

BSBWHS406

Assist with responding to incidents



Copyright © 2016 CSTC Pty Ltd

All rights reserved. No part of the contents of this publication may be reproduced or used in any form or by any means – graphic, electronic, or mechanical including photocopying, digitising, recording, or information storage-and-retrieval systems – without the written permission of CSTC Pty Ltd.

ASSESSMENT FOR BSBWHS406

Student name	NGUYEN Phan Dinh
Date of assessment submission	23/05/2016
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

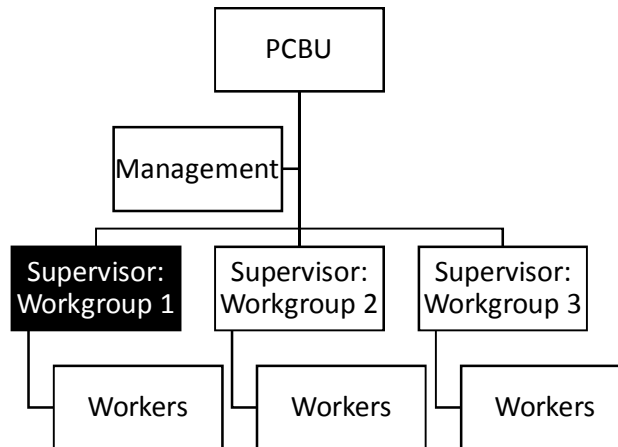
TASK INSTRUCTIONS

- 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. Duty holders and duties	• Workbook response (below)
2. Policies, procedures and processes	• Workbook response (below)
3. Providing first aid	• Workbook response (below)
4. Collecting information and data for investigations	• Workbook response (below)
5. Assist incident investigations	• Workbook response (below)
6. Implementing measures and actions	• 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	Construction of Dzung Quat Grassroot Refinery Project
Workgroup	Site Supervisor

ACTIVITY 1

Identify two (2) parties (apart from yourself) who hold a duty within your workplace regarding notification, reporting and documentation of incidents.

- a) Identify relevant section of WHS legislation which imposes the obligation.
- b) Explain what they are obliged to do under the legislation.
- c) Explain the method by which you, as a workgroup supervisor, would communicate the legislated requirements to the individuals and parties.
 - Explain how you have accommodated the audience's range of abilities and backgrounds.
- d) Explain how you would assist with meeting the legislative requirements in your role as a workgroup supervisor.

Name of Individual/Party 1
A person conducting a business or undertaking
Relevant section of WHS legislation
Work Health and Safety Act 2011, Part 3: Incident Notification, Section 38: a PCBU must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.
Obligations
A PCBU must notify to the WHS Regulator the details of the incident requested by the regulator; and if required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.
Method for communicating requirements
by telephone or by written notice
Your role in meeting requirements
A PCBU must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator

Name of Individual/Party 2
Workplace Supervisor
Relevant section of WHS legislation
Per Work Health and Safety Act 2011, Part 3: Incident Notification, Section 38: The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs. This does not prevent the supervisor to take any action: (a) to assist an injured person; or (b) to remove a deceased person; or (c) that is essential to make the site safe or to minimise the risk of a further notifiable incident; or (d) that is associated with a police investigation; or (e) for which an inspector or the regulator has given permission.
Obligations
To preserve the incident scene while waiting for the investigators to come.
Method for communicating requirements
By verbal communication, telephoning, e- mailing, tool box talk.
Your role in meeting requirements
To monitor the work place from time to time by implement the roles and responsibilities of field supervisor as outlined in Project HSE Plan

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

ACTIVITY 2

Identify one (1) of each of the following within your chosen organisation which deals with notification, reporting and documentation of incidents:

- WHS policy
- WHS procedure
- WHS process
- WHS system

For each:

- a) Summarise its requirements regarding notification, reporting and documentation of incidents
- b) Explain how you assist with notifying, reporting and documenting incidents in line with these requirements

Name of WHS policy
Health, Safety and Environment Policy
Summary of requirements
Everyone have the right to stop the work if there is a risk is existing. To create an environment where the reporting of an incident is encouraged
Your role with notifying, reporting and documenting incidents
To fill up the U-See, U-Act form after handling an un-safe act or un-safe condition. Once an incident occur, inform immediately by phone to senior HSE Superintendent in charge the area/ HSE Manager and then fill up initial incident form, take part in witness interview, etc...

Name of WHS procedure
Accident and Incident Notification, Investigation, Classification and Reporting; GWP-HSE-009
Summary of requirements
to define the guidelines for notification, investigation, classification and reporting any HSE related accidents and incidents, which may occur at home office or at site offices and or site and other areas
Your role with notifying, reporting and documenting incidents
Ensure that, in the event of a major incident / fatality, the relevant Emergency Response Centre / Emergency Team Leader is notified Ensure that, by means of audit and review, all incidents are investigated and reported in accordance with the procedure. Participate in, and support investigation teams as required;

Name of WHS process
Accident and Incident Notification, Investigation, Classification and Reporting
Summary of requirements
Define required incident process to determine the root cause of incident happened.
Your role with notifying, reporting and documenting incidents
To prepare initial incident report in the area in charge of HSE. To support in compilation HSE Investigation Report as assigned by Project HSE Manager(if any)

Name of WHS system
Synergi_ A global QHSES reporting tool of Technip
Summary of requirements
To report HSE incident within a time frame happened on a Technip jobsite/ premise
Your role with notifying, reporting and documenting incidents
To create a Synergi case for a particular incident happened in the area- in- charge. To ensure required corrective action is closed out and registered into the case To updating the case into Synergi accordingly

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

ACTIVITY 3

Identify one (1) of each of the following within your chosen organisation which deals with providing first aid:

- WHS procedure
- WHS process

For each:

- a) Summarise its requirements regarding providing first aid
- b) Explain how you assist with meeting the requirements

Name of WHS procedure
Site Emergency Response Plan Procedure
Summary of requirements
to define the guidelines for emergency response at jobsite in the event of an emergency, to prevent any casualties and injuries to site employees, clients and contractors and reduce further damage to surrounding equipment and facilities
Your role in meeting requirements
To updating the emergency response team members accordingly onto site notice board. To ensure emergency response equipment to be properly maintenance and periodically inspection. The emergency equipment will be include and not limited to: Breathing Apparatus Set, fire clothes, First Aid kits Organise re-fresh training to site emergency team members.

Name of WHS process
Site First Aid Clinic procedure
Summary of requirements
To defines the guidelines for the implementation of the site first aid services To provide fundamental rules in running the first aid room, providing services and equipments
Your role in meeting requirements
To take part in first aid drills at site clinic and contribute in identifying rooms for improvement with time frame, internal communication efficiency. Take part in daily/weekly site tour with clinic's ambulance in order for ambulance staffs to be aware with changing in site condition from time to time

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

ACTIVITY 4

Identify two (2) types of information and data that would be collected regarding actions and events leading up to (or occurring during or after) an incident.

For each:

- a) Identify the person you would collect the information and data from.
- b) Explain the data-collection technique you would use to collect the information and data.
- c) Explain why the collection of this information is necessary.
- d) Explain what type of additional information and data you may access to supplement it and where you would obtain it from.

Name of information/data type 1

Efficiency of Permit To Work system

Collected from

To collect information from:

- + Permit To Work Coordinator.
- + Daily PTW coordination meeting.
- + Authorised person(s) to sign off the PTW
- + Task force members who commencing the work

How it is collected

- + Visit the PTW office and observe the PTW logging.
- + Interview the PTW Coordinator, The PTW Applicant, the field supervisor and authorised person to sign off the PTW.

Necessity of collection

To assess the efficiency of PTW system and if there is differ between requirements outlined in the PTW compared to the actual compliance on the field. For example: the log out/ tag out mentioning in the PTW if it is being adhered to on the field.

Additional information

Project Permit To Work Procedure can be obtained from Project HSE Procedures data base which is on intranet and controlled by Document Control Department

Name of information/data type 2
Efficiency of monitoring confine space entry
Collected from
Area HSE Supervisors. Task Supervisor and or Foreman A particular worker in the workgroup Stand by man
How it is collected
Interviewing the relevant people and make records. Observing a specific confine space that taking place in another area on site.
Necessity of collection
To assess all factors that lead to an incident in confine space. In particular, the following need to be checked: + Accessing + Ventilation + Lighting + Gas Testing + Emergency Rescue Plan
Additional information
Project Confine Space Entry Procedure and Logging of PTW applied for Confine Space Entry by the same contractor to see the compliance level when commencing the confine space work of that contractor

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

ACTIVITY 5

In your role as workgroup supervisor, explain your role in incident investigations:

- a) Explain how you assist investigators and provide relevant information during investigations.
- b) Identify and explain techniques that you would use in workplace investigations (e.g. interviews, simulations, timelines of actions/events). Justify why they are appropriate techniques.
- c) Explain why you would review reports on incidents, injuries and illnesses.
- d) Identify responsible persons and relevant authorities you may contact and why you would contact them.

	Explanation
a)	To assist in preserve the incident scene, Introduce and guide the investigator in obtaining information from field supervisor, worker(s) who is the witness, Provide nature of the related job, identify interface activities (if any) Support with checking the relevant Tool Box Meeting record, STARRT Card,
b)	Apply investigation tool applied by Technip namely TOPSET to assess caused factors which may related to incident: Technology, Organisation, People, Similar event, environment and Time, Sequence. The factors will be used but not limited to as a checklist in assessing the factors that contributed to the incident. Simulation of the incident will help all relevant parties have a more insight understanding of what had really happened. In majority of cases, the simulation will help a third parties easier in understanding the sequences leading to the incident. However, the simulation must ensure not to create another incident to happen.
c)	Reviewing the reports on incidents, injuries and illnesses in order to find out immediate cause(s) that might had happened/ contributed to incident but it was failed to identify. The reviewing to ensure all causal factors that might leading to incident will not be missed during commencing investigation.
d)	The following personnel are to be contacted: HSE Manager/ Site Manager: to be informed of the emergency event happened on the site as per requirement outlined in project HSE Plan. Project Legal Counsel& Communications: in order to response properly with the injured next-of-kin and or media. WHS Regulator and or DOLISA government body as per law required.

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

ACTIVITY 6

Identify two (2) hazards that may occur in your workplace. For each hazard:

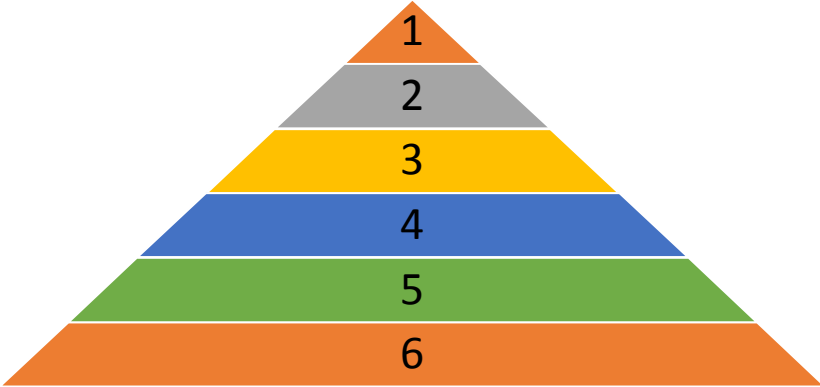
- a) Identify and justify possible recommended measures and actions that may arise from an investigation in order to resolve the hazard.
 - Identify regulations, codes of practice, standards and guidance material you used as the basis for the recommendation.
 - Explain where these controls sit within the hierarchy of control.
 - Explain how these controls affect workplace processes (work flow and planning).
- b) Explain how you, as a workgroup supervisor, would communicate recommendations arising from investigations to relevant others.
 - Explain how you have accommodated the audience's range of abilities and backgrounds.
- c) Identify possible inadequacies of the risk controls identified.
- d) Explain how organisational culture may inhibit the implementation of the recommended measures and actions.
- e) List methods that you would use to assist with implementing the measures and actions.

Name and describe Hazard 1
Entering in a confine space without controls in place can lead to seriously injuries even death.
Measures and actions to resolve hazard
Work Health and Safety Regulation 2011; Chapter 4 Hazardous work; Part 4.3 Confined Spaces stated the following to be applied: Confine Space Entry Permit Signage Control and monitor: communication and safety monitoring; connected plant and services; atmosphere; flammable gas and vapour; fire and explosion; emergency respond readiness; Personal Protective Equipment in Emergencies, relevant information, training and instruction for workers; access to confine space; stand by persons; specific training (gas testing training, watchman training)
Communication of recommendations
Communicate the efficiency of monitoring confine space through daily HSE supervision on site, tool box talk, STARRT card system and liaise with PTW office to update the differ if any between requirement in the Permit and practical issues on site.
Possible inadequacies of risk controls
Incompetent of stand-by man, gas tester man during commencing their duty.
Effect of culture on implementing measures and actions
Compromise of members involved in confine space tasks such as :stand by man, gas tester man that can lead to failure in monitoring properly the confine space entry)
Assisting with implementation
Increase frequency during site tour to detect insufficiency in implementing confine space entry. On-Job-training practice; held the tool box talk prior to workers start working in confine space.

Name and describe Hazard 2
Working with hazardous chemicals can lead to serious injuries and even fatality, multiple fatality.
Measures and actions to resolve hazard
Work Health and Safety Regulation 2011 Chapter 7 Hazardous chemicals Part 7.1 Hazardous chemicals stated certain controls and measures to be in place such as: Classification of hazardous chemical; availability of Material Safety Data Sheet; Emergency disclosure of chemical identities to registered medical practitioner; packing hazardous chemical; labelling hazardous chemical that is included but not limited to labelling the chemical container, labelling pipeline; Identification of risk of physical or chemical reaction
Communication of recommendations
Organise awareness training; post the MSDS information on the site notice board for reference; highlight the characteristics of certain chemicals which firstly introduce to site.
Possible inadequacies of risk controls
Human mistake in color coding the chemical containers, chemical pipelines.
Effect of culture on implementing measures and actions
Re-using containers with improper cleaning methods can leads to un-expected chemical reaction to occur. The differ in color-coding in certain countries might be different to other countries which can lead to human error causing incident.
Assisting with implementation
Apply countercheck when handling hazardous chemical. Visibly labelling hazardous chemicals. Arrange chemical specialist to conduct awareness training to field supervisor.

Outcome for Activity 6	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT														
1. Legislation requires that in some circumstances, it is mandatory to notify the regulator about an incident, as well as preserve the incident site. ☒ True ☐ False	☐														
2. Identify the elements of the hierarchy of control, using the labels 1 – 6 below.  <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">Label (1 – 6)</th> <th style="padding: 5px;">Element</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">Isolate the hazard</td> </tr> <tr> <td style="padding: 5px;">6</td> <td style="padding: 5px;">Provide and use Personal Protective Equipment (PPE)</td> </tr> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">Eliminate the hazard</td> </tr> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">Control the hazard by engineering means</td> </tr> <tr> <td style="padding: 5px;">5</td> <td style="padding: 5px;">Control the hazard by administrative means</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">Substitute the hazard</td> </tr> </tbody> </table>	Label (1 – 6)	Element	3	Isolate the hazard	6	Provide and use Personal Protective Equipment (PPE)	1	Eliminate the hazard	4	Control the hazard by engineering means	5	Control the hazard by administrative means	2	Substitute the hazard	☐
Label (1 – 6)	Element														
3	Isolate the hazard														
6	Provide and use Personal Protective Equipment (PPE)														
1	Eliminate the hazard														
4	Control the hazard by engineering means														
5	Control the hazard by administrative means														
2	Substitute the hazard														
3. What might you consider when choosing between different risk controls? Select all that apply. ☒ Cost ☒ Fit for organisational culture ☒ Effect on work flow of organisation ☒ View of workers ☒ Guidance from codes of practice, standards and WHS regulator	☐														

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 (using the handout provided) or real.

TASKS		VERIFIED
A.	Respond to a workplace incident by providing first aid.	☒
B.	Complete WHS regulator's incident notification form, outlining incident details, treatment details and business details.	☒
C.	Explain events to an investigator, review incident notification form and seek additional information to assist (via inspections, interviews, simulations and/or timelines).	☒
D.	Determine recommendations and implementation requirements according to hierarchy of control, communicating these with others in the workplace (e.g. PCBU, workers).	☒
Name of observer		
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☒ Other (specify): Project Manager
Phone number of observer		+84918 118 786
Email address of observer		dqvinh@technip.com
Signature of observer		
Date		25/05/2016
Comments		

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