

BSBWHS410

Contribute to work-related health and safety measures and initiatives



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ASSESSMENT FOR BSBWHS410

Student name	NGUYEN Phan Dinh
Date of assessment submission	8/07/2016
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Legislative and non-statutory measures	• Workbook response (below)
2. Consultation	• Workbook response (below)
3. Establishing measures	• Workbook response (below)
4. Ensuring compliance	• Workbook response (below)
5. Reviewing and evaluating measures	• Workbook response (below)

ACTIVITIES

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

Name of workplace	Construction of Dzung Quat Refinery Grassroots Project.
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ACTIVITY 1

- a) Identify and describe one (1) chemical hazard and one (1) physical hazard that workers may be exposed to.
- b) Research, name and describe one (1) health monitoring measure/initiative for workers exposed to the dangerous chemical identified in (a).
 - The health monitoring measure/initiative must involve biological monitoring
 - The health monitoring measure/initiative must meet requirements for health monitoring under the *Work Health and Safety Regulation 2011* (Qld)
 - Summarise its benefits and how it addresses the chemical hazard effectively
- c) Research, name and describe one (1) non-statutory health promotion program
 - Summarise its benefits and how it addresses worker health and safety effectively
- d) Identify the differences between these measure/initiative and program.
- e) Identify who would be interested in receiving this information
 - How would you communicate such findings to them and in what timeframe?

Identify and describe chemical hazard

Hydrogen sulphide (H₂S)

Hydrogen sulphide is a colourless and poisonous flammable gas with a strong smell of rotten eggs. It is also known as sewer gas and stink damp. It can be detected by smell at concentrations ranging from 0.01-0.3 parts per million (ppm). Detection by odour is not reliable because at high concentrations (e.g. 100 ppm), H₂S deadens a person's sense of smell thus make it non-detectable. H₂S is very quickly absorbed into the lungs. Short term exposure may cause irritation of nose, throat, eyes and lungs. Short Term Exposure Limit (STEL) is 15ppm and at 21mg/m³. Time Weighted Average is : 10ppm and 14 mg/m³ The pure gas is heavier than air and can collect in low areas such as sewers, pits, and tunnels...

Source(s) of information:

http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/237/AdoptedNationalExposureStandardsAtmosphericContaminants_NOHSC1003-1995_PDF.pdf

Identify and describe physical hazard

Noise

Noise at work can cause hearing loss which can be temporary or permanent.

People often experience temporary deafness after leaving a noisy place. It is a sign that if a person continues to be exposed to the noise, the hearing could be permanently damaged. Permanent hearing damage can be caused immediately by sudden, extremely loud, explosive noises. Example: from guns or cartridge-operated machines.

Exposure Limit for noise is as following:

- + For continuous noise, noise levels that are equal to or greater than an 8-hour noise level equivalent (LAeq,8h) of 85 dB(A), or
- + For impulse noise, noise levels that are equal to or greater than a peak (LC peak) of more than 140 dB(C).

Source(s) of information:

http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/627/Managing_Noise_Preventing_Hearing_Loss_Work.pdf

Identify and describe health monitoring measure/initiative for chemical hazard

Health monitoring program is required to assess risks to workers who may be exposed. Health monitoring program, which may include biological monitoring, takes into account all routes of exposure and not just exposure by inhalation of airborne contaminants. The health monitoring program consists of periodically health examination as well as health checking-up on a regular basis; when the symptoms related to the chemical is being developed and/or reported. Health examination included blood test and urine test will help to screening physical condition of the worker.

Source(s) of information:

http://www.safeworkaustralia.gov.au/sites/swa/about/publications/Documents/680/Guidance_Interpretation_Workplace_Exposure_Standards_Airborne_Contaminants%20.pdf

Identify and describe non-statutory health promotion program

Non statutory health promotion is the process of enabling workers to aware related health risks, increase control and then improve their health.

Non statutory health promotion program is a set of actions which will guide and advise the workers the proper ways and measures need to take in order to staying fitness.

The promotion program will also address the critical things involved with the hazards source, its influence, measure(s) being applied and recommended good practices.

On the site, for noise hazards, the Noise and Hearing Loss Prevention campaign is being established. This promotion program will be included the following:

- + Commitment of senior site management.
- + Commitment is extended up to the direct supervisor on site.
- + Health Talks by Medic Specialist.
- + Issue leaflet and poster make the campaign visible on site.

Source(s) of information:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/general_duty_of_care.pdf

Differences between measure/initiative and program

Health monitoring measures is a series of actions/ methods being commenced to ensure the health and safety of the taskforce involved with the hazards while the health promotion program are geared toward promoting health and preventing ill-health rather than focusing on people at risk for a specific disease issue itself.

Communication of findings

All the taskforce whose works related with the hazards will be interested in receiving the information. The communication line can be obtained through several ways both official and un-official. That is not limited to:

- + Correspondence from main contractor sent to sub-contractor.
- + Specific Health Talk conducted by Main Contractor.
- + Issue(s)/ Findings being addressed in Monthly HSE Walk-thru, HSE meeting with sub-contractor management and set the time for the measures being closed out. The time frame required for corrective action will be defined and signed off by involved parties as "Agreed" prior to commencing measures.

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

ACTIVITY 2

For each of the following matters, identify two (2) individuals and/or parties who you would consult with and outline why you would consult with them:

- a) To assist with identifying and evaluating factors impacting on work-related health and safety
- b) To assist with determining appropriate measures and initiatives to address factors impacting on work-related health and safety
- c) To assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs.

	Identify two (2) individuals and parties	Why you would consult with them
a)	Individual/Party 1: Direct Worker/Supervisor/ Manager	To capture nature of the work being done; equipment and facilities being used which will be significant impact on work-related health and safety. To get practical idea from handed on personnel and it will the chance to verify if the existing measures is effectively.
	Individual/Party 2: Human Resources Department.	To capture if the measures is appropriate and aligned with HR policies and current practice.
b)	Individual/Party 1: Site HSE Supervisor	To get actual HSE compliance level and performance on site which will assist in determining measures and initiatives effectively.
	Individual/Party 2: HSE Committee	To capture viewpoint of non-HSE personnel will help to identify issues might missing by HSE personnel
c)	Individual/Party 1: Health and wellbeing Specialists	To verify the most suitable health promotion activities need to take into account considering with the project nature of work.
	Individual/Party 2: WHS Regulator	To verify if the measures is comply with current legislation.

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

ACTIVITY 3

To assist with the planning and development of the health monitoring measure/initiative measure you identified in Activity 1(b) undertake the following tasks (refer to organisational policies, procedures, processes and systems as required):

- a) Identify resourcing requirements
 - Outline the involved cost and how it should be implemented in the workplace
 - How would you be involved in organising the resources?
- b) Identify timelines for implementation
 - How might you assist with timetabling?
- c) Identify parties who would be involved and their responsibilities
 - How would you liaise with and coordinate parties?
- d) In what ways would you provide communication about the measure?
 - Who would you need to seek permission from according to workplace policies, procedures and processes (or under the Work Health Management System)?
 - In what timeframes would you communicate this information?

	Response
a)	Health monitoring measure will be implemented which is not limited to: health check-up, health surveillance, screening at site main gate, health requirement for working at height... This can be done by a contractual agreement with authorised medical centre who has certified doctors and health monitoring equipment (breathing analyser, etc...). As a HSE supervisor at workplace, I can be involved in screening process at the main gate, initial detect if a person have symptom or under influence of drugs, etc. In additional, calibration of equipment will require the witness of workplace HSE supervisor from time to time.
b)	The health monitoring can be implemented in the form of medical check-up prior to mobilisation day of the person to site. In additional, screening at the main gain will help early detecting personnel under influence of drugs entering the site. The HSE personnel will contribute in identifying nature of work of subcontractors in order to identify suitable health monitoring programme applicable to a particular subcontractor. For example, the scaffolding subcontractor taskforce will undergo health check and confirm if they encountered with cardiovascular problem, blood pressure... if any prior to allowing to proceed working at height.
c)	The following parties will be involved in planning and development of health monitoring measure: + Direct Workers: to provide practical feedback and circumstance of work commencing which will affect in identifying and evaluating the measure. + A PCBU: to have agreement with determined measure and approve the related cost. + WHS Regulator: to consult if the measures meet with legislative requirement and obligation.
d)	Communication about the measure is implementing through transmittal note, HSE Monthly meeting between main contractor and sub-contractor managements. Minutes of meeting/ Implementation Plan then will be signed off by site manager and distribute to all subcontractors for reference and implementation. All involved parties should meet to review progress of implementation the measures or initiatives according to the agreed schedule in the implementation plan. In additional, communication can be introduced in weekly team meetings between managers or supervisors and the workers. Daily tool box talk also a good opportunity to communicate the measure.

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

ACTIVITY 4

For the following points, identify and outline the obligations according to legislation and explain how they will be addressed for the health monitoring measure described in Activity 3:

- a) Required consultation and participation with individuals and parties about all aspects of the health monitoring measure
- b) Health monitoring reporting
- c) Maintaining confidentiality of health monitoring results

Required consultation**Legislation name and relevant section**

Australia Work Health and Safety Regulation 2011; Chapter 7 Hazardous chemicals Part 7.1 Hazardous chemicals; Division 6 Health monitoring; Section 371, 373

Obligations

A person conducting a business or undertaking must ensure that the health monitoring of a worker referred to in regulation 368 is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring. The person must consult the worker in relation to the selection of the registered medical practitioner. Information that must be provided to registered medical practitioner.

A PCBU who commissions health monitoring for a worker must provide the following information to the registered medical practitioner carrying out or supervising the health monitoring:

- (a) the name and address of the person conducting the business or undertaking;
- (b) the name and date of birth of the worker;
- (c) the work that the worker is, or will be, carrying out that has triggered the requirement for health monitoring;
- (d) if the worker has started that work — how long the worker has been carrying out that work

How legislative obligations will be addressed

The Main Contractor (PCBU) will prepare the action plan for health monitoring campaign on site. A list of subcontractors accompanied with their scope of work which is subjected to undergo health monitoring program is to be established and informed to registered medical practitioners. This proceeding will involve with gathering the data and evaluate the likelihood of exposures to a chemical substances on site. Base on the data obtained, appropriate measure will be implemented. For example: apply of permit to work system and maintain its effectiveness.

Health monitoring reporting**Legislation name and relevant section**

Australia Work Health and Safety Regulation 2011; Chapter 7 Hazardous chemicals Part 7.1 Hazardous chemicals; Division 6 Health monitoring; Section 374, 375, 376 & 377

Obligations

Duty to obtain health monitoring report; Duty to give health monitoring report to worker; Duty to give health monitoring report to regulator; Duty to give health monitoring report to relevant PCBUs.

How legislative obligations will be addressed

The health monitoring report which include report of medical check-up of individuals prior to work on site will be distributed to respective workers. The health screening implemented at the site main gate to detect if a person under influence of drugs will be tracking and sending to respective sub-contractors for following up action and cooperate with the main Contractors.

Confidentiality of health monitoring results	
Legislation name and relevant section	
Australia Work Health and Safety Regulation 2011; Chapter 7 Hazardous chemicals Part 7.1 Hazardous chemicals; Division 6 Health monitoring; Section 378 Health monitoring records	
Obligations	
1. A PCBU must ensure that health monitoring reports in relation to a worker carrying out work for the business or undertaking are kept as a confidential record: (a) identified as a record in relation to the worker; and (b) for at least 30 years after the record is made. 2. The person must ensure that the health monitoring report and results of a worker are not disclosed to another person without the worker's written consent. Sub-regulation (2) does not apply if the record is disclosed under regulation 376 or 377 or to a person who must keep the record confidential under a duty of professional confidentiality.	
How legislative obligations will be addressed	
The time frame to store health monitoring report must be adhered to as per project HSE Plan. The privacy of health monitor report must be maintained by all involved parties. Data Release Agreement Form and signing off if required to individuals/ parties who want to approach to these records during entire project execution and upon project completion.O	

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

ACTIVITY 5

Explain how you would engage in review and evaluation of the health monitoring measure/initiative described in Activity 3:

- a) Identify methods you would use to review and evaluate the measure
 - How would you be involved in the review process?
- b) Explain how you might assist with preparing reports (and communicating) about the outcomes of your review
 - What would be the purpose of the report?
 - Who would be included in the target audience?
 - How would digital systems and tools assist with completing record-keeping tasks?

	Response
a)	For every six months period, the project have to undergo a Project Review which is conducting by entity operating centre. The project review consists of all performance of the project include HSE performance. A workplace HSE Supervisor can contribute to the project review by coordinate among the subcontractors in the area he is in charge HSE. The HSE Supervisor in align with HSE reporting line at site, will provide feedback and issues if any actually happening at site. All of this proceeding will help in evaluate the
b)	The report is with purpose to provide review and evaluate the process and status of implementing health monitoring measures, its result depicting for a certain period. Report is also included recommendations for the project management to implement to support the taskforce improving their result. The report initially to be communicated among senior managers/ supervisors of Main Contractor for alignment and then being spreaded to all the subcontractors via correspondence, transmittal note. Monthly HSE meeting, Weekly HSE meeting with sub-contractors will be the opportunity for clarification items in report. Agreed Recommendations in the report then to be clarified with all workers in stand up meetings and notice board on site, etc... Public announcement on site via PAGA system (Public Address and General Alarm System) at suitable time will help to convey the message and to be built in by all the taskforce which will help to enhance the effectiveness of measure/ initiative.

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

QUIZ

QUESTIONS	CORRECT
1. Which of the following factors may impact on work-related health and safety? Select all that apply. ☐ Non-work related health and safety problems ☒ Legislative requirements and obligations ☐ Lifestyle factors ☒ Psychosocial factors (e.g. stress, bullying, fatigue)	☐
2. Development and planning of work-related health and safety measures and initiatives may require you to consult with which of the following parties? Select all that apply. ☒ Health and wellbeing specialists ☒ Government bodies ☒ Human Resources Department within your workplace ☒ Unions	☐
3. When reviewing and evaluating a work-related health and safety measure, which of the following might you refer to? Select all that apply. ☒ WHS legislation ☒ Exposure standards ☒ Privacy legislation ☒ Common law rights and duties	☐
4. When implementing a work-related health and safety measure/initiative, a workplace must elect to implement a measure to address specific legislative requirements <i>or</i> a non-statutory health promotion program. They cannot implement both. ☐ True ☒ False	☐
5. Non-statutory health promotion programs may make reference to privacy legislation, but are not obliged to follow such legislative requirements. ☐ 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.	Consult with others about a WHS measure/initiative designed to meet legislative requirements and a non-statutory health promotion program: - Differentiate between the legislative measure/initiative and non-statutory program - Identify the WHS issues that the legislative measure/initiative and non-statutory health program address - Determine effectiveness of measure/initiative/program, considering costs and benefits	☒
B.	Consult with others about how to modify and implement the legislative measure/initiative and non-statutory program to meet the requirements of the workplace. Identify processes for: - Coordinating resource requirements - Timetabling and timelines - Consulting and communicating with others - Encouraging participation of workplace members	☒
C.	In group interactions, play an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion.	☒
D.	Review/evaluate measures/initiatives to ensure they are compliant with legislation (WHS and other), and workplace policies and processes. Highlight required changes and how they can be implemented	☒
E.	Present findings in electronic report for various parties in the workplace (e.g. workers, health and safety committees, health and safety representatives, managers, supervisors and PCBUs or their officers), using correct vocabulary and grammar.	☒
Name of observer	Duong Quang Vinh	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Project Manager of DQR Improvement Project	
Phone number of observer	+84 918 118 786	
Email address of observer	dqvinh@technip.com	
Signature of observer		
Date	8/07/2016	
Comments		

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