

BSBWHS506

Contribute to developing, implementing and maintaining WHS management systems



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ASSESSMENT FOR BSBWHS506

Student name	MOHD NUJAIMI BIN ABU BAKAR
Date of assessment submission	21/02/2017

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

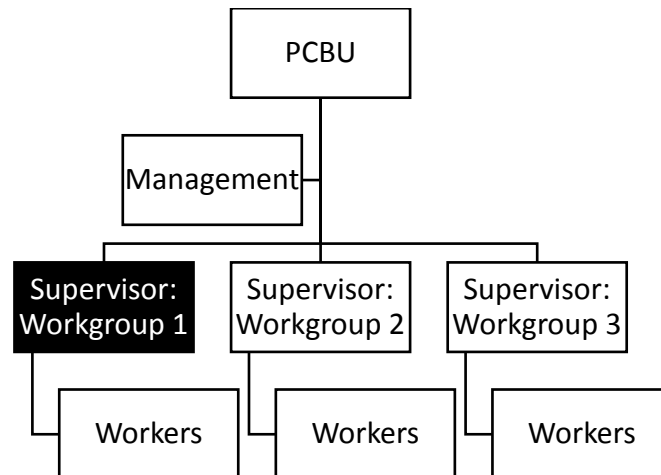
TASK INSTRUCTIONS

- 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.	Documents supporting policy/WHSMS	Workbook response (below)
2.	Policy/WHSMS planning and implementation	Workbook response (below)
3.	Evaluating WHS performance	Workbook response (below)
4.	Review and improve WHSMS	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	REFINERY AND PETROCHEMICAL INTEGRATED COMPLEX (RAPID) PENDERANG
Workgroup	SUPERVISOR

1.

There are various legislative documents, standards and guidance documents to assist with the development of a WHS policy and associated WHSMS.

Summarise what the following documents address with respect to a WHSMS (i.e. requirements of duty holders, consultation requirements, and the form/content/purpose/function of a WHSMS):

1. *Work Health and Safety Act 2011 (Qld)*
2. *Work Health and Safety Regulations 2011 (Qld)*
3. Australian Standard AS/NZS 4801:2001
4. Australian Standard AS/NZS 4804:2001
5. Standards Australia publication HB 211-2001
6. A code of practice relevant to your chosen workplace
7. An example of guidance material from the regulator (e.g. WHSMS tools)

	Summary of contents
1. <i>Work Health and Safety Act 2011 (Qld)</i>	<i>Work Health and Safety Act 2011 (Qld)</i> is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces. The act mentioned the requirement among others: primary health and safety duty on a person conducting a business or undertaking (PCBU). The PCBU must ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. Duties are also placed on officers of a PCBU, workers and other persons at a workplace.

	• Incident notification • consultation with workers • issue resolution • inspector powers and functions • offences and penalties.
2. Work Health and Safety Regulations 2011 (Qld)	The <u>Work Health and Safety Regulation 2011</u> (the WHS Regulation) describes how to prevent or minimise a risk at your workplace. Person conducting a business or undertaking has the responsibilities to: • Managing risks to health and safety via hazard identification and risk management through implementation of control measures. • Provide information, training, instruction and supervision through general workplace management. • ensure the provision of first aid equipment for the workplace • ensure that an emergency plan is prepared for the workplace • provide the personal protective equipment to workers at the workplace, unless the personal protective equipment has been provided by another person conducting a business or undertaking. • Establish policy procedure for hazardous work at workplace i.e. working at height and confined space.
3. AS/NZS 4801:2001	AS/NZS 4801:2001 is used as the benchmark to assess Occupational Health & Safety Management systems for organizations. It sets out all requirements for implementing a occupational health and safety management system. These requirements may be used for auditing and certification purposes. Organizations of all kinds and sizes adopt a systematic approach to managing OHS and develop OHS management systems (OHSMS) within the context of: • The general growth of concern from all interested parties about OHS matters. • Changes to legislation. • Other measures to foster sustained OHS improvement This Standard specifies requirements for an occupational health and safety management system (OHSMS), to enable an organization to: • formulate a policy and objectives taking into account legislative requirements and information about hazards or risks. • Planning the hazard identification and management of risk. • Monitor the implementation of control measures • Measure the performance and compare with relevant standard or target. • Review the performance with management.
4. AS/NZS 4804:2001	AS/NZS 4804:2001 provides guidance on the development & implementation of occupational health and safety management systems (OHSMS) and the supporting principles. It also seeks to provide guidance for their integration with other management systems. These guidelines are intended for use as a internal and voluntary management tool and are not intended for use by OHSMS certification/registration bodies as a specification Standard. The objective of this Standard is to provide guidance on— • how such an occupational health and safety management system

	(OHSMS) may be set up; • how it can be continually improved; and • what resources may be used to do this. • how a systematic management approach that can assist in both meeting legal requirements and lead to sustained improvement in OHS performance. • injury management • audit performance
5. HB 211-2001	HB 211-2001 is a step-by step guide to developing, modifying, implementing and reviewing OHS Management systems guideline for AS 4801 for Small Business. Topics covered are OHS policy, Planning, Planning identification of hazards, assessment and control of risks, Legal and other requirements, Objectives and targets, OHS management plans, Implementation, Structure and responsibility, Training and competency, Consultation, communication and reporting, Documentation, Document and data control, Hazard identification, risk assessment and control of risks, Emergency preparedness and response, Measurement and evaluation, Monitoring and measurement, Incident investigation, corrective and preventive action, Records and records management, OHSMS audit and Management review.
6. Code of practice	Codes of practice are practical guides to achieving the standards of health, safety and welfare required under the Work Health and Safety (WHS) Act and the WHS Regulations in a jurisdiction. An approved code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Like regulations, codes of practice deal with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.. Managing the risk of falls at workplaces code of practice highlighted the requirement to identify the work at height hazard, managing the risk of fall, implementation of fall protection devices, system and ladders.
7. Guidance material	Guidance material contributes to the overall state of knowledge regarding hazards, risks and controls and may be tendered as evidence in court proceedings. The guidance material is very specific. For instance, guideline for health monitoring come for various chemicals i.e. benzene, asbestos, arsenic etc in separate guidance material. It reflects the Person conducting a business or undertaking responsibilities in managing risk at workplace.

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

2.

Explain your involvement, as a workgroup supervisor, with incorporating the following policy areas into your organisation's WHSMS:

- Injury management
- Return-to-work

In particular, explain how you would:

1. Contribute to the planning, development and promotion of these documents.
2. Seek the contribution and support of others in the planning, development and promotion of these documents.
3. Apply these documents to your own and others' work areas and job roles.
4. Communicate to others about the importance and application of these documents.
 - List the benefits to the organisation having these policies as part of the WHSMS.
 - What support documentation may be referred to by individuals/parties for more information?

Injury management policy

Contributing to planning, development and promotion

Established procedure or policy on injury management with the policy of taking care of injured person is the utmost priority.
 Provide clear line of roles and responsibilities for incident owner and support team.
 Draw flow chart on step by step action to be taken in the event of injury.
 Communicate the procedure to all personnel in organization. Promote culture for incident reporting and meeting the reporting timeline.
 Train personnel in first aider and fire fighting as first responder.

Seek contribution and support in planning, development and promotion

HSE Department and management team to be involved in the development of the procedure and its policy. Human Resource to be involved in establishing the advance connection between workplace and hospital.
 In the event of emergency, refer to roles and responsibilities in the procedure and ask for their support. Management to form a team to assist the management of injured person. A team will proceed with investigation (project team) and another to look for the injured person welfare which is normally from Human Resource Department.
 HSE Department to do the promotion on the procedure organize the training and the lesson learnt of each incidents.

Apply policy/WHSMS

Communicate the approved policy. Monitor the implementation and review the effectiveness of the policy. Should any improvement required, management review to be conducted.
 Any shortfall during the implementation of the procedure to be communicated as lesson learnt.

Communicate policy/WHSMS

Communicate by HSE Department via meeting, HSE induction, email, displaying poster at notice board, general toolbox talk, and HSE committee meeting.
 Organize a campaign focusing on the important point of the procedure, issue hands-out, display banner and conduct a specific training on the policy to the target group.

Return-to-work policy	
Contributing to planning, development and promotion	
Established return to work policy. Main point is to determine the injured workers are really fit to work before allowing him/her to resume his duty. Assessment to be conducted by occupational health doctor. Provide clear line of roles and responsibilities for management and injured workers. Communicate the policy to all personnel in organization.	
Seek contribution and support in planning, development and promotion	
Human resource development to communicate with the occupational health doctor on: - Condition and recovery of the injured person. - Soonest when injured person can return to work, to be declared fit to work by occupational health doctor. Human resource shall also maintain communication with the injured workers family to update his condition time by time. Management to provide moral support during the recovery process. Management to promote that the welfare of the injured workers will be taken care of during the recovery process where as injured workers shall make his best effort to cooperate with the treatment and return to work as soon as possible.	
Apply policy/WSMS	
Communicate the approved policy. Monitor the implementation and review the effectiveness of the policy. Should the injured person unable to resume his previous duty due to the injury, management have to provide support by relocate him according to his capability. Consult with employees and, where necessary, relevant stakeholders, to ensure the program operates effectively. Get feedback from the injured person on the policy. Any shortfall during the implementation of the procedure to be communicated as lesson learnt. Should any improvement required, management review to be conducted.	
Communicate policy/WSMS	
All workers to be informed on the processes during induction. Other mean of communication shall be via email, posters and toolbox talk.	

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

3.

You are required, as a workgroup supervisor, to contribute to evaluating WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

1. Contribute to measurement and evaluation of these areas.
 - What information and data will you collect?
 - What positive performance indicators will you use to provide a valid and reliable measure of performance?
 - When collecting records, how will legislative requirements be considered (e.g. privacy, anti-discrimination)?
2. Communicate and explain measurement and evaluation of WHS performance to others.
3. Facilitate others' contributions to measure and evaluate WHS performance. Be sure to consider timely collation of feedback.
4. For each area, provide one (1) example of a limitation that might exist in the WHSMS (or a possible negative effect of the WHSMS on WHS) that could be identified through the evaluation. Provide suggestions to remove such barriers.

Compliance with WHS legislation

Contribute to evaluation

1. To establish legal register for WHS legislation that applicable to the operation.
2. To identify the action item to comply with the WHS legislation.
3. To appoint responsible person for those action.
4. To evaluate the consistency and effectiveness of the action item.

Communicate and explain evaluation

Shall communicate the action item to the responsible person and provide guidance on how to execute the item. Parameters will be set to measure the success of the action item.

Facilitate others' contributions

To facilitate a session on how to measure others contribution. This could be achieved through audit program or management review.

Example of a limitation or negative effect

1. No system/tools established to ensure compliance with WHS legislation.
2. No effort from the responsible person and no cooperation given.
3. No commitment from PCBU to pursue this requirement.
4. HSE personnel do not facilitate or provide guidance to the responsible person.
5. No review system in place to measure the implementation of action item i.e. assurance program or inspection from authority.

Incident investigation

Contribute to evaluation

1. Provide cooperation or participate throughout the investigation process as requested by the team.
2. Provide feedback on the investigation report particularly on immediate cause, underlying and root cause.
3. Evaluate the recommendation from the investigation team.

Communicate and explain evaluation

Investigation to be conducted with approved incident investigation technique. This will help during the challenge session where the committee could explain his team's evaluation on the root cause analysis and recommendation.

Facilitate others' contributions

To facilitate a session with PCBU on the investigation report. This is to get management support to provide resources i.e. manpower and budget to execute those recommendations. The lesson learnt to be shared with relevant parties for them to implement the recommendations as well to prevent recurrence.

Example of a limitation or negative effect

1. Inexperience or incompetence incident investigation team.
2. Not using proper incident investigation technique.
3. No cooperation from the witnesses. The accident scene been compromised. This could lead to wrong root cause and recommendations.
4. No commitment from management to execute the recommendations.
5. No monitoring of the effectiveness of the recommendations.

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

4.

You are required, as a workgroup supervisor, to contribute to reviewing and improvement of WHS performance for the following areas:

- Compliance with WHS legislation
- Incident investigation

Explain how you would:

1. Contribute to review and improvement of these areas.
 - In developing a WHS improvement action plan, what must you consider?
2. Communicate and explain to others the review of the WHSMS and improvement planning process.
3. Facilitate others' contributions to review and plan improvements of the WHSMS. Be sure to consider timely collation of feedback.

Compliance with WHS legislation**Contribute to review and improvement**

After the register been established, facilitate a session to review the process of executing the action item towards the compliance with legislation. Should the action item is ineffective; identify what are the improvements required and how to implement those improvement. This should be done periodically.

Communicate and explain review and improvement to others

The result of the review should be communicated to everybody and feedbacks are most welcome. Most important is for the action item's owner on the improvement shall be made aware on his new action item and how to execute those items. Again, guidance to be provided.

Facilitate others' contributions

Assurance team will conduct an assessment on status of implementation on each action item from the register. Each discrepancies to be discussed in the session and what are the root cause for each of the discrepancies to be identified. The information will be presented during the review session.

Incident investigation**Contribute to review and improvement**

1. To review the incident investigation procedure. Some improvement might require based on feedback from incident investigation team.
2. To review the competency of incident investigation team and to send them for training if required.
3. To setup incident review panel to review the incident investigation report and provide support on the improvement.

Communicate and explain review and improvement to others

The new revision of incident investigation procedure to be circulated to the respective parties with immediate effect on the implementation. The improvement shall be communicated to all.

Facilitate others' contributions

Prior to get the procedure approval, the affected parties to attend the review session and contribute their views on the improvements. Some of the improvements might require additional support/new roles to be hired.

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

QUIZ

QUESTIONS	CORRECT
1. Which of the following are elements of WHS policy that belong within a WHSMS? Select all that apply. ☒ Commitment to comply with relevant WHS legislation ☒ Effective rehabilitation management of work injuries and disease ☒ Documenting, implementing, maintaining and communicating the WHS policy to all workers ☒ Return to work of injured workers	☐
2. Development, promotion and communication of WHS policy are the responsibility of PCBU's only. ☐ True ☒ False	☐
3. It is best practice to communicate with others in the planning, implementation, evaluation and review of WHSMS. ☒ True ☐ False	☐
4. Which of the following are types of evaluation processes for monitoring WHS performance? Select all that apply. ☒ Worker health surveillance ☐ Writing policies and procedures ☒ Monitoring effectiveness of risk controls ☒ Auditing	☐
5. The WHS regulator provides which of the following to assist with policy and WHSMS development? Select all that apply. ☒ Fact sheets on the role of return-to-work practices ☒ Fact sheets on what happens when a worker is injured ☒ Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice ☒ Return to work checklists	☐
6. When measuring/recording workplace data for WHS evaluation purposes, privacy law does not apply as results must be open to everyone. ☒ True ☐ False	☐

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
1.	Obtain a copy of a WHS policy/Work Health and Safety Management System (WHSMS) to evaluate and review.	☒
2.	Evaluate whether 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.	☒
3.	Explain the outcomes of the evaluation to others and seek their contribution and support when writing updates to WHS policy/WHSMS.	☒
4.	Present and promote (verbally and electronically) the updated WHS policy/WHSMS components to another worker, explaining (and seeking feedback on) how the new WHS policy/WHSMS is to be implemented by workers.	☒
Name of observer	Norezam Abdul Manan	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): HSE Executive	
Phone number of observer	+60126477089	
Email address of observer	Norezam.amanan@rapid-ipmt.com	
Signature of observer		
Date	10/03/2018	
Comments	All tasks are successfully completed.	

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