

**BSBWHS503 Contribute to the
systematic management of WHS risk**

BSBWHS504 Manage WHS risks



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ASSESSMENT FOR BSBWHS503 & BSBWHS504

Student name	RYAN CHUA WEI HUI
Date of assessment submission	31/03/2016

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

TASK INSTRUCTIONS

- The assessment for these units 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. Risk management requirements	Workbook response (below)
2. Identify/assess hazards and risks	Workbook response (below)
3. Implementation of risk controls	Workbook response (below)
4. Effectiveness of risk controls	Workbook response (below)

ACTIVITIES

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

Name of workplace	MMHE, Malaysia
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ACTIVITY 1

Identify duty holders' obligations regarding risk management (including PCBU's and workers) by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- d) Standards
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes

Example:

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.

Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au
Relevant excerpt/requirement for chosen workplace
Section 19, WHA 2011 (QLD), (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. In addition, under section 28, While at work, a worker must— (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is , reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or

Name and location of Regulation
Work Health and Safety Regulation 2011 found at https://www.legislation.qld.gov.au/legisln/current/w/workhsr11.pdf
Relevant excerpt/requirement for chosen workplace
Section 193 to 213, Duties of persons conducting businesses must ensure the following— (a) that the workplace is manufactured and inspected having regard to the information provided to the relevant party by the designer of the plant under the Act and this regulation; (b) if the information provided to the workplace by the designer of the plant under the Act and this regulation requires the plant to be tested—that the plant is tested in accordance with that information; (c) The workplace activity, any hazard is identified in the design of the workplace for which the designer has not provided a control measure— (i) that the hazard is not incorporated into the workplace and (ii) that the designer of the workplace is given written notice of the hazard as soon as practicable; and (iii) that all reasonable steps are taken to consult with the designer of the workplace in relation to the alteration of the design to rectify the hazard.

Name and location of Code of Practice
How to manage the work health and safety found at http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/manage-whs-risks-cop
Relevant excerpt/requirement for chosen workplace
Section 1.1, The WHS Act and Regulations require persons who have a duty to ensure health and safety to 'manage risks' by eliminating health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable. Persons conducting a business or undertaking will have health and safety duties to manage risks if they: „ engage workers to undertake work for them, or if they direct or influence work carried out by workers „ may put other people at risk from the conduct of their business or undertaking „ manage or control the workplace or fixtures, fittings or plant at the workplace „ design, manufacture, import or supply plant, substances or structures for use at a workplace „ install, construct or commission plant or structures at a workplace. Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including: „ the likelihood of the hazard or risk concerned occurring „ the degree of harm that might result from the hazard or risk „ knowledge about the hazard or risk, and ways of eliminating or minimising the risk „ the availability and suitability of ways to eliminate or minimise the risk, and „ after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. The process of managing risk described in this Code will help you decide what is reasonably practicable in particular situations so that you can meet your duty of care under the WHS laws. Officers (for example company directors) must exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to: „ gain an understanding of the hazards and risks associated with the operations of the business or undertaking „ ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Name and location of Standard
Worksafe Australia National Standard Safe working in a confined space found at http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/ns1995safeworkinginconfinedspace
Relevant excerpt/requirement for chosen workplace
Under topic 7, a person who designs, manufactures or supplies a confined space shall ensure that, where practicable, the design eliminates the need for persons to enter the confined space. Where there is a need for persons to enter the confined space the person who designs, manufactures or supplies the confined space shall ensure that: (a) where practicable e, the confined space is designed to minimise risks to persons entering or working in the confined space; and (b) the confined space is provided with safe means of entry and exit when entry may be required. A person who modifies a confined space shall ensure that any alterations to the confined space do not detrimentally affect the safe means of entry and exit.

Name and location of Guidance material
Fatigue Management http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/826/Fatigue-Management-A-Workers-Guide.pdf
Relevant excerpt/requirement for chosen workplace
Workers have a duty to take reasonable care for their own safety and health and that their acts or omissions don't adversely affect the health or safety of others. Workers must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, for example fitness for work policies and policies regarding second jobs. To reduce the risk of being involved in a work incident caused by fatigue, you should: „ comply with your organisation's policies and procedures relating to fatigue „ understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work „ seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and/or causes fatigue „ assess your own fitness for work before commencing work „ monitor your level of alertness and concentration while you are at work „ look out for signs of fatigue in the people you work with „ in consultation with your supervisor, take steps to manage fatigue, for example take a break or short nap (night shift), maintain hydration (drink water), do some stretching or physical exercise, adjust the work environment (lighting, temperature) „ talk to your supervisor or manager if you foresee or experience being impaired by fatigue likely to create a health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances „ assess your fatigue levels after work and take suitable commuting and accommodation options (e.g. avoiding driving if fatigued).

Name and location of Organisational policies
HSE Policy found at http://thelink.exnet.technip.com/sites/kualalumpur/organizationinformation/TPMPolicies/Health%20and%20Safety%20Policy.pdf
Relevant excerpt/requirement for chosen workplace
The HSE policy stated that everyone shall lead by example in HSE, encourage to be a proactive HSE leader and everyone has the right to stop the job if it is unsafe and positive intervention.

Name and location of Organisational procedures
HSE Plan found at Technip HSE folder/HSE procedure/Project/HSE Plan
Relevant excerpt/requirement for chosen workplace
The HSE plan has indicated roles and responsibility as HSE manager, Project Manager, Construction manager, construction executive, engineers and HSE executives. For example, all of them are required to attend toolbox talk, stop the job for safety, participate in HSE programs, lead by example, and always communicate safety message to their subordinates.

Name and location of Organisational processes
Working in confined space process found at Technip HSE folder/HSE procedure/Project/Working in confined space
Relevant excerpt/requirement for chosen workplace
From the working in confined space process stated that the in-charged permit to work coordinator, applicant, issuer and approval has playing important role to ensure there is no work clashes, all control measures of working in confined space such as gas check, standby person, authorised entry, signage are required to be carried out without fail. And lastly, the permit shall be display and communicate well to all relevant parties.

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

ACTIVITY 2

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

- The nature and scope of the hazard, including the incidents/injuries it can cause
- Determine the level of risk for the hazard within your workplace
- Determine the application and limitations of each of the following techniques, tools and processes in identifying and controlling your nominated hazard (and associated risk):
 - Hazard/risk checklists
 - Hazard hunts
 - Job safety analysis (JSA)
 - Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
 - Safe work method statement (SWMS)
 - Surveys (e.g. questionnaires, interviews)
 - Workplace inspections and walk-throughs
- Name and justify at least two (2) risk controls that may be implemented to address the hazard and risk assessment results
 - Explain which of these risk control options would be the most suitable

Name hazard resulting from chemicals

Painting activity by using paint chemical (Interzone 505 Grey Part A – EGA873)

Nature and scope of hazard

The chemical used is in liquid form of chemical. It flammable and can cause skin and eye irritation if not managing it well

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

<http://www.international-pc.com/PDS/2582-P-eng-usa-LTR.pdf>

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: Severity: C (LTI), Likelihood: 3 (Possible), Risk Level: C3 = Medium Risk

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: To gather information that might be useful in hazard identification, but the checklist might be not updated and it is static approaches which might cause certain important information missing.
- Hazard hunts: Carry out a walkabout to identify the hazard of the activity. The limitation is checklist might not be useful if it is created by not experience person.
- Job safety analysis (JSA): List out the activity into steps and identify the hazards

according to the respective activity and then form an agreement in control measure to improve the risk profile.

- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant): The limitation for this hazard identification method is the dangerous substances might not be announced if it is not listed or registered. It required to consistent review and monitor existing and new hazardous substances.
- Safe work method statement (SWMS): it is a job sequence information of the activity which to be carried out. The limitation of this technique is too much wording which might create people not interested to study.
- Surveys (e.g. questionnaires, interviews): The limitation of this technique is costly and time consuming. In certain occasion,
- Workplace inspections and walk-throughs: This technique is physically inspect the premises and equipment, it very dependent on the personal technical knowledge and observation. If the person has limited experience or poor observation skill, the hazard might not be found.

Risk controls

In order to reduce the risk to the acceptable level, it is recommended that the worker is required to use basic PPE such as full respiratory, painting coverall, adequate ventilation in the painting workshop, undergo a basic painter training for awareness and tools and equipment inspection.

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

<http://www.international-pc.com/PDS/2582-P-eng-usa-LTR.pdf>

Name hazard causing occupational disease

, The paint chemical is consisted of distillate (petroleum), solvent refined heavy paraffinic.

Nature and scope of hazard

Distillate (petroleum), solvent refined heavy paraffinic is a carcinogen agent which can cause cancer. It is consisted in the paint chemical and dangerous if inhale too much.

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

<http://www.international-pc.com/PDS/2582-P-eng-usa-LTR.pd>

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: Severity: B (LTI), Likelihood: 3 (Possible), Risk Level: B3 = High Risk

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: To collect information that might be useful in hazard identification, but the checklist information might be historical information if not update often
- Hazard hunts: Carry out a walkabout to identify the hazard of the activity. The limitation is checklist might not be useful if it is created by not experience person.
- Job safety analysis (JSA):
- Manifest/register (e.g. dangerous hoods, hazardous chemicals and plant):
- Safe work method statement (SWMS):
- Surveys (e.g. questionnaires, interviews):
- Workplace inspections and walk-throughs:

Risk controls

In order to reduce the risk to the acceptable level, it is recommended that the worker is required to use basic PPE such as full respiratory, painting coverall, adequate ventilation in the painting workshop, undergo a basic painter training for awareness and tools and equipment inspection

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

<http://www.international-pc.com/PDS/2582-P-eng-usa-LTR.pd>

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

ACTIVITY 3

Referring to the hazards identified in Activity 2, consider the implementation of the proposed control measures.

- a) What impact will the organisation's WHS management system (WHSMS) have on the implementation process?
- b) Explain which individuals/parties need to be consulted when determining the suitability of the proposed risk controls.
 - Describe the formal/informal communication and consultation processes used when addressing these individuals/parties
- c) Outline how both risk controls will be implemented in the form of an action plan
 - Identify resourcing requirements, allocate roles and responsibilities, and training needs required for implementation
 - Prioritise tasks and specify timelines for implementation
- d) How will the risk control processes be recorded?
 - How will the organisation's WHS information system (WHSIS) influence this?

Impact of WHMS

The Impact of WHSMS is to meet customer requirement in term of Health, Safety, Environmental (HSE) aspects, the project will be good in progress schedule and reducing in cost for unwanted event to be occurred such as down time for accident investigation, worker medical compensation and regulatory fine.

Consulting individuals/parties

Individual or relevant party of the activity can be consulted during JSA meeting, toolbox talk or even in HSE committee meeting. During the consultation, it is important to use both local language and international language to ensure the hard and risk information is collected well. In addition, a formal invitation of the individual is grateful so that they can feel proud of themselves which their contribution in HSE is appreciated. The individual who carry out the job or relevant party need to be consulted because they are the person who expose to the hazard and knows the activity well than others. It is their responsible to understand more about the hazard and its control.

Action plan

The risk control must be recorded in the JSA meeting, so that the control measure is agreed among the relevant party. Example of the control measure is, JSA, briefing, permit to work, tools and equipment inspection, hazardous warning sign, proper storage area, training of safe working practices of painting and schedule waste management. In addition, the top management must delegate the responsibility to in charged party for the action.

Recording risk control process

The risk control shall be communicated to all relevant party either in official document, hard copy display in the working area. The document such as JSA, Method of statement, and approved permit to work. Information can also be communicated via PTW meeting, progress meeting and email notification to all project team.

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

ACTIVITY 4

Referring to the hazards identified in Activity 2, consider the effectiveness of the proposed control measures.

- a) Identify factors that may impact on the effectiveness of the risk controls and how they might be addressed. Consider the impact of:
 - Workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Structure and organisation of the workforce (i.e. part time vs casual vs contract workers; shift rosters; geographical location)
 - Workplace culture relating to gender and alcohol/drug use
- b) How will you monitor and review the success of each risk control?
 - What impact will the organisation's WHSMS have on this process?
 - Identify the criteria used for the evaluation (i.e. positive performance indicators).

Factors impacting on risk management

Factor impacting on risk management is competency of the risk practitioner in term of interpersonal and technical skill, language used in the risk management workshop, commitment of top management in leadership of the risk management practice and the risk management framework itself.

Monitoring

The risk management shall be review and monitored regularly in order to carry out an effective and efficient risk management. The risk management process and be review and monitored through review the HSE performance, accident statistic, HSE and risk management issue. Internal audit can be also carry out to identify the nonconformities, and opportunity for improvement.

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. A systematic approach to managing WHS risk in the workplace involves: Assessment of hazards/risks, consultation with workers, development and implementation of risk controls by PCBU, and review of risk controls. ☒ True ☐ False	☐
2. Which of the following may impact on WHS risk and the management of WHS? Select all that apply. ☒ Consultation meetings being too long and boring ☒ Language, literacy and numeracy levels of the workforce ☒ Workplace culture ☒ Having separate work sites	☐
3. Which of the following can be used for identifying and controlling WHS hazards and risks? Select all that apply. ☒ Hazard and risk checklists ☒ Hazard hunts ☒ Job safety analysis ☒ Manifests and registers ☒ Safe work method statements ☒ Surveys ☒ Workplace inspections and walk-throughs ☒ WHS management system ☒ WHS information system	☐
4. Which of the following are limitations of using a generic hazard/risk assessment checklists and risk ranking processes? Select all that apply. ☒ Specifics of the workplace are not considered ☒ Not all checklist points will be applicable ☒ Such checklists/processes must be completed on a computer ☐ You always have to purchase these checklists	☐

5. Match the following terms and definitions by placing the corresponding term number next to each definition.

☐

Label	Term
1	Causation
2	Hazard
3	Prevention
4	Risk
5	Foreseeability

Label (1 – 5)	Definition
3	The action of stopping something from happening.
5	That which is seen as the natural result of action/inaction.
4	A measure of the possibility of harm, considering seriousness of injury and likelihood of occurrence.
2	Something which has the potential to harm people.
1	The relationship between conduct and the resulting effect (e.g. injury)

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.	In a small group, show leadership while conducting a safety audit of the work area. Check quantities and suitability of emergency equipment	☒
B.	Document potential emergencies and their causes in a risk register, identifying: - Possible injuries/damage - Required control measures (referring to legislation, standards and considering requirements of organisation's WHSMS and WHSIS) - Risk assessment results	☒
C.	Electronically and orally present findings to appropriate persons (e.g. PCBU, Trainer/Assessor). As part of the presentation: - Identify factors that will impact on WHS risk management - Explain how control measures will be monitored and reviewed for effectiveness (using positive performance indicators), and in accordance with WHSMS	☒
Name of observer		Phan Nguyen
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☒ Other (specify): HSE Head of Department
Phone number of observer		+84917810114
Email address of observer		pdnguyen@technip.com
Signature of observer		
Date		25/04/2016
Comments		

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