

BSBWHS403

Contribute to implementing and maintaining
WHS consultation and participation
processes



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ASSESSMENT FOR BSBWHS403

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	8/09/2016

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

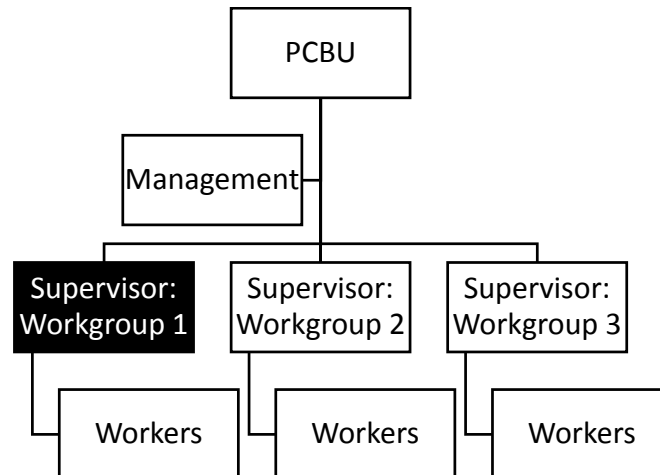
TASK INSTRUCTIONS

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

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Roles, duties, rights, responsibilities	Workbook response (below)
2. Contribution to processes	Workbook response (below)
3. Training to achieve effectiveness	Workbook response (below)
4. Improvement of processes	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	Malaysia Marine Heavy Engineering
Workgroup	Frabrication and Construction Team

ACTIVITY 1

Identify three (3) individuals and parties involved in WHS consultation and participation processes in your nominated organisation (one of these must be yourself).

For each individual/party:

- a) Explain what their roles, duties, rights and responsibilities are regarding consultation and participation
- b) Identify the documents (Act/Regulation/Codes of practice, policies and procedures) which impose these roles, duties, rights and responsibilities
- c) Identify how you would communicate with the individual/party to inform them about their roles, duties, rights and responsibilities (i.e. method of communication and in what timeframe)

Your role

Project Director

Roles, duties, rights and responsibilities regarding consultation and participation

- 1) Accountable for the effective implementation of the Project HSES PLAN and has the ultimate responsibility for all HSES matters throughout the project. He shall communicate the roles and responsibility outlined in the plan to the respective individuals involved in the project.
- 2) To ensure that the project complies with the requirements of this document, and has statutory and moral obligations
- 3) Involved in the quarterly HSES Committee meeting.

Documents which outline roles, duties, rights and responsibilities
Work Health and Safety Act 2011, Division 3— Further duties of persons conducting businesses or undertakings Section 20, Duty of persons conducting businesses or undertakings involving management or control of workplace
Communication method and timeframe
Communicate through developed procedure, Weekly project progress meeting, Quarterly management meeting, management/leadership walkabout and PULSE leadership session, quarterly bulletin, and management expectation one time every three months and to intervene and report any unsafe act and conditions.

Name of Individual/Party 1
Discipline Engineers
Roles, duties, rights and responsibilities regarding consultation and participation
1) To check and ensure that safe working procedures and practices are followed. 2) To promote a proactive safe awareness amongst their fellow workers through tool box talk, weekly safety talk, daily surveillance and coaching. 3) To Prevent and intervene all unsafe acts and unsafe conditions towards creating and maintaining a safe and healthy working environment. 4) To participate actively in HSSE meetings and Safety Inspections. 5) To ensure that equipment is inspected and provided with valid Equipment Pass/Inspection Tag/Colour Coding and is safe to use. 6) To ensure that the workers use correct PPE that is in good condition. 7) To participate in accident/incidents and near miss investigation if required, and implement any necessary safety recommendations to prevent recurrence. 8) To participate actively in the U-See, U-Act reporting program. 9) To plan the job sequence in order to help eliminate any foreseeable potential hazard and risks. 10)To ensure good housekeeping is maintained at all times 11)To ensure workers under his control understand the Emergency Response Procedure
Documents which outline roles, duties, rights and responsibilities
Work Health and Safety Act 2011, Division 3 Division 4—Duty of officers, workers and other persons, section 27, Duty of officer and Section 28, Duty of workers
Communication method and timeframe
Daily toolbox talk, weekly HSE meeting, PULSE for Workforce Session, JSA session and weekly safety talk

Name of Individual/Party 2
Independent Australian Government Statutory body. For example Worksafe Australia
Roles, duties, rights and responsibilities regarding consultation and participation
1) Coordinate and develop national policy and strategies 2) Assist with the implementation of model work health and safety legislation and reform the legislative framework 3) undertake research, and 4) Collect, analyse and report data
Documents which outline roles, duties, rights and responsibilities
Work Health and Safety Act 2011, Division 3— Further duties of persons conducting businesses or undertakings Section 20, Duty of persons conducting businesses or undertakings involving management or control of workplaces
Communication method and timeframe
Organize workshop, conference, distribution of case study, guidance materials, information sheet, fact sheet, deliver seminars, annual report, and deliver trainings.

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

ACTIVITY 2

Identify two (2) WHS consultation and participation processes that may exist in your workplace for sharing WHS information (in addition to work team meetings).

For each process:

- a) Briefly describe the process
- b) Explain your role in the setting up and running of this process
- c) Describe how you communicate with individuals and parties about what these processes are
- d) Describe how you support the participation of individuals and parties in these processes

Name of process

Work team meetings

Describe process

The Project HSE monthly work team meeting that is chaired by the SITE Manager and or his nominated person, comprises the HSE Manager, Construction Managers, all the Sub-contractors SITE Managers, and the client Site and HSE Representatives.

The HSE work team meetings will be held to maintain close communication among all the parties and individuals working on the Site. The results of the meetings shall be made known to all concerned parties and all employees by means of briefing, notices or posters placed on the HSSE bulletin boards, etc.

Issues discussed will include, but will not be limited to:

1. Safety Moments
2. HSSE KPI's performance and deliverables
3. Incidents/observation and Lesson learnt
4. Risk management and activities
5. HSSE audit schedule and training activities
6. Objectives are discussed as well as Project/Quarterly/Annual Target Setting and performance reviews.

Your involvement in set up and running of process

Role of setting up and running of this meeting as HSE advisor are

1. Send invitation to all required participants
2. Preparation of agenda, venue and HSSE statistics
3. prepare and produce the minutes of meeting
4. Update the action items of the HSSE issues that have been raised in the previous work team meeting

How you communicate with individuals and parties about process

The work team meeting was implemented on monthly basis and communicated throughout the meeting as participants are all from subcontractor, contractor and client top management. Then, the minutes of meeting was produced within 3 working days after the meeting and distributed to all the participants via email.

How you support participation of individuals and parties in process

Consultation and solution is given to the respective issue throughout the processes. Feedback from various parties are also welcome and make necessary improvement as necessary

Name of process 1
Job Safety Analysis (JSA)
Describe process
JSA is conducted for activities with medium and high risks where the potential for accidents /incident or work related illness exist. Supervisor has the responsibility for identifying the tasks that require job safety analysis. For the daily routine job, generic JSA shall be produced as required. However the JSA for the non-routine and activities with significant risks shall be specific to the related job. The engineer to prepare a JSA related to the specified tasks and activities to be carried out before commencement of work. The client to be notified of all the JSA development meetings and client representatives to attend as necessary. The hazard for each step for the activity shall be assessed for accident potential based on project risk assessment matrix (RAM). The hazard shall be controlled through the use of hierarchy of controls. Project supervisor is responsible for the job execution and communicate JSA to the workers during toolbox talks. He shall ensure personnel understand the hazards/risks associated with the activities and control measures to be adopted.
Your involvement in set up and running of process
First of the processes is to identify the routine, high risk and non routine job. This is normally done by the respective engineers. Then, the JSA is breaking down to the steps of activity to familiar with the activities. It is then identify the hazard and assess the accident potential consequences of each steps. Next is determine control measures to counter each of the hazard. Lastly, review the JSA and prepare a checklist to ensure all requirements are compiled with prior to work execution.
How you communicate with individuals and parties about process
The routine and non routine job would be declared in the daily Permit to work (PTW) meeting to ensure the chairman are well identified of the activity. Continues daily surveillance and monitoring and the checklist is carried out at site by HSE personnel to ensure all job are with JSA or else stop work to be enforced.
How you support participation of individuals and parties in process
The non-routine activity would be applied a PTW and raised in the daily PTW for approval. Then the JSA was communicated in the toolbox talk prior of the work commencement with all the personnel involved in the activity.

Name of process 2
Hazard Identification (HAZID) workshop
Describe process
Hazard Identification for all work activities would be established, which enable all personnel to identify the hazards, the level of risks involved and the control measures to prevent incidents and injuries related to the work activity. The work activities are divided into various disciplines. Project will be using the hazard prompt 10 + 1 method to identify the hazards that relevant to the production or specific activity throughout its total cycle or parts thereof. The team who conducted the hazard identification process shall at least review each of the 10+1 hazards prompt in ensuring that all the hazards during the activity being recognized. All risk associated with the hazards identified should be evaluated and assessed based on the established level of risk and deciding whether or not the risk is tolerable.
Your involvement in set up and running of process
he HAZID workshop is implemented to all phases of project progress such as construction, superlift and comissioning. The workshop is held together with the key personnel in the respective phase. The workshop is to identify the associated hazard to each phases of project and determine best control measures to be in place for a safe operation. Then, the identified hazard, risk assessment, and risk control is minutes down in the specific HAZID template.
How you communicate with individuals and parties about process
Tha HAZID workshop would be carried out prior each phases of the project progres are begin. Checklist would be produced to ensure all the control measures are compiled. Audit would be carried together with client representatives to ensure the control measures given in the workshop are in placed prior the work begin.
How you support participation of individuals and parties in process
Consultation and solution is given to the respective issue throughout the processes to ensure the control measures given are reasonable and practicable. Official HAZID report and minutes of meeting are produced within 3 days after the workshop and distributed to all participants.

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

ACTIVITY 3

Refer back to the two (2) individuals and parties (other than yourself) that you identified in Activity 1.

- a) Identify what is required for them to effectively be involved in consultation and participation
- b) Outline what training may be provided to assist in the improvement of their consultation and participation
- c) Explain how you could be involved in the delivery of the training you have identified

Name of Individual/Party 1

Project Director

Required for effective involvement in consultation and participation

Lead by example in implement safety. Keep safety is priority

Training that may be provided to assist

Pulse for leadership Training.

Your involvement in delivery of training

Conduct Pulse of leadership training plan through project and evaluation will be provide t whom including workers and engineers who involved in project to evaluate the safety leadership visibility from management

Name of Individual/Party 2

Discipline Engineers

Required for effective involvement in consultation and participation

Proactive in HSE and familiar with HSE requirement

Training that may be provided to assist

Pulse for workforce, Behavioural Based safety Training(ORCA/H2S and etc)

Your involvement in delivery of training

Develop a mentioned training programs plan through the year and do evaluation which included workers and subcontractors to evaluate the safety leadership visibility from engineers as well as identify the breaches from engineers to and provide counselling to the offenders

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

ACTIVITY 4

Identify three (3) potential barriers to the implementation and effectiveness of WHS consultation and participation processes. For each barrier identified, identify:

- A measure that could be implemented to remove the barrier
- Explain how you can contribute to the development, implementation and evaluation of this measure.

Describe barrier 1

Inadequate HSE awareness or perception of workers

Measure to remove barrier

Pulse for Workforce training, other HSE trainings such as grinding awareness training, working at height training and HSE campagin

Contribution to development of measure

Conduct Training Need Analysis of the workers, Identify and priority HSE topic for the campagin to increase awareness

Contribution to implementation of measure

Develop training plan and organise quaterly HSE campagin

Contribution to evaluation of measure

Conduct Monthly HSE compliance audit, breaches statistic, Incident analysis report

Describe barrier 2

HSE incompilance from workers

Measure to remove barrier

Daily HSE surveillance, Toolbox talk by management and disciplinary action enforcemen

Contribution to development of measure

Identify critical incompilance of HSE safe practice, arrangement of management to deliver the safety talk, preparation of disciplinary action record

Contribution to implementation of measure

Record keeping of the incompilance, Weekly subcontractor performance review/

Contribution to evaluation of measure

Conduct Monthly HSE compliance audit, breaches statistic, Incident analysis report, and management review of the subcontractor performance.

Describe barrier 3
Proactive intervention from engineers
Measure to remove barrier
Pulse for leadership training and Project lesson learn, weekly management walkabout, weekly safety talk deliver to workers by engineer, incentive for proactive initiative
Contribution to development of measure
Identify best project lesson learnt, Training Need Analysis for proactive intervention to engineers, Identify engineers to deliver the safety talk, provide incentive gifts
Contribution to implementation of measure
Organised a project lesson learn workshop, training plan for engineers and safety topic to be delivered
Contribution to evaluation of measure
Work readiness review inspection, lesson learn tracing

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

QUIZ

QUESTIONS	CORRECT
1. Individuals and parties involved in WHS consultation and participation processes may include external bodies, such as unions and WHS inspectors. ☒ True ☐ False	☐
2. Which of the following are types of WHS consultation and participation processes? Select all that apply. ☒ Health and safety committees ☒ Internal involvement in inspections and audits ☒ Team meetings ☒ Planning committees	☐
3. Training for effective WHS consultation and participation can be as simple as teaching workers how to use computers to access WHS information and data. ☐ True ☒ False	☐
4. Which of the following may constitute barriers to the implementation and effectiveness of WHS consultation and participation processes? Select all that apply. ☒ Consultation meetings being too long and boring ☒ Language, literacy and numeracy levels of the workforce ☒ Workplace culture related to WHS ☒ Having separate work sites	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS	VERIFIED
A. Conduct a meeting with a PCBU, using appropriate language, to identify requirements for WHS consultation and participation, as identified in Acts, regulations, codes of practice, policies and procedures.	☒
B. Highlight the roles of those within the organisation (including duties, rights and responsibilities) regarding WHS consultation and participation.	☒
C. Identify and discuss WHS consultation and participation processes, and highlight potential barriers.	☒
D. Offer solutions to barriers, evaluating and considering time/resource constraints and the needs of others.	☒
E. Use questioning and active listening to identify and discuss PCBU's views on barriers to WHS consultation and participation processes.	☒
F. Use questioning and active listening to identify and discuss PCBU's views on training requirements for effective WHS consultation and participation.	☒
G. Write down adjustments to offered solutions, as necessary, addressing PCBU's views on barriers and training requirements.	☒
Name of observer	Ronan Sanvictores Perez
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	+603 27835523
Email address of observer	rsperez@technip.com
Signature of observer	
Date	Click here to enter a date.
Comments	

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