is the occupational workplace health and safety officer which responsible to identify the safe work place in the health monitoring program and lastly is workplace health and safety legislation firm/agent to consult the relevant legislative requirement and obligations to ensure the initiatives and measures are met the mandatory requirements. |
| d) | The measures can be communicated via in weekly HSE meeting which involved of main contractor management team such as Technip Project Manager, subcontractor management team and HSE team. Then, these can be also delivered in the toolbox talk to share with the workers, official general information notice to all parties in the project. And display it in the HSE notice board at site for workers to review.                                                                                                                                                                              |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 3</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

#### ACTIVITY 4

For the following points, identify and outline the obligations according to legislation and explain how they will be addressed for the health monitoring measure described in Activity 3:

- a) Required consultation and participation with individuals and parties about all aspects of the health monitoring measure
- b) Health monitoring reporting
- c) Maintaining confidentiality of health monitoring results

#### Required consultation

##### Legislation name and relevant section

The WHS act section 365

##### Obligations

A person conducting a business or undertaking must ensure health monitoring is provided to a worker carrying out work for the business or undertaking if:

- ☐ the worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical referred to in Schedule 14, table 14.1, column 2; or
- ☐ the person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in Schedule 14, table 14.1) and either:
  - valid techniques are available to detect the effect on the worker's health; or
  - a valid way of determining biological exposure to the hazardous chemical is available
 and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

##### How legislative obligations will be addressed

Health monitoring of a person means monitoring the person to identify changes in the person's health status because of exposure to certain substances. It involves the collection of data in order to evaluate the effects of exposure to determine whether or not the absorbed dose is within safe levels. This allows decisions to be made about implementing ways to eliminate or minimise the worker's risk of exposure, for example, reassigning a worker to other duties that involve less exposure or improving control measures.

**Health monitoring reporting****Legislation name and relevant section**

The WHS act section 374 Duty to obtain health monitoring report

Section 375 Duty to give health monitoring report to worker

Section 376 Duty to give health monitoring report to regulator

Section 377 Duty to give health monitoring report to relevant persons conducting businesses or undertakings

**Obligations**

A person conducting a business or undertaking who commissions health monitoring referred to in regulation 368 must take all reasonable steps to obtain a health monitoring report from the registered medical practitioner who carried out or supervised the monitoring as soon as practicable after the monitoring is carried out in relation to a worker.

The person conducting a business or undertaking who commissioned health monitoring for a worker must give a copy of the health monitoring report to the worker as soon as practicable after the person obtains the report.

A person conducting a business or undertaking for whom a worker is carrying out work for which health monitoring is required must give a copy of the health monitoring report relating to a worker to the regulator as soon as practicable after obtaining the report if the report contains: (a) any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring; or (b) any recommendation that the person conducting the business or undertaking take remedial measures, including whether the worker can continue to carry out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring.

The person who commissioned health monitoring for a worker under regulation 368 must give a copy of the health monitoring report to all other persons conducting businesses or undertakings who have a duty to provide health monitoring for the worker as soon as practicable after obtaining the report.

**How legislative obligations will be addressed**

To conduct the health monitoring pre-employment and after work completion. The health monitoring can be also conducted during the work execution to ensure the workers are exposed to healthy level of the exposure standard. The monitoring report must share with workers and regulator. The monitoring report must be also state the recommendation to be carry out.

| <b>Confidentiality of health monitoring results</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Legislation name and relevant section</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| The WHS act section 378 Health monitoring records                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Obligations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <p>A person conducting a business or undertaking must ensure that health monitoring reports in relation to a worker carrying out work for the business or undertaking are kept as a confidential record:</p> <ul style="list-style-type: none"> <li>(a) identified as a record in relation to the worker; and</li> <li>(b) For at least 30 years after the record is made.</li> </ul> <p>The person must ensure that the health monitoring report and results of a worker are not disclosed to another person without the worker's written consent.</p> <p>Sub regulation (2) does not apply if the record is disclosed under regulation 376 or 377 or to a person who must keep the record confidential under a duty of professional confidentiality.</p> |  |
| <b>How legislative obligations will be addressed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| To have a system to strictly control the personal monitoring record. Anyone want to obtain a copy of the personal record must fill in the form and get approval from respective head of department in charge. Then the monitoring record must be kept in both soft and hard copy in restricted file.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

|                                  |                                           |
|----------------------------------|-------------------------------------------|
| <b>Outcome for Activity 4</b>    | <input type="checkbox"/> Satisfactory     |
|                                  | <input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                           |

**ACTIVITY 5**

Explain how you would engage in review and evaluation of the health monitoring measure/initiative described in Activity 3:

- a) Identify methods you would use to review and evaluate the measure
  - How would you be involved in the review process?
- b) Explain how you might assist with preparing reports (and communicating) about the outcomes of your review
  - What would be the purpose of the report?
  - Who would be included in the target audience?
  - How would digital systems and tools assist with completing record-keeping tasks?

|    | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | To develop an audit on the health monitoring measures to ensure the corrective and preventive action is carried out accordingly. It is also to identify the effectiveness of the implementation of the measures. Other than that, interview with the workers involved to obtain the feedback from them and seek for improvement and effectiveness required.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| b) | <p>The objective of the report is to review and evaluate the tasks regarding the health monitoring measures. In the report, identify the gaps, ineffectiveness, incompliances, workers feedback with solid evidence and recommendation for improvement.</p> <p>Then the review report can be communicated via in weekly HSE meeting which involved of main contractor management team such as Technip Project Manager, subcontractor management team and HSE team. Then, it can be also delivered in the toolbox talks to share with the workers, official general information notice to all parties in the project. And display it in the HSE notice board at site for workers to review.</p> <p>It is also able to post in the company intranet for all to review and cascade down to respective relevant parties.</p> |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 5</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

## QUIZ

| QUESTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                        | CORRECT                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>1. Which of the following factors may impact on work-related health and safety? Select all that apply.</p> <p><input checked="" type="checkbox"/> Non-work related health and safety problems</p> <p><input checked="" type="checkbox"/> Legislative requirements and obligations</p> <p><input checked="" type="checkbox"/> Lifestyle factors</p> <p><input checked="" type="checkbox"/> Psychosocial factors (e.g. stress, bullying, fatigue)</p>           | <input type="checkbox"/> |
| <p>2. Development and planning of work-related health and safety measures and initiatives may require you to consult with which of the following parties? Select all that apply.</p> <p><input checked="" type="checkbox"/> Health and wellbeing specialists</p> <p><input checked="" type="checkbox"/> Government bodies</p> <p><input type="checkbox"/> Human Resources Department within your workplace</p> <p><input checked="" type="checkbox"/> Unions</p> | <input type="checkbox"/> |
| <p>3. When reviewing and evaluating a work-related health and safety measure, which of the following might you refer to? Select all that apply.</p> <p><input checked="" type="checkbox"/> WHS legislation</p> <p><input checked="" type="checkbox"/> Exposure standards</p> <p><input checked="" type="checkbox"/> Privacy legislation</p> <p><input type="checkbox"/> Common law rights and duties</p>                                                         | <input type="checkbox"/> |
| <p>4. When implementing a work-related health and safety measure/initiative, a workplace must elect to implement a measure to address specific legislative requirements <i>or</i> a non-statutory health promotion program. They cannot implement both.</p> <p><input type="checkbox"/> True</p> <p><input checked="" type="checkbox"/> False</p>                                                                                                                | <input type="checkbox"/> |
| <p>5. Non-statutory health promotion programs may make reference to privacy legislation, but are not obliged to follow such legislative requirements.</p> <p><input checked="" type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>                                                                                                                                                                                                                  | <input type="checkbox"/> |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Quiz</b>          | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**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 handouts provided) or real.

| TASKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | VERIFIED                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Consult with others about a WHS measure/initiative designed to meet legislative requirements and a non-statutory health promotion program: <ul style="list-style-type: none"> <li>Differentiate between the legislative measure/initiative and non-statutory program</li> <li>Identify the WHS issues that the legislative measure/initiative and non-statutory health program address</li> <li>Determine effectiveness of measure/initiative/program, considering costs and benefits</li> </ul> | <input checked="" type="checkbox"/>                                                                                                                                      |
| B. Consult with others about how to modify and implement the legislative measure/initiative and non-statutory program to meet the requirements of the workplace. Identify processes for: <ul style="list-style-type: none"> <li>Coordinating resource requirements</li> <li>Timetabling and timelines</li> <li>Consulting and communicating with others</li> <li>Encouraging participation of workplace members</li> </ul>                                                                          | <input checked="" type="checkbox"/>                                                                                                                                      |
| C. In group interactions, play an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion.                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                                                                                                                      |
| D. Review/evaluate measures/initiatives to ensure they are compliant with legislation (WHS and other), and workplace policies and processes. <ul style="list-style-type: none"> <li>Highlight required changes and how they can be implemented</li> </ul>                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                                                                                                                      |
| E. Present findings in electronic report for various parties in the workplace (e.g. workers, health and safety committees, health and safety representatives, managers, supervisors and PCBUs or their officers), using correct vocabulary and grammar.                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                                                                                                      |
| <b>Name of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Zen Sundar Gurung                                                                                                                                                        |
| <b>Role of observer<br/>(Confirm their suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Trainer/Assessor<br><input checked="" type="checkbox"/> Other (specify): APAC Subsea QHSE Manager                                               |
| <b>Phone number of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | +603 2116 7742                                                                                                                                                           |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | zensg@technip.com                                                                                                                                                        |
| <b>Signature of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3/11/2016                                                                                                                                                                |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                          |

|                                   |                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Practical Task</b> | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b>  |                                                                                    |