



This learning product has been developed for Technip by CSTC Pty Ltd.

ASSESSMENT FOR BSBWHS510A

Student name	RYAN CHUA WEI HUI
Date of assessment submission	Click here to enter a date. 29/12/2015
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

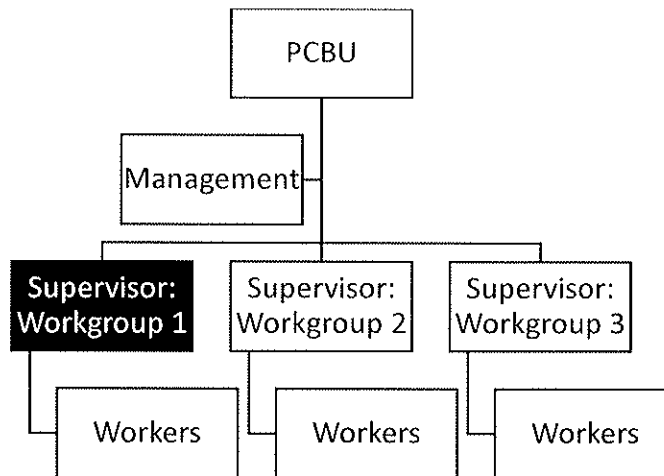
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Third Party Report:** You will be required to have a third party attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Identifying emergencies and initial response	Workbook response (below)
2. Risk register	Workbook response (below)
3. Plan and implement initial response	Workbook response (below)
4. Post-event activities	Workbook response (below)
5. Review emergency responses	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	MMHE FRABICATION YARD
Workgroup	SUPERVISOR

ACTIVITY 1

- a) Identify one (1) emergency that would fall under each of the following emergency categories:
 - Fire evacuation
 - Security breach
 - Serious medical injury
- b) Describe one (1) hazard which may cause each of the emergencies identified.
Describe one (1) hazard which may occur during each of the emergencies identified.
- c) Identify one (1) standard that you may refer to when identifying the cause of (and advice for initial response to) each emergency.
 - Categorise each of the emergency according by colour code.
- d) Identify one (1) stakeholder who may be useful in identifying the cause of each emergency.
Justify their suitability.
- e) Identify one (1) internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) each emergency. Justify their suitability.
- f) Identify one (1) emergency agency who you could liaise with to identify and respond to each emergency.
 - Outline the requirements for liaising with an agency during reporting, arrival and in response to an emergency.
- g) Identify the impacts each emergency on personnel, property and the environment.
- h) Identify initial response actions which could limit these impacts.
 - List the actions in order of priority.
 - Justify your responses with reference to current industry practice.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	Fire emergency evacuation	Terrorist attack	Hit by scaffolding plank in the confined space
b)	The hazard is material burns and fire	The hazard is unauthorised person enter the fabrication yard	The hazard is insecure scaffolding plank and congested area for material loading and unloading by lifting
c)	The project emergency preparedness and response plan. Also can refer to the hot work safe work practice procedure.	Project security plan procedure and project emergency preparedness and response plan.	Confined space entry procedure, lifting plan and project emergency preparedness and response plan.
d)	Safety and health executive	Security executive	Lifting and hoisting superintendent
e)	Fire fighting executive from the emergency response team. They are the person who trained in fire and rescue emergency.	Security executive who closely liaise with local police department.	Project occupational medical doctor who can provide advice in the first aid and medical treatment
f)	Local Fire fighting department	Local police department	Local hospital emergency doctor
g)	Property damage and may cause production stopped for couple of days for investigation	Whole operation would be stopped and workforce are afraid to work. Multiple casualties might be happened	Serious injury on the workers which might need to admit into hospital, production stopped for couple of days for investigation
h)	- Train up fire watcher including providing training of fire extinguisher usage, - Fire blanket for the hot work - Fire extinguisher inspection - Fire hose inspection - Fire water pump inspection - Emergency Drill	- Strict security check at the main entrance - Staff thumbprint verification - Security patrol - Emergency drill	- Regulate HSE surveillance - Work readiness review prior the new work commencement - confined space rescue training - Rescue equipment standby and regular inspection - Emergency drill

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

ACTIVITY 2

For the three emergencies identified in Activity 1, develop a risk register which outlines:

- Hazard details
- Location of hazard
- People exposed to the hazard
- Possible injuries/damages caused by the hazard
- Control measures required
- Results of risk assessment

Record number	Date of entry	Hazard	Location	People exposed	Possible injuries/damage	Control measures	Risk assessment
1	14 th Dec 2015	Hot work - Outfitting, welding, grinding, gouging, cutting and Machinery	Topside fabrication area	Welder, grinder and fitter	Fire explosion, Fatigue, fainted, Heat stress, Injury / Fatality to personnel Damage to equipment	Suitable serviced equipment, Fire blanket, provision of fire extinguisher, flashback arrestor, leak test, awareness training, Correct PPE, firewatchmen. Task specific toolbox talks to remind workers of hot work dangers. PTW where applicable, take sufficient breaks,	Overall risk: People: Medium Assets: Low Environment : Low Reputation: Low
2	14th Dec 2015	Unauthorised person entry the yard	MMHE Yard	All MMHE staff	Fire explosion, fainted, Injury/ Fatality to personnel Damage to equipment	Security check all vehicle, staff thumbprint, turnstile, CCTV, security patrol, body scan	Overall risk People: High Assets: High Environment : Low Reputation: High
3	14th Dec 2015	Falling objects / load topple	Hull Fabrication area	Welder, grinder and fitter, scaffolder	Falling object striking personnel, Injury to fatality	Daily walkabout and dedicated team to close any gaps/opening, Drop Object walkabout, Daily rectification	Overall risk People: High Assets: Low Environment : Low Reputation:

						team to close opening, Tool lanyard and tools belt, tool container, Drop Object Campaign, Safety Netting installation at staircase and necessary areas, Overhead Protection, Barricade the exclusion zone Fainted, suffocation Explosion, Fatality, Major Injury, Minor Injury, Fire	Medium
		Welding /cutting fume, Hazardous gas, paint, garnet					

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

Plan for the emergencies identified in Activity 1, through your responses to the following:

- a) Identify one (1) type of emergency equipment required for each emergency.
 - Where should such equipment be stored for easy access?
 - How often should it be checked (i.e. for cleanliness and to be serviced)?
 Justify your response.
- b) Outline possible training required to effectively implement the initial responses identified.
 - List suitable parties to deliver such training.
- c) Explain your role in implementing initial response procedures identified.
 - Explain how you document and display actions for initial response.
 - Outline your own role in emergency response, following appropriate procedures.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	Fire extinguisher shall be located at all level of deck and at least every 15 meters and at the access Fire hose shall be at the designated fire hose hanger and connected at the designated fire hose hydrant. all fire rescue equipment must be checked every month.	Security scan device such as turnstile, body scan device and thumbprint shall be located at the yard main entrance. For security patrol scan device, it can be located at all building and fabrication resting area. It must be checked everyday.	First aid box and rescue strecher must be located at the designated store at all level of topside. Amburance are stadby at the in house clinic. Paramedic equipment are ready in the ambulance All rescue equipment must be checked every month.
b)	Local fire fighting bridgage	Local police department and certified securtiy agent	Local certified first aider or life saving training institute
c)	The emergency response plan, contact details and evacuation can be displayed at the entrance of Topside frabrication area and HSE notice board. My role in emergency response is to assist in people evacuation and conduct head count in muster point.	The emergency response plan, contact details and evacuation can be displayed at both entrance of Topside frabrication area and Hull frabrication area and HSE notice board. My role in emergency response is to assist in people evacuation and conduct head count in muster point.	The emergency response plan, contact details and evacuation can be displayed at the entrance of Hull frabrication area and HSE notice board. My role in emergency response is to assist in people evacuation and conduct head count in muster point.

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

For the emergencies identified in Activity 1, identify your responses to the following:

- a) Outline one (1) action that may occur as part of the second response phase.
 - Identify the personnel who would be involved.
 - Outline how you may assist personnel involved.
- b) As part of your workgroup supervisor role, how you would contribute to the debriefing process.
 - Who should be involved in the debriefing process?
 - When should the debriefing process occur?
 - Identify three (3) aspects of the emergency response that might be considered during the debriefing process.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	Local fire fighting brigage. I could assist training arrangement and equipment inspection for improvement if necessary	Local police department and certified security agent. I could assist in deliver the finding or important message in toolbox talk to all workforce and always liaise with the security patrol for any security issues	Local certified first aider or life saving training institute. I could arrange and inspect the medical equipment to ensure it is always sufficient and in good condition. I could also arrange and select the first aider to be, undergo the necessary trainings.
b)	The debriefing should be conducted as soon as possible after the emergency or emergency exercise and attended by all members of the emergency control organisation and any other key personnel such as representatives of attending emergency services. The debriefing may be conducted by the chief warden or independent advisor. The three aspects of emergency response that might be considered during the debriefing process are accessibility of emergency equipment, communication among the emergency response team including rescue team and human and physical resources capability.		

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 5

It is very important to monitor emergency responses, address deficiencies and identify areas for improvement.

- a) Identify ways in which you might monitor emergency responses (including personnel response and equipment) for efficiency, timeliness and effectiveness.
 - Why should stakeholders be consulted to assist with monitoring?
 - In what ways might you collect information from the stakeholders?
 - What advice might you seek from specialist advisors and emergency agencies?
- b) Who might you report the results of any monitoring to?
- c) Identify one (1) possible point that a workplace might need to improve upon in their emergency response.
 - Provide recommendations to address this area.
- d) Identify one (1) possible point that you, in your role as a workgroup supervisor, might need to improve upon in your emergency response.
 - Provide recommendations to address this area.

	Response
a)	To monitor emergency responses for efficiency, timeliness and effectiveness can be conducted in reviewing emergency management plan, initial response procedures, equipment checklist and reports, investigation reports, surveys and questionnaires, and audit of the emergency management processes and system. Management commitment is a key requirement of any effective emergency response. Therefore, they are the person to be consulted in monitoring. Other than that, specialist advisors such as occupational medic and fire fighter can be also consulted for improvement in term of the emergency services and response.
b)	The monitoring result shall be reported to all levels of the organization from the lowest level ranking worker to the CEO. The participation at all levels of the organization likely to be a culture of trust and value placed on WHS outcomes and a resulting informed culture. With an informed culture those that made decisions are able to make effective decisions.
c)	Emergency evacuation route shall be clearly identified and marked to ensure the workers are aware the evacuate route. Therefore, they can evacuate the dangerous area at the shortest time.
d)	To ensure the new recruit workers aware the emergency response plan in the project. This information can be delivered to them via toolbox talk and familiarise the working area condition including emergency contact at the workplace.

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

Knowledge Test

1. Safety wear worn in a workplace is classified as an emergency prevention control. List at least four other emergency prevention controls typically found installed in a workplace.

For each emergency prevention control listed, include the purpose of your workplace/area (either real or scenario), the primary function of the emergency prevention control and the maintenance requirements of the emergency prevention control.

Purpose of your workplace/area:			
Emergency Prevention Control	Workplace area	Primary function of the emergency prevention control (Prevention/Detection/Control))	maintenance requirements of the emergency prevention control
Security systems			
Smoke alarms, fire alarms and fire extinguishers			
Emergency protection systems			
Emergency alerting systems			

2. New hazards may occur when responding to an emergency, such as falling over during an evacuation.

Using the secondary hazards that you identified in Activity 1 (b), list any control measures that may reduce or eliminate these secondary hazards occurring during an emergency.

1. Emergency: _____
 Secondary Hazard: _____
 Control: _____

2. Emergency: _____
 Secondary Hazard: _____
 Control: _____

3. Emergency: _____
 Secondary Hazard: _____
 Control: _____

3. What are the rights of a worker to refuse to carry out work if a serious risk from an immediate or imminent exposure to a hazard is present? Also include in your answer, the role of the HSR and the regulatory body in a cessation of work. Include references to the Divisions and sections of the WHS Act 2011 that support your answer.

--

4. Write a step-by-step procedure that details the principles and priorities for evacuating a work area (real or simulated). Your procedure must include
- Clear definitions of roles and responsibilities
 - Evacuation information system (including checking and accounting for people)
 - Assurance of movement capability
 - Establishment and maintenance of confidence and cooperation of the affected community

Work Area:	Evacuation Type:
Roles and responsibilities	
Evacuation information system	
Movement capability	
Maintenance of confidence and cooperation	

5. Using the internet, search for current Australian WHS regulations that list the obligations for providing an emergency plan in the workplace. Complete the following.

Legislation type:

Revision Date:

Division No:

Section No:

Person responsible
for providing the
emergency plan:

6. Explain the benefits of issuing instructions in an authoritative manner during emergencies? Include in your answer, the way Interpersonal skills can help you communicate your instructions.

--

THIRD PARTY REPORT

You are required to have a suitable third party to verify your ability to complete the following:

SKILLS	VERIFIED
1. Liaise with stakeholders, specialise advisors and emergency agencies, providing all required information during an emergency.	☒
2. Identify and check resources available for immediate response for accessibility, serviceability, cleanliness and correct location.	☒
3. Appropriately implement initial response procedures in responding to emergencies, including issuing instructions in an authoritative manner and assisting with a fire evacuation.	☒
4. Support personnel in debriefing and second response phase.	☒
5. Assist with evaluating responses to emergencies for efficiency and timeliness, in consultation with stakeholders, specialist advisors and agencies.	☒
6. Prepare evaluation reports (including recommendations) for a range of target groups, including: • Health and safety committees • Health and safety representatives • Managers • Supervisors • Persons Conducting Businesses or Undertakings (PCBUs) or their officers	☒
Name of third party	Phan Đình NGUYỄN
Role of third party (Confirm their suitability to sign report)	HSE&S Dept Head
Date of report completion	Click here to enter a date. 29/12/2015
Phone number of third party	+(84-8)38227772
Email address of third party	pdnguyen@technip.com

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

Knowledge Test

1. Safety wear worn in a workplace is classified as an emergency prevention control. List at least 4 other emergency prevention controls typically found installed in a workplace.

For each emergency prevention control listed, include the purpose of your workplace/area (either real or scenario), the primary function of the emergency prevention control and the maintenance requirements of the emergency prevention control.

Purpose of your workplace/Area			
Emergency Prevention Control	Workplace Area	Primary function of emergency prevention control (Prevention/Detection/Control))	Maintenance requirements of the emergency prevention control
Security systems	Workers stealing company assets cable or metal plate and unauthorized entry	To prevent thief from stolen company assets and unauthorized staff/vendor/client/ Subcontractor to enter the premise	To conduct pre-inspection every day on the scanning device
Smoke alarms, fire alarms and fire extinguisher	Fire incident	To detect fire and extinguish the fire as soon as possible	Monthly check on the detection system
Emergency protection systems	Emergency evacuation	To control or protect people, company assets and the environment	Quarterly check by the certified and competent agent on all systems
Emergency alerting systems	Emergency alarm And announcement system	To notify the workers about the emergency and required them to evacuate from the incident area to a safe muster point	Pre-inspection check every day after the toolbox talk

2. New hazards may occur when responding to an emergency, such as falling over during an evacuation.

Using the secondary hazards that you identified 1(b), list any control measures that may reduce or eliminate these secondary hazards occurring during an emergency.

a) **Emergency** : Fire incident

Secondary Hazard : Cable on the floor which may cause a tripping hazard during evacuation

Control : To provide cable hanger/ tray to ensure proper cable management

b) **Emergency** : Security Incident
Secondary Hazard : Aggressive workers when he was caught in stolen
Control : Intervention skill training to all security personnel and install CCTV

c) **Emergency** : Rescue fainted worker in confined space
Secondary Hazard : Congested man hole
Control : Work readiness review to be conducted by emergency response team to aware the condition and preparation action which required to carried out.

3. What are the rights of a worker to refuse to carry out work if a serious risk from an immediate or imminent exposure to a hazard is present? Also include in your answer, the role of the HSR and the regulatory body in a cessation of work. Include references to the Divisions and sections of the WHS act 2011 that support your answer.

According to the WHS act 2011, Part 2- Health and safety duties, division 4- Duties of officers, workers and other person, It is stated that:

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Moreover, in Part 8- The regulator, division 1 – Function of regulator, It is stated that

The regulator has the following functions:

- (a) to advise and make recommendations to the Minister and report on the operation and effectiveness of this Act;
- (b) to monitor and enforce compliance with this Act;
- (c) to provide advice and information on work health and safety to duty holders under this Act and to the community;
- (d) to collect, analyse and publish statistics relating to work health and safety;
- (e) to foster a co-operative, consultative relationship between duty holders and the persons to whom they owe duties and their representatives in relation to work health and safety matters;
- (f) to promote and support education and training on matters relating to work health and safety;
- (g) to engage in, promote and co-ordinate the sharing of information to achieve the object of this Act, including the sharing of information with a corresponding regulator;
- (h) to conduct and defend proceedings under this Act before a court or tribunal;

- (i) any other function conferred on the regulator by this Act.

And section 155 – Power of regulator to obtain information, it stated:

- (1) This section applies if the regulator has reasonable grounds to believe that a person is capable of giving information, providing documents or giving evidence in relation to a possible contravention of this Act or that will assist the regulator to monitor or enforce compliance with this Act.
- (2) The regulator may, by written notice served on the person, require the person to do 1 or more of the following:
 - (a) to give the regulator, in writing signed by the person (or in the case of a body corporate, by a competent officer of the body corporate) and within the time and in the manner specified in the notice, that information of which the person has knowledge;
 - (b) to produce to the regulator, in accordance with the notice, those documents;
 - (c) to appear before a person appointed by the regulator on a day, and at a time and place, specified in the notice (being a day, time and place that are reasonable in the circumstances) and give either orally or in writing that evidence and produce those documents.

4. Write a step-by-step procedure that details the principles and priorities for evacuating a work area (real or stimulated). Your procedure must include

- Clear definitions of roles and responsibilities
- Evacuation information system (including checking and accounting for people)
- Assurance of movement capability
- Establishment and maintenance of confidence and cooperation of the affected community

Work area: Topside fabrication area	Evacuation Type: Fire emergency
-------------------------------------	---------------------------------

Roles and responsibilities	
Evacuation information system	Fire alarm activation, announcement and head count according to the work group by respective supervisor and then report to the emergency commander
Movement capability	The evacuation route must be enough at least 2 person (approximately 2 meter wide) and the stair towers must be stable enough to cater the workforce population in Topside fabrication area.
Maintenance of confidence and cooperation	All fire detection systems shall be inspected quarterly by competency persons and the fire control system shall be inspected daily.

5. Using the internet, search for current Australian WHS regulations that list the obligations for providing an emergency plan in the workplace. Complete the following.

Legislation Type : **Work Health and Safety (WHS) Regulations 2011**
 Revision Date : **1 July 2015**
 Division No : **Division 3.2.4**
 Section No : **Regulation 43**
 Person Responsible
 For providing the
 Emergency Plan : **A person conducting a business or undertaking at a workplace**

6. Explain the benefits of issuing instructions in an authoritative manner during emergencies? Include in your answer, the way interpersonal skills can help you communicate your instructions.

The benefit of issuing instruction is to have a formed of agreement in actions to be carried out so that it can be recorded for future reference. The interpersonal skills that should have is ability to:

- Interact and communicate with people at all level of the organization**
- Explain technical WHS information in non-technical terms**
- Make group presentations**
- Prepare memos, newsletter and other written communications to inform people and prepare technical reports**

7. List three personnel or external organizations who might appropriately deliver training regarding initial emergency response?

Emergency Response Training	Person or Organization
Firefighting Training	Local Fire brigade Department
First aid Training with AED utilization	Approved live support trainings institute such as St. John institute
Search and rescue Training including rescue in working at height	Approved live support trainings institute such as St. John institute

8. Name a post-emergency process that contributes to evaluating the effectiveness of implementation strategies.

Debriefing. It is to review and necessary emergency documents and process for improvement.

9. List the types and names of documents that display actions in your workplace for initial response? (i.e ;Hazchem Spills Emergency Contact' Signage)

a.	Emergency contact numbers
b.	Emergency spillage recovery plan
c.	Emergency evacuation route and muster point
d.	Emergency equipment checklist

Outcome for knowledge test	☐ Satisfactory ☐ Not satisfactory
Trainer /Assessor comments	

