

BSBWHS408

Assist with effective WHS management of contractors



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ASSESSMENT FOR BSBWHS408

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	11/10/2016

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. 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	
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ACTIVITY 1

- a) Identify two (2) on-site services that may be supplied by contractors to your workplace. For example:
- Labour hire and temporary workers
 - Cleaning
 - Catering
 - Security
 - Maintenance
 - Repairs
 - Installations and alterations
- 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.

Name of Service 1

E&I installation in hull (confined space)

Context, situation and arrangement of how service is provided
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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.
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Supporting document and location

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 highligh the HSE requirement to be comply.

Name of Service 2

Structure installation for Topside

Context, situation and arrangement of how service is provided
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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

Supporting document and location

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 describe the requirements of each of the following within your chosen organisation, with regards to 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 WHS policy

Group health and safety policy

Requirements

To communicate the management's commitment and direction towards the priority of protecting employees' safety and health

Name of WHS procedure

Confined Space entry procedure

Requirements

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...

Name of WHS process

Work readiness review (WRR) before any works begin to carry out in the announced confined space location/area

Requirements

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.

Name of WHS system

Personal Gas Detector

Requirements

The personal gas detector is used to detect and monitor the oxygen level, flammable and toxic gases all the time. the Supervisor in charge have to wear the gas detector all the time while working in confined space. And stop the work and evacuate from the area if the personal gas detector is sounded.

Name of WHS practice and activity
Requirements

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

ACTIVITY 3

Identify one (1) of each of the following document types which addresses contractor arrangements and where such documents can be found:

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

Identify a relevant excerpt or requirement from each document that assists with determining whether contractor arrangements within your nominated workplace (i.e. policies, procedures, processes, systems, practices and activities) are compliant.

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 determining compliance

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

Name and location of Legislation (Commonwealth or State)

Work Health and Safety Act 2011 (Commonwealth) found at <https://www.comlaw.gov.au/Details>

Relevant excerpt/requirement for determining compliance

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.

Name and location of Regulation

Work Health and Safety Regulations 2011 found at https://www.comlaw.gov.au/Details/F2011L02664

Relevant excerpt/requirement for determining compliance

Chapter 4 Hazardous of work

Part 4.3 Confined Spaces

Division 1 :Preliminary

Section 62: Confined spaces to which this Part applies
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Section 63 Application to emergency service workers

Division 2 Duties of designer, manufacturer, importer, supplier, installer and constructor of plant or structure
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Section 64: Duty to eliminate or minimise risk
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Division 3 Duties of person conducting business or undertaking
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Section 65: Entry into confined space must comply with this Division
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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
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Section 73: Specific control — fire and explosion

Section 74: Emergency procedures

Section 75: Personal protective equipment in emergencies
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Section 76: Information, training and instruction for workers

Section 77: Confined space entry permit and risk assessment must be kept
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Name and location of Code of Practice

Volume 3

Confined Space

Code of practice

found at https://www.comlaw.gov.au/Details/F2011L02804/Html
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/Details/F2011L02804/Html

/Volume_3

Relevant excerpt/requirement for determining compliance

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
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2. Role of Designer, manufacturers and suppliers
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2.1 Eliminating or minimising the need to enter a confined space
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2.2 Entry and exit

3. How to identify the hazards

3.1 What hazards are associated with a confined?
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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

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 determining compliance
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

Name and requirement of 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>

Relevant excerpt/requirement for determining compliance

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
- Briefly identify the role of contractors within the organisation (e.g. services provided)
- Identify what you wish to achieve by conducting a review and evaluation of current WHS arrangements for contractors

2.0 CURRENT PRACTICES FOR CONTRACTORS

- Describe two (2) contractor arrangements in place at your organisation and how/where they are outlined.
- Identify the organisation's WHS policies, procedures, processes and systems with regards to contractors.

3.0 LEGISLATIVE REQUIREMENTS

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

4.0 REFLECTION ON BEST PRACTICE

- Identify examples of best practice in industry
- Compare best practice with current practice
- Identify areas for improvement

5.0 RECOMMENDATIONS

- Propose improvements to address needs, explaining how they would meet best practice and/or legislative requirements
- 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 contractors' 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 PCBUs 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 integrated offshore and onshore engineering contractor in the Asia Pacific region. Through its regional headquarters in Malaysia, Technip is the leading engineering technology solutions and turnkey contracting provider in Asia Pacific for hydrocarbon field development, oil refining, gas processing, petrochemicals and selected non-hydrocarbon projects.

Incorporated in 1982, the company participates in business activities internationally with Kuala Lumpur as the main operational centre, and offices in Asia Pacific:

Malaysia (Kuala Lumpur (HQ) & Miri, Sarawak)
 Thailand (Bangkok and Rayong)
 Indonesia (Jakarta and Balikpapan)
 Vietnam (Ho Chi Minh City and Hanoi)
 Singapore
 Brunei (Kuala Belait)
 China (Beijing and Shanghai)
 Australia (Perth, Brisbane)

Each country in Technip APAC is accountable to identify, review, monitor, maintain and report HSE Legal and other requirements accordingly to the country WHS act and regulations to ensure the applicable legal and other requirements to which the operation units in Asia Pacific region are taken into account in establishing, implementing and maintaining its HSE management system. The basic principle underpinning of WHS legislation are:

- Identify the applicable legal and other requirements for Technip's businesses and projects
- Record and report of applicable legal and other requirements.
- Communicate of applicable legal and other requirements.

2.0 CURRENT PRACTICES FOR CONTRACTORS

Both contractor is actually an established company which certified ISO 18001 HSE MS standard. Therefore, current practices from both contractors 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.

3.0 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).

4.0 REFLECTION ON BEST PRACTICE

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 porch and basket to store their lost 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.

5.0 RECOMMENDATIONS

Although the dropped object is well implement to avoid the incident relevant to dropped object, but it can be further improving 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 be violating the rules that is implementing, therefore, exclusion zone can avoid the worker to be hit by dropped object

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	

QUIZ

QUESTIONS	CORRECT
1. Which of the following services are more likely to be supplied by contractors? Select all that apply. ☒ Repair work ☒ Installation of equipment ☐ Fire wardens ☐ Management	☐
2. The definition for 'worker' under the <i>Work Health and Safety Act 2011</i> (Qld) includes contractors. ☐ True ☒ False	☐
3. As contractors are not employees, they are not required to be consulted with regards to WHS matters. ☐ True ☒ False	☐
4. Due to the different nature of contractor arrangements, contractors may be required to have a separate workplace induction. ☐ True ☒ False	☐
5. All information relevant to a contractor must be exclusively included in their contract. ☐ 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 (using the handouts provided) or real.

TASKS		VERIFIED
A.	Access contracts (and other relevant contract documentation, information and data) to: - Identify the services supplied by contractors - WHS arrangements relevant to contractors - Identify contractor WHS workplace policies, procedures, processes, systems, practices and activities	☒
B.	Compare contractor WHS policies, procedures, processes, systems, practices and activities with requirements under WHS legislation.	☒
C.	Consider best practice/legislative requirements and identify any areas of improvement for contractor WHS policies, procedures, processes, systems, practices and activities.	☒
D.	Develop potential improvements to contractor WHS policies, procedures, processes, systems, practices and activities – outlining requirements for implementation and evaluation of these improvements.	☒
E.	Develop an electronic presentation outlining your findings, and present this to the PCBU.	☒
Name of observer	Nhakhorn Somchit	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Project HSE Manager	
Phone number of observer	+603 21186298	
Email address of observer	nsomchit@technip.com	
Signature of observer		
Date	19/10/2016	
Comments		

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