

BSBWHS404

Contribute to WHS hazard identification, risk assessment and risk control



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ASSESSMENT FOR BSBWHS404

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:
 - o **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)
 - o **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - o **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. Identifying/assessing hazards and risks	• Workbook response (below)
2. Development, implementation and evaluation of risk control	• Workbook response (below)
3. Policies, procedures, processes and systems	• Workbook response (below)
4. Legislation, codes of practice and guidelines	• Workbook response (below)

ACTIVITIES

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

Name of workplace	
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ACTIVITY 1

Identify two (2) hazards that may occur in your workplace. For each hazard identified, find information to explain:

- a) The nature and scope of the hazard
- b) The range of harms caused by the hazard and how they are caused
- c) The techniques, tools and processes used to identify each hazard
 - Select tools appropriate for the workplace and identify different tools for each hazard
 - Describe how you contribute to applying these selected techniques, tools and processes and document the results
- d) Determine the level of risk for the hazard within your workplace
- e) How you advise others of this information in a way that address peoples' range of abilities and backgrounds
 - Be sure to also consider the timeframes in which you should advise others
- f) Risk controls that may be implemented to address the hazard and risk assessment results
 - Explain the timeframes in which these risk control options should be implemented.

Name of Hazard 1
Falls
Nature and scope of hazard
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804 a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is: in or on plant or a structure that is at an elevated level in or on plant that is being used to gain access to an elevated level in the vicinity of an opening through which a person could fall in the vicinity of an edge over which a person could fall or in the vicinity of a surface through which a person could fall or near the vicinity of a slippery, sloping or unstable surface. Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
The range of harms caused and how they are caused
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804
Techniques, tools and processes to identify hazard
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804 . Regulation 34-38: In order to manage risk under the WHS Regulations, a duty holder must: · identify reasonably foreseeable hazards that could give rise to the risk · eliminate the risk so far as is reasonably practicable · if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control · maintain the implemented control measure so that it remains effective · review, and if necessary revise, risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

Determine the level of risk

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
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Level of risk: H

How you advise others about hazards, harms and associated risk

A must to consult workers and their health and safety representatives at every step of the risk management process. By drawing on their experience, knowledge and ideas, you are more likely to identify fall hazards and develop effective control measures.

Designers, manufacturers, suppliers, importers and installers of plant or structures that could be used for work must ensure, so far as is reasonably practicable, that the plant or structure is without risks to health and safety. Designers of plant or structures have an important role in eliminating or minimising the risks of falls in the design stage (see Chapter 11 of this Code).

Officers, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks of falls from one level to another that are likely to cause injury.

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction given by the person conducting the business or undertaking..

Risk controls

Source of information (e.g. website address):

https://www.legislation.gov.au/Details/F2011L02804/Html/Volume_3

provide safe means of access to and exit from the workplaces minimise the risk of falls so far as is reasonably practicable by providing a fall prevention device(safety harness) , work positioning system or a fall arrest system

Name of Hazard 2
Confined Space
Nature and scope of hazard
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804/Html/Volume_3 A confined space means an enclosed or partially enclosed space that: · is not designed or intended primarily to be occupied by a person; and · is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and · is, or is likely to be, a risk to health and safety from: - o an atmosphere that does not have a safe oxygen level, - o contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or - o harmful concentrations of any airborne contaminants, or - o engulfment.
The range of harms caused and how they are caused
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804/Html/Volume_3 Fatality due to asphyxiation which resulted from insufficient oxygen in the confined space
Techniques, tools and processes to identify hazard
Source of information (e.g. website address): https://www.legislation.gov.au/Details/F2011L02804/Html/Volume_3 Identifying hazards involves finding all of the things and situations that could potentially cause harm to people. The types of substances previously stored in a confined space (however briefly) will indicate the sorts of hazards that may be present. Substances stored in a confined space may result in a lack of oxygen, airborne contaminants or a flammable atmosphere within the confined space. Other hazards may arise from work activities, products or by-products in or around the confined space.

Determine the level of risk

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
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Level of risk:

How you advise others about hazards, harms and associated risk

The information would be advised through pre-work readiness review session with the workers, and supervisors involved

Risk controls

Source of information (e.g. website address):

https://www.legislation.gov.au/Details/F2011L02804/Html/Volume_3

Regulation 34-38: In order to manage risk under the WHS Regulations, a duty holder must:

- identify reasonably foreseeable hazards that could give rise to the risk
- eliminate the risk so far as is reasonably practicable
- if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control
- maintain the implemented control measure so that it remains effective
- review, and if necessary revise, risk control measures so as to maintain, as far as is reasonably practicable, a work environment that is without risks to health and safety.

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 2

For the two (2) risks (and associated risk controls) identified in Activity 1:

- a) Explain how you would contribute to developing and implementing a risk control plan
- b) Describe the process you would undertake to evaluate the risk controls that had been implemented

Hazard/Risk 1**Develop and implement risk control plan**

Organizing the HAZID workshop, JSA session which consist of management level, engineers in charge, and supervisor in charged. Then assist in identify the potential hazardous task and suitable control measures. This information then cascaded down through daily toolbox talk prior the work start.

Evaluation of risk control

Review the developed HAZID worksheet, minutes of meeting, risk rating and control measures.

Hazard/Risk 2**Develop and implement risk control plan**

Organizing the HAZID workshop, JSA session which consist of management level, engineers in charge, and supervisor in charged. Then assist in identify the potential hazardous task and suitable control measures. This information then cascaded down through daily toolbox talk prior the work start. Also organise a campaign to increase the wareness of the workers

Evaluation of risk control

1. Review the developed HAZID worksheet, minutes of meeting, risk rating and control measures.
2. Develop a proposal for the campaign to increase the awareness of the workers

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Explain the requirements of your organisation regarding hazard identification, risk assessment and risk control activities by identifying the requirements found in:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

Explain how you comply with the requirements of these documents.

Hazard identification

WHS policy

Proactive in HSE response

WHS procedure

To identify the hazard related to work activities and environment

WHS process

To identify the hazard relate to high risk activities

WHS system

To identify the hazard related to work activities and environment priority apply to the system, ex: PTW(permit to work)

How you comply

To ensure that a co-ordinated approach is taken to implementation following commencement of the model WHS act and jurisdictions adopt harmonised transitional arrangements.

Risk assessment
WHS policy
Proactive in HSE response
WHS procedure
Assess the risk of work activities
WHS process
To assess the risk of the dangerous event.
WHS system
To identified hazard
How you comply
Hazard to be identify on all the relevant control measure.

Risk control
WHS policy
Proactive in HSE response
WHS procedure
To identify all the relevant control measures to control the associated hazards
WHS process
To identify all the relavant control measures of its hazard
WHS system
To identify all the relavant control measures of its hazard
How you comply
Ensure that all the control measure is in place, JSA session to be conduct and complying to all workers, audit to be conduct by safety personnel.

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

ACTIVITY 4

Identify the duty holders and their range of duties regarding hazard identification, risk assessment and risk control activities by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Codes of practice
- d) Guidelines

Explain how you comply with the requirements of these documents.

Hazard identification**WHS Acts**

Workplace Health and Safety act 2011, Section 49 (a), Part 5, Consultation, representation, and participation, Division 2, consultation stated that the PCBU shall provide consultation and information to the workers when the hazard is identified from associated work activities or working area

WHS Regulations

Workplace Health and Safety Regulation 2011, Chapter 3 General risk and workplace management, Managing risks to health and safety, Application of Specific requirements must be complied with, Section 34 Duty to identify hazards stated that a duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

Codes of practice

Managing electrical risk in workplace, under 2.1 identify required the relevant personnel to Identifying hazards involves finding all of the electrical tasks, situations and sequences of events that could potentially cause harm.

Guidelines

General guideline for scaffolds and scaffolding work stated to identify the hazard which can cause harm to people

How you comply

To distribute the hazard to the workers via email, update in the link, toolbox talk or display necessary information at notice board

Risk assessment	
WHS Acts	
Workplace Health and Safety act 2011, Under division 13, regulation making powers, section 275 use of code of practice stated the the code of practise to assess the risk of the work	
WHS Regulations	
Workplace Health and Safety Regulation 2011, Division 3 Duties of person conducting business or undertaking, section 66 Managing risks to health and safety indicated that the risk assessment must be carried out by competent person	
Codes of practice	
Managing electrical risk in workplace, under 2.2 assess the risk, stated that the risk assessment involves considering what could happen if someone is exposed to a hazard (consequence) and the likelihood of it happening. For work on energised electrical equipment, the WHS Regulations require that a risk assessment be prepared in writing by a competent person	
Guidelines	
General guideline for scaffolds and scaffolding work required the risk of scaffolding works to be assessed.	
How you comply	
To include safety personnel, the workers and supervisors of the work in the risk assessment session for the specific task	

Risk control	
WHS Acts	
Workplace Health and Safety act 2011, division 13:-Regulation making powers, section 275 use of code of practice stated the the code of practise to have risk control of the hazard	
WHS Regulations	
Workplace Health and Safety Regulation 2011, Chapter 3 General risk and workplace management, Managing risks to health and safety, Application of Specific requirements must be complied with, Section 36 Hierarchy of control measures stated that the duty holder, in minimising risks to health and safety, must implement risk control measures in accordance with this regulation.	
Codes of practice	
Managing electrical risk in workplace, under 2.3 Control the risks required that once hazards have been identified and the risks assessed, appropriate control measures must be put in place. The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest	
Guidelines	
General guideline for scaffolds and scaffolding work required take action to control the risk that is reasonably practicable to eliminate or minimise risks	
How you comply	
Sort out the hazards which can be completely remove from the workplace. Risks can be eliminated by carrying out work at ground level or on completed floors of a building. If it is not reasonably practicable to completely eliminate the risk then consider the following options in the order they appear below to minimise risks, so far as is reasonably practicable:	

1. substitute the hazard for something safer e.g. using mechanical aids like cranes, hoists, pallet jacks or trolleys to move equipment and materials wherever possible instead of manually lifting scaffolding
2. isolate the hazard from people e.g. install concrete barriers to separate pedestrians and powered mobile plant from scaffolds to minimise the risk of collision, and
- 3 use engineering controls e.g. provide toeboards, perimeter containment sheeting or overhead protective structures to prevent objects falling hitting workers or other people below the work area. If after implementing the above control measures a risk still remains, consider the following controls in the order below to minimise the remaining risk, so far as is reasonably practicable:
- 4 use administrative controls e.g. storing scaffolding as close as practical to the work area to minimise the distance over which loads are manually moved, and
5. use personal protective equipment (PPE) e.g. hard hats, protective hand and footwear and high visibility vests. A combination of the controls set out above may be used if a single control is not enough to minimise the risks.

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

QUIZ

QUESTIONS	CORRECT
1. Which of the following can be causes of workplace hazards? Select the most appropriate responses from the list below. ☒ Noise ☒ Physical layout of the workplace ☒ Temperature ☒ Stress	☐
2. Which of the following individuals and parties may require information about workplace hazards? Select the most appropriate responses from the list below. ☒ Health and Safety Committees (HSCs) ☒ Suppliers ☐ All members of the public ☒ Contractors	☐
3. Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Select all that apply. ☒ Workplace inspections ☐ Compensation claim information ☒ Safe Work Method Statements ☒ Information issued by WHS regulators	☐
4. Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes of practice and standards). ☒ Yes ☐ No	☐
5. Which of the following should be considered when developing a risk control plan? Select all that apply. ☒ How and when controls will be implemented ☒ Evaluation processes for implemented controls ☒ Consultation with individuals and parties ☒ Responsibilities for implementation	☐

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

PRACTICAL TASK

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

TASKS	VERIFIED
A. Obtain a copy of a WHS policy/Work Health and Safety Management System (WHSMS) to evaluate and review.	☒
B. Evaluate the WHS policy/WHSMS reflects legislative requirements for return-to-work and injury management procedures (e.g. duty holder requirements), flagging areas that require modification.	☒
C. Explain the outcomes of the evaluation to others and seek their contribution and support when writing updates to WHS policy/WHSMS.	☒
D. Present and promote (verbally and electronically) the updated WHS policy/WHSMS components to another worker, explaining how the new WHS policy/WHSMS is to be implemented by workers.	☒
Name of observer	Ronan Sanvictores Perez
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): HSE Project Manager
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	

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