



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

ASSESSMENT FOR BSBWHS408A

Student name	Ryan Chua Wei Hui
Date of assessment submission	4/12/2015

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. Services provided by contractors	• Workbook response (below)
2. Policies, procedures, processes, systems, practices and activities	• Workbook response (below)
3. Legislative requirements	• Workbook response (below)
4. Developing, implementing and evaluating improvements	• Workbook response (below)

ACTIVITIES

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

Name of workplace	MMHE Frabication yard
--------------------------	-----------------------

ACTIVITY 1

- a) Identify two (2) services that may be supplied by contractors to your workplace.
- b) Explain the context, situation and arrangement of how these services are provided.
- c) Identify one (1) document that would support the contractor's contract
 - Explain where contracts and other relevant contract documentation would be found.

	Service provided	Explanation of context, situation and arrangement	Supporting documents and location
1.	E&I installation in hull (confined space)	The contractor was awarded to do electrical cable and instrument installation in the hull. Contractor will do manual handling (pulling/pushing/manouvering cable), lifting, welding, grinding, cutting, comissioning activity. In term of arrangement, Client is reponsible to provide the basic facilities such as gas cylinders, toilets, canteens, forcklift, transporter and scaffolding structures.	The scope of work of the E&I contractor can be found in the project contract document. The document can be obtained from the contract executive in charge in the project. Contract would be also highlight the HSE requirement to be comply.
2.	Structure installation for Topside	The contractor was awarded to install topside structure where it required the contractor to perform welding, grinding, cutting, gouging, lifting, and manual handling activity. In term of arrangement, Client is reponsible to provide the basic facilities such as gas cylinders, toilets, canteens forcklift, transporter and scaffolding structures.	The scope of work of the E&I contractor can be found in the project contract document. The document can be obtained from the contract executive in charge in the project.

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 2

Identify and outline one (1) of each of the following within your chosen organisation which deals with contractor WHS arrangements:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system
- e) WHS practice and activity (i.e. common practice that is not outlined in one of the above documents)

	Name of document	Outline
WHS policy	Group health and safety policy	To communicate the management's commitment and direction towards the priority of protecting employees' safety and health.
WHS procedure	Confined Space entry procedure	To provide a standardised safe working practises of confined space entry activity at the workplace. The procedure mentioned the requirement must be complied if working in the confined space. For example, adequate ventilation, gas testing and monitoring and etc...
WHS process	Work readiness review (WRR) before any works begin to carry out in the announced confined space location/area	To audit the preparation work of the activity prior entry confined space to work. For example, good condition cutting torch, correct cutting and grinding disc, no joint in gas hoses, trained authorised entry and good ventilation.
WHS system	Confined Space entry permit to work	To provide the sequences of safe work practices in the confined space where the entrant have to apply the permit and get the permit to work approved prior entering confined space for work. This is also a system to avoid clushing with other hazardous activity such as painting and hot work acitivity which might cause fire or explosion.
WHS practice and activity	Personal Gas Detactor	The personal gas detactor is used to detact and monitor the oxygen level, flammable and toxic gases all the time. the Supervisor in charge have to wear the gas detactor all the time while working in confined space. And stop the work and evacuate from the area if the personal gas detactor is sounded.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Identify examples from the following areas that would assist you in determining whether contractor arrangements within your nominated workplace (i.e. policies, procedures, processes, systems, practices and activities) are compliant.

- a) Act
- b) Regulation
- c) Code of practice
- d) Standard
- e) Guidance publication

Document type	Name of relevant document (e.g. Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au)	Relevant section for chosen workplace (e.g. Section 7: A person is a worker if the person carries out work in any capacity for a PCBU, including work as a contractor or subcontractor)
Act	Work Health and Safety Act 2011 (Commonwealth) found at https://www.comlaw.gov.au/Details	Part 2 Division 2: Primary duty of care Section 19: (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of: (a) workers engaged, or caused to be engaged by the person; and (b) workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking. (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable: (a) the provision and maintenance of a work environment without risks to health and safety; and (b) the provision and maintenance of safe plant and structures; and (c) the provision and maintenance of safe systems of work; and (d) the safe use, handling and storage of plant, structures and substances; and (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and (f) the provision of any information, training, instruction or supervision that is

		necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking. (4) If: (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking; and (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available; the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety. (5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.
Regulation	Work Health and Safety Regulations 2011 found at https://www.comlaw.gov.au/Details/F2011L02664	Chapter 4 Hazardous of work Part 4.3 Confined Spaces Division 1 :Preliminary Section 62: Confined spaces to which this Part applies Section 63 Application to emergency service workers Division 2 Duties of designer, manufacturer, importer, supplier, installer and constructor of plant or structure Section 64: Duty to eliminate or minimise risk Division 3 Duties of person conducting business or undertaking Section 65: Entry into confined space must comply with this Division Section 66: Managing risks to health and safety Section 67: Confined space entry permit Section 68: Signage Section 69: Communication and safety monitoring

		Section 70: Specific control — connected plant and services Section 71: Specific control — atmosphere Section 72: Specific control — flammable gases and vapours Section 73: Specific control — fire and explosion Section 74: Emergency procedures Section 75: Personal protective equipment in emergencies Section 76: Information, training and instruction for workers Section 77: Confined space entry permit and risk assessment must be kept
Code of practice	Volume 3 Confined Space Code of practice found at https://www.comlaw.gov.au/Details/F2011L02804/Html/Volume_3	1. Introduction 1.1 What is a confined space? 1.2 Who has health and safety duties in relation to a confined space? 1.3 What is required in managing risks? 1.4 How to determine whether a space is a confined space 2. Role of Designer, manufacturers and suppliers 2.1 Eliminating or minimising the need to enter a confined space 2.2 Entry and exit 3. How to identify the hazards 3.1 What hazards are associated with a confined? 3.2 Other hazards 4. How to access the risks 5. How to control the risks 5.1 The hierarchy of risk control 5.2 Eliminate the need to enter into a confined space 5.3 Minimise the risks 5.4 Entry permits 5.5 Isolation 5.6 Atmosphere 5.7 Communication and safety monitoring 5.8 Entry and exit procedures 5.9 Signs and barricades 5.10 Information, instruction and training 5.11 Maintenance of control measures 6. Emergency procedure 7. How to review control measures

		APPENDIX A – Confined space criteria APPENDIX B – Sample confined space entry permit
Standard	Worksafe Australia National Standard Safe working in a confined space found at http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/ns1995safeworkinginconfinedspace	Safe working in a confined space 6 definitions 7 design, manufacture, supply and modification 8 consultation 9 hazard identification 10 risk assessment 11 control measures 12 safety of the atmosphere 13 risk control 14 education and training 15 rescue and first aid 16 record keeping Appendices a) List of referenced documents and related documents b) General design considerations c) Sample risk assessments d) Additional recommendations for the cleaning of confined spaces f) Additional recommendations for the conduct of hot g) Work in confined spacesf typical checklistg sample permit form for confined space entry h) Additional recommendations for atmospheric monitoring 40 i) Additional recommendations for provision and use of personal protective and safety equipment
Guidance publication	Guidance on the interpretation of workplace exposure standards for airborne contaminants found at http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/workplace-exposure-standards-airborne-contaminan	1. Guidance on the interpretation of workplace exposure standards for airborne contaminants 2. Adjustment of exposure standards for extended work shifts 3. Other factors affecting exposure 4. Information relating to specific groups of substances

Outcome for Activity 3

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

For the purpose of improving contractor arrangements in your workplace, you are to develop a report (in the following structure), which evaluates current contractor practices and outlines improvements.

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- Explain the role of contractors within the organisation (e.g. services provided, current arrangements)
- Identify what you wish to achieve by conducting review and evaluation of current WHS arrangements for contractors

2.0 LEGISLATIVE REQUIREMENTS

- Outline contractors' WHS duties under the legislation
- Identify contractors' WHS rights under the legislation
- Explain contractors' WHS obligations under the legislation

3.0 CURRENT PRACTICES FOR CONTRACTORS

- Describe two (2) contractor WHS arrangements.

4.0 REFLECTION ON BEST PRACTICE**4.1 ARRANGEMENT ONE**

- Identify best practice for this arrangement. Compare with current practice.
- Identify workplace WHS information and data. Compare with current practice.
- Identify areas for improvement.

4.2 ARRANGEMENT TWO

- Identify best practice for this arrangement. Compare with current practice.
- Identify workplace WHS information and data. Compare with current practice.
- Identify areas for improvement.

5.0 RECOMMENDATIONS**5.1 ARRANGEMENT ONE**

- Propose improvements to address needs, ensuring they address best practice, WHS information and data (including legislation).
- Identify how proposed improvements could be implemented.
- Outline how improvements could be evaluated for effectiveness.

5.2 ARRANGEMENT TWO

- Propose improvements to address needs, ensuring they address best practice, WHS information and data (including legislation).
- Identify how proposed improvements could be implemented.
- Outline how improvements could be evaluated for effectiveness.

6.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify that contractors have varying WHS duties, rights and obligations under the legislation
- Express the importance of improving practices

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as health and safety committees, health and safety representatives, managers, supervisors, and PCBU's or their officers.
- Be sure to refer to supportive documents specifically (e.g. section numbers of legislation, reference best practice and WHS information and data) so that the reader could refer to the legislation for more information if they wanted to.

1.0 INTRODUCTION

Technip Asia Pacific (APAC) is the leading engineering technology solutions and turnkey contracting provider in Asia Pacific for the design and construction of hydrocarbon field development, oil refining, gas processing, petrochemicals and selected non-hydrocarbon projects. Technip APAC consists of country from Singapore, Vietnam, China, Brunei, Malaysia, Thailand, and Myanmar. And activities cover 3 business segments i.e. Subsea, Offshore and Onshore. Incorporated in 1982, the company participates in business activities internationally with Kuala Lumpur in Malaysia as the main operational centre.

The role of the contractor is to assist Technip APAC to complete a project in the sector of electrical cable and instrument installation in the hull. Contractor will do manual handling (pulling/pushing/manoeuvring cable), lifting, welding, grinding, cutting, commissioning activity. Moreover, another company is doing installation topside structure services where it required the contractor to perform welding, grinding, cutting, gouging, lifting, and manual handling activity. In term of arrangement, Client is responsible to provide both contractors the basic facilities such as gas cylinders, toilets, canteens forklift, transporter and scaffolding structures.

In reviewing and evaluating the current WHS practices of both contractors, It is important to prove that the contractors are having good WHS MS performance with limited incident occurred, good HSE program training records.

2.0 LEGISLATIVE REQUIREMENTS

According to session 26, division 3 of Workplace health and safety regulation 2011 - Duty of persons conducting businesses or undertakings that install, construct or commission plant or structures stated that:

- (1) The person must ensure, so far as is reasonably practicable, that the way in which the plant or structure is installed, constructed or commissioned ensures that the plant or structure is without risks to the health and safety of persons:
- (a) who install or construct the plant or structure at a workplace; or
 - (b) who use the plant or structure at a workplace for a purpose for which it was installed, constructed or commissioned; or
 - (c) who carry out any reasonably foreseeable activity at a workplace in relation to the proper use, decommissioning or dismantling of the plant or demolition or disposal of the structure; or
 - (d) who are at or in the vicinity of a workplace and whose health or safety may be affected by a use or activity referred to in paragraph (a), (b) or (c).

3.0 CURRENT PRACTICES FOR CONTRACTORS

Both contractor are actually an established company which certified ISO 18001 HSE MS standard. Therefore, current practices from both contractor are quite fair enough. They have good HSE program in place for example good coverage of HSE personnel at worksite, updated procedure for all HSE activities, inspection record, HSE awareness trainings, health monitoring program and environment assessment programs.

4.0 REFLECTION ON BEST PRACTICE

4.1 ARRANGEMENT ONE

The E&I contractor have a best practise - Dropped Object prevention campaign held in the project. This campaign is aimed to avoid near miss or any incidents occurred due to dropped object. During this campaign, contractor has delivered couple of safety talk topics such as drop object hazards, drop object prevention methods, and demonstration of impact/consequences of dropped object. Other than that, contractor was also delivered incentive to those comply with the required. For example, contractor given tool lanyards, safety pouch and basket to store their loose items. Moreover, there are also session of management talk focus on dropped object prevention which delivered by project director, construction manager and discipline managers in the project.

4.2 ARRANGEMENT TWO

While, for structure installation contractor, the best practice is Line of fire awareness training to the workers. This is an awareness training to the workers whereby it aimed to tell the workers about the work situation where the workers could be struck by something which unexpectedly starts to move or releases its energy. In short, about line of fire hazards such as working under suspended load, vehicle reversing in the congested area while, manual handling with improper ergonomics and pinch point hazard while manual lifting on something.

5.0 REFLECTION ON BEST PRACTICE

5.1 ARRANGEMENT ONE

Although the dropped object is well implemented to avoid the incident relevant to dropped object, but it can be further improved by implementing exclusion zone for the area where the dropped object can be fallen to. This is important as it can restrict workers to enter the hazardous area. Worker might sometimes still violate the rules that are implemented, therefore, exclusion zone can avoid the worker to be hit by dropped object.

5.2 ARRANGEMENT TWO

Line of fire awareness campaign is a good program to increase the perception of risk on each individual, however understanding the program and concept shall be evaluated to ensure the workers are well understanding of the program. Evaluation can be done in the way like questionnaire type of assessment. It can be done at the end of each session. So, worker would not return to site with zero outcome.

6.0 CONCLUSION

As a conclusion, Technip APAC has awarded 2 contractors for the project. Both contractors are having good HSE Management system in place. Nonetheless, couple of proactive programs also implemented in the project by the both contractors to eliminate the accident to be occurred. Therefore, recommendation is made to improve the proactive program which suit to the current project HSE culture. HSE is always ABC, always be careful.

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

Outcome for On-line Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

THIRD PARTY REPORT

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

SKILLS	VERIFIED
1. Access contracts and other relevant contract documentation, information and data.	☒
2. Assist with identifying areas of contractor WHS arrangements needing improvement, with respect to legislation and best practice.	☒
3. Assist with developing improvements to contractor WHS arrangements.	☒
4. Assist with implementing improvements to contractor WHS arrangements.	☒
5. Assist with evaluating improvements to contractor WHS arrangements.	☒
6. Prepare evaluation reports and other communications 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	TOH YENG YENG
Role of third party (Confirm their suitability to sign report)	SENIOR ENVIRONMENTAL EXECUTIVE
Date of report completion	3/12/2015
Phone number of third party	+603 2119 5338
Email address of third party	yytoh@technip.com

Outcome for Third Party Report	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	Brilliant work. Candidate is good in the capability of contractor assessment.