

BSBWHS507

Contribute to managing WHS information systems



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ASSESSMENT FOR BSBWHS507

Student name	MOHD NUJAIMI BIN ABU BAKAR
Date of assessment submission	31/03/2018

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

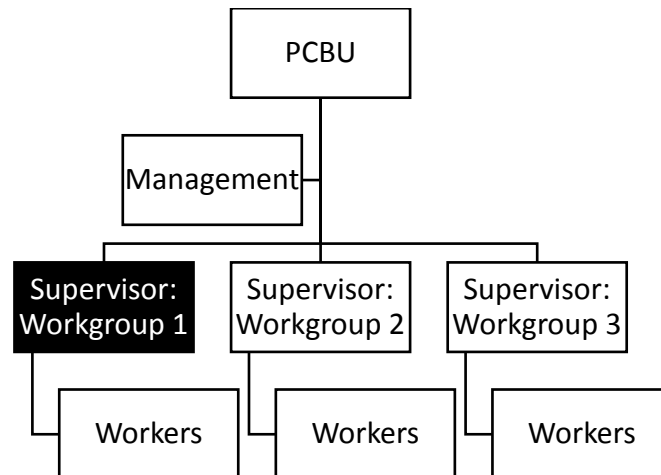
TASK INSTRUCTIONS

- 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 WHSIS	Workbook response (below)
2. Use and operation of WHSIS	Workbook response (below)
3. WHSIS supporting job role	Workbook response (below)
4. Monitoring, evaluating and improving WHSIS	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

ACTIVITY 1

Summarise what the following documents address with respect to a WHSIS (i.e. requirements of duty holders, due diligence obligations, incident reporting requirements, function/purpose of WHSIS, WHS information necessary for effective WHS management):

- a) *Work Health and Safety Act 2011* (Qld)
- b) *Work Health and Safety Regulations 2011* (Qld)
- c) *Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011*
- d) Australian Standard AS/NZS 4804:2001
- e) Guidance material
- f) Workplace policies
- g) Workplace procedures
- h) Workplace systems

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/pdf/2016-04-22/act-2011-018 <i>Summary of contents:</i> 38 Duty to notify of notifiable incidents (7) A person conducting a business or undertaking must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator under this section. Maximum penalty—50 penalty units. Schedule 3 Regulation-making powers 6 Records and notices (1) The keeping and availability of records of health and safety

	representatives and deputy health and safety representatives. (2) The keeping of records in relation to incidents. (3) The keeping of records of stated activities, matters or things to be kept by stated persons. (4) The giving of notice of or information about stated activities, matters or things to the regulator, an inspector or other stated person. 11 WHS entry permits (f) records of WHS entry permits.
b) Work Health and Safety Regulations 2011 (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-0240 <i>Summary of contents:</i> 76 Information, training and instruction for workers (2) The person must ensure that a record of all training provided to a worker under this section is kept for 2 years. 237 Records of plant (2) The person with management or control of the plant at a workplace must keep a record of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant for the period set out in subsection 378 Health monitoring records (1) A person conducting a business or undertaking 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. 388 Records to be kept (1) This section applies if a person conducting a business or undertaking at a workplace is authorised under section 384 to use, handle or store a prohibited carcinogen or restricted carcinogen at the workplace. (2) The person must— (a) record the full name, date of birth and address of each worker likely to be exposed to the prohibited carcinogen or restricted carcinogen during the period of authorisation; and (b) keep a copy of each authorisation given to the person including any conditions imposed on the authorisation.
c) Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011	<i>Location of document:</i> http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/consultation-cooperation-coordination-cop <i>Summary of contents:</i> This Code of Practice on how to meet the requirements for consultation, co-operation and co-ordination on work health and safety matters is an approved code of practice under section 274 of the Work Health and Safety Act (the WHS Act). This Code of Practice provides practical guidance to persons conducting a business or undertaking on how to effectively consult with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter. It includes information on mechanisms to facilitate worker participation and representation. This Code also provides guidance to duty holders who share responsibility for the same work health and

	safety matter on how to consult, co-operate and co-ordinate activities with each other. This Code applies to all types of work and all workplaces covered by the WHS Act
d) AS/NZS 4804:2001	<i>Location of document:</i> https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as4000/4800/4804.pdf <i>Summary of contents:</i> This Standard provides guidance on the development and implementation of occupational health and safety management systems (OHSMS) and principles, and their integration with other management systems. The Guidelines are applicable to any organization, regardless of size, type, or level of maturity that is interested in developing, implementing or improving an OHSMS. The Guidelines are intended for use as a voluntary, internal management tool and are not intended for use by OHSMS certification/registration bodies as a specification standard. Effective implementation of an OHS management system should seek to ensure the organization complies with relevant OHS legislation, standards and codes of practice. However, the implementation of any of the part of this Standard, does not in any way assure compliance with legal requirements, or other obligations placed upon the organization by a statutory body. Hence, the implementation, either actual or intended, of this Standard, or parts thereof, would not preclude any action by a statutory body
e) Guidance material	<i>Location of document:</i> http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/guide-reasonably-practicable <i>Summary of contents:</i> Person conducting a business or undertaking (PCBU) must meet under the Work Health and Safety (WHS) Act and Regulations. A PCBU must do what is 'reasonably practicable' to ensure health and safety. The standard of 'reasonably practicable' in health and safety duties only applies to a PCBU. Other duty holders are required to meet different standards, for example officers must exercise 'due diligence' and workers and others at a workplace must take 'reasonable care'. The 'reasonably practicable' standard is not a new one in Australian work health and safety law. The standard is intended to be a very high one. This is reflected in one of the objects at section 3(2) of the WHS Act stating that workers and other persons should be given the highest level of protection from hazards and risks arising from work, so far as is reasonably practicable. Section 18 of the WHS Act sets out the definition of reasonably practicable in relation to a duty to ensure health and safety and the matters to be taken into account in determining what is reasonably practicable in the circumstances. This Guide explains each of the elements of this definition and provides practical guidance on how to determine what is reasonably practicable..
f) Policies	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/Pages/APAC-Policies.aspx <i>Summary of contents:</i> Integrate QHSES into the business strategies and processes, and drive operations excellence by managing QHSES effectively through a continual

	improvement approach. • Measure & communicate QHSES performance whilst developing long term QHSES objectives to achieve continuous, sustainable improvement • Promote QHSES awareness and effective communication within the company's organization and our stakeholders by informing, consulting, training and advising • Ensure the confidentiality, integrity and availability of proprietary information is for authorized personnel only • Ensure the confidentiality, integrity and availability of information assets and its systems • Ensure the business resilience of critical business activities and reputation in the event of a disruption • Comply with relevant legal and contractual requirements as well as local and international industry standards.
g) Procedures	<i>Location of document:</i> Confined Space Entry <i>Summary of contents:</i> Employer to maintain information of workers such as on training and health which shall be accessible at all times.
h) Systems	<i>Location of document:</i> Emergency Response <i>Summary of contents:</i> Project site is a dynamic location depends on the progress. Mustering point and type of emergency are varies from time to time. Responsible person such as first aider and floor warden keep changing at all times. Information to be updated and communicated at all times to all respective parties.

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

ACTIVITY 2

Describe the use and operation of the WHSIS:

- a) Identify the WHSIS users you would consult with to determine requirements of the WHSIS.
 - Describe which aspects of the WHSIS each user would need to access.
 - What training, advice and support could you offer to users to assist with using the WHSIS more effectively and to meet their WHS responsibilities and objectives?
- b) Name workplace factors that may impact on the design, development and use of the WHSIS.
 - Consider the impact of language, literacy and cultural factors.
 - Provide recommendations for dealing with such factors.

Consulting WHSIS users

In RAPID, company has established a system to HSE management system via website. All procedures, work instruction, standard, checklist and records are accessible through the system. In addition, the system only provides the latest revision of those documents which would be referring to the latest requirement.

The most common reference to be made is the work instruction which supervisor need to access before commencing work in order to understand the requirement. The system truly benefited the users which provide one stop for all HSE related documentations.

Users to utilize the system more frequently and always make it as a point of reference. Supervisors to be trained to use the system. The system to be improved to be more friendly users considering various backgrounds of supervisors. Employer to provide more access points near site and other strategic location in order to be easily accessible.

Design, development and use of WHSIS

Training shall be conducted in the languages that easily understand by the participants. It shall be hands on training where all participants get to try to access by themselves. The system already established FAQ (frequent ask questions) and contact person available for assistant.

For recommendation, employer could develop an application where supervisors could easily access the system through their phones. Using computer might be a bit difficult for some people but smartphone being used by everybody. Apps can be access either in Bahasa or English where it could be chosen by the users.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

The WHSIS supports job roles in a number of ways:

- a) Consider the role of the WHSIS with regards to hazards and risk management.
 - What information might a WHSIS hold to assist with recording data collected about hazards and risks? Who should receive such information and in what timeframe? What legislation needs to be considered when recordkeeping (e.g. privacy, secure storage of data)?
 - What information might a WHSIS hold with regards to previously reported hazards and risks?
 - How can such data be used to evaluate WHS performance and identify areas for WHS improvement? Who should be consulted as part of this analysis? Is this an on-going requirement?
- b) Consider the role of the WHSIS with regards to industrial relations.
 - What information might a WHSIS hold to assist with industrial relations matters (e.g. grievance procedures)?
 - What legislation should be referenced in such information?
- c) Consider the role of the WHSIS with regards to equal employment opportunity.
 - What information might a WHSIS hold to assist with equal employment opportunity matters?
 - What legislation should be referenced in such information?
- d) Consider the role of the WHSIS with regards to workers' compensation and rehabilitation.
 - What information might a WHSIS hold to assist with workers' compensation and rehabilitation matters?
 - What legislation should be referenced in such information?

Hazards and risks

WHSIS shall contain job risk assessment and work instruction or standard operating procedures. This should be the main reference to develop job method statement (JMS) or job hazard analysis (JHA). In addition, the WHSIS could also provide generic JMS or JHA for the activity as guidance but supervisor shall be amended to workplace actual hazard and risk. This information shall be communicated to all workers, supervisors or production superintendents who related to the any activities. PTW system, standby person, health monitoring and tag in tag out system shall be recorded. The training of confined space shall be conducted to all of them and then the training attendance list shall be kept until completion of project.

WHSIS shall also provide incident investigation report so the users could learn from the mistake and prevent recurrence. Though it might have been communicated previously, but it is good initiative to make it always available for easy reference.

Should any new risk introduced or incident reported during the activity, the risk assessment and work instruction shall be updated. The administrator shall also provide forum for feedback and respond to it shall it requires any improvement.

Industrial relations

Emergency response procedure shall be developed which include the tier 1, 2 and 3 emergency level. The company shall always be ready should the emergency elevates to the next tier especially those that requires external assistance. The action item shall be formalized in procedures. For example, crisis management and business recovery plan shall be indicated, well prepared and written in the procedure. In the event of the emergency, the company has the system to control the media pertaining of any incident which might harm company reputation.

Equal employment opportunity

The WHSIS role in equal employment opportunity is all employees should receive the same information on their job roles and responsibilities or work instructions in executing their work. All employee should have also receive trainings benefits to improve themselves, not only to the management staff but also to the executive staffs

Workers' compensation and rehabilitation

The WHSIS role in workers compensation and rehabilitation is to all workers can get consult with the rehabilitation and health professionals on diagnosis and prognosis of the work related injury, a medical certificate or other written notice, where appropriate to prepare a return to work program, advice on work restriction that may apply to the injured worker who will be attempting a return to work program, provide treatment, access with functional recovery and strengthening to enhance an injured worker's return to work programs. It is also to consult the injured worker about the return to work program, the job to be assigned to him, working duration and get the worker agreement in the job assigned in return to work program.

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

As with the data contained within the WHSIS, it is important to monitor, evaluate and improve the WHSIS itself:

- a) How would you, as the workgroup supervisor, facilitate the review process?
 - Outline processes for monitoring the effectiveness of the WHSIS.
 - Who should be consulted to determine how frequently reviews should occur?
 - Explain how users can assist to monitor, evaluate and improve the WHSIS.
 - What records need to be kept to show consultation has taken place?
- b) How can recommended WHSIS improvements be implemented?
 - What processes should be implemented to ensure that information within the WHSIS is current?
 - Name the individuals/parties within the workplace management structure who would be involved with implementing change?
 - What training should occur when information changes?
 - What records need to be kept to provide evidence of compliance with legislation?

Monitor and evaluate

WHSIS feedback area is always important to monitor the effectiveness by receiving issues or strength of the system by the user himself. The team of administrator and group user's representative could also have periodically meeting to discuss the effectiveness of the system. After log out from the system, a simple survey form could randomly appear on the screen for the user to evaluate the WHSIS. Any suggestions are welcome and positive recommendation might be rewarded. Communicate the new recommendation to all the relevant parties via email, poster display on notice board, toolbox talk and in meeting. All feedback shall be registered to a reporting number and to be responded into in timely manner. Minutes of meeting shall be recorded.

Regular communication and feedback is important to ensure the worker is continuously supported, perform competently and safety in the program would be also carry out.

Implementing improvements

To identify the room for improvement and positive findings of this program, internal audit would be carry out. On the other hand, HSE performance, worker hazard observation, intervention card record, workers violations statistic and incident statistic would be reviewed and evaluate.

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. The function and purpose of a WHSIS includes which of the following? Select all that apply. ☒ To document and communicate WHS and other relevant policies, procedures, processes and systems ☒ To facilitate keeping track of legal requirements and compliance ☒ To facilitate and support consultation and participation ☐ To provide a system that is for management use only ☒ To provide an easy way to put information back into the system	☐
2. Which of the following types of WHS information may be obtained from a WHSIS? Select all that apply. ☒ JSA, SWMS and SDS ☒ Incident reports ☒ Internal and external inspection results ☒ Safety manuals for plant and tools ☒ Rehabilitation and return-to-work programs ☒ Records of meetings (e.g. training, consultation)	☐
3. Which of the following factors may impact on a WHSIS? Select all that apply. ☒ Workplace commitment to WHS (including management) ☒ Organisational structure (e.g. size, multiple sites, shift work) ☒ Required level of security for WHSIS (e.g. access security level) ☒ Available resources ☒ Staff profile (e.g. language, literacy, numeracy, cultural diversity)	☐
4. WHSIS users should be consulted to assist with designing, developing, monitoring, evaluating and improving the WHSIS. ☒ 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
A.	Work with others to determine WHSIS requirements from: - Legislation - Workplace policies, procedures, processes and systems - Consulting with WHSIS users	☒
B.	Support a user to access WHSIS to obtain the following forms and determine if they are current copies from the regulator: - Incident notification form - Hazardous chemicals health monitoring report	☒
C.	Outline the legislated reporting requirements for the forms (e.g. time requirements for submission to regulator).	☒
D.	Work with others to evaluate WHSIS and offer feedback including: - Improvements for identified issues, ensuring legislative and organisational requirements are met - Requirements for review processes (e.g. frequency, method, scope) - Prevention strategies (e.g. training needs)	☒
E.	Present improvements and prevention strategies to duty holders (e.g. PCBU or Trainer/Assessor) for implementation.	☒
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	31/03/2018	
Comments	All tasks are successfully completed	

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