

BSBWHS509

Facilitate the development and use of WHS risk management tools



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ASSESSMENT FOR BSBWHS509

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	Click here to enter a date.

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 requirements for risk management	• Workbook response (below)
2. Application of risk management tools	• Workbook response (below)
3. Using risk management tools	• Workbook response (below)
4. Reviewing risk management tools	• 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

Summarise what the following documents address with respect to risk management (in the context of risk management tools):

- 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) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes
- i) Organisational systems

	Summary of contents
a) Work Health and Safety Act 2011 (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018 <i>Summary of contents:</i> Subdivision 1 principles that apply to duties no.17 Management of risks A duty imposed on a person to ensure health and safety requires the person— (a) to eliminate risks to health and safety, so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
b) Work Health and Safety Regulations 2011 (Qld)	<i>Location of document:</i> https://www.legislation.qld.gov.au/view/pdf/inforce/2017-07-01/sl-2011-0240 <i>Summary of contents:</i> To provide the operator with a detailed understanding of all aspects of risks to health and safety associated with major incidents, a safety assessment must involve a comprehensive and systematic investigation and analysis of all aspects of risks to health and safety associated with all major incidents that could occur in the course of the operation of the major hazard facility, including the following— (a) the nature of each major incident and major incident hazard; (b) the likelihood of each major incident hazard causing a major incident; (c) in the event of a major incident occurring, its potential magnitude and the severity of its potential health and safety consequences; (d) the range of control measures considered; (e) the control measures the operator decides to implement.
c) Work Health and Safety	<i>Location of document:</i> https://www.safework.sa.gov.au/uploaded_files/CoPWorkHealthSafetyConsultationCooperationCoordination.pdf

Consultation, Cooperation and Coordination Code of Practice 2011	<i>Summary of contents:</i> A person conducting a business or undertaking must consult with workers when: • identifying hazards and assessing risks arising from the work carried out or to be carried out • making decisions about ways to eliminate or minimise those risks • making decisions about the adequacy of facilities for the welfare of workers • proposing changes that may affect the health or safety of your workers, and • making decisions about procedures for consulting with workers; resolving health or safety issues; monitoring health of your workers; monitoring the conditions at the workplace and providing information and training for your workers.
d) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks	<i>Location of document:</i> https://www.safeworkaustralia.gov.au/system/files/documents/1702/how_to_manage_whs_risks.pdf <i>Summary of contents:</i> Managing work health and safety risks is an ongoing process that is triggered when any changes affect your work activities. You should work through the steps in this Code when: • starting a new business or purchasing a business changing work practices, procedures or the work environment • purchasing new or used equipment or using new substances • planning to improve productivity or reduce costs • new information about workplace risks becomes available • responding to workplace incidents (even if they have caused no injury) • responding to concerns raised by workers, health and safety representatives or others at the workplace • required by the WHS regulations for specific hazards It is also important to use the risk management approach when designing and planning products, processes or places used for work, because it is often easier and more effective to eliminate hazards before they are introduced into a workplace by incorporating safety features at the design stage
e) Guidance material	<i>Location of document:</i> <i>Summary of contents:</i>
f) Organisational policies	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/Pages/APAC-Management-System.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) Organisational procedures	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/Pages/APAC-Management-System.aspx <i>Summary of contents:</i> TechnipFMC procedure were create to ensure the operation is under safety, health and Environment.
h) Organisational processes	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/APACManagementSystem/GL-AP-HSE-017.pdf <i>Summary of contents:</i> The procedure is the contractors minimum standard for work at heights, the Subcontractors shall follow the principles of this procedures and where this procedure is silent will comply with any regulation and or standard's imposed by local authorities if that regulation is superior to this procedure.
i) Organisational systems	<i>Location of document:</i> http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/APACManagementSystem/GL-AP-HSE-017.pdf <i>Summary of contents:</i> Activities must be co-ordinated by an effective risk management system. This procedure identifies the standard that are essential to maintaining the integrity of this system. All activities on site must comply with the standards contained in this procedure the Standards contained herein can be increased at the discretion of the contractor HSE manager, if deemed necessary, but not diminished.

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

ACTIVITY 2

There are a range of techniques, tools and processes used for physical or psychosocial hazard/risk identification, including:

- Hazard/risk checklists
- Hazard hunts
- Job safety analysis (JSA)
- Manifest/register (e.g. dangerous goods, hazardous chemicals and plant)
- Surveys (e.g. questionnaires, interviews)
- Safe work method statement (SWMS)
- Workplace inspections and walk-throughs

Explain the following:

- a) Name the individuals/parties you would consult with to determine:
 - Suitable risk management tools for the workplace
 - Necessary logistical arrangements for the use of risk management tools
- b) For each tool listed, identify its applications and limitations (i.e. usefulness and usability) within your workplace.
 - Consider the logistical arrangements necessary to use and apply each tool

Consultation

Supervisor, a worker, and superintendent is the best category for consultation in risk management. Because they have the knowledge about work which can share the hazards more accurate. a session of risk management workshop for new activity or revising of the risk assessment could be organised to implement a well risk management to identify the hazard, risk of the activity and the control measure for that

Hazard/risk checklists

Hazard or risk checklist is good in providing a list of items to be checked which we might not be forgotten. However, it will become disadvantage if the checklist is not often update and loose several new important hazards which need to be identified and eliminated.

Hazard hunts

Hazard hunt can allow new fresh eye to identify the hidden hazards when a group of workmates from their everyday constraints, pressures and responsibilities of the job are relocated to different workplace. It will surprise the supervisor or new fresh eye workers what they will find. However, this method of risk management tool has a lot of administration job for example relocation manpower arrangement.

Job safety analysis (JSA)

JSA good in providing informative information and listed all the control measure required. It is a piece of agreement on the hazard identified and control measure action. However, it is required very often to revise if they work method is changed, new JSA workshop need to be carry out and too many words which sometimes make workers don't like to read it.

Manifest/register

Manifest or register is good in providing informative information and listed all hazards registered. It is a piece of agreement on the hazard identified and control measure action. However, it is required very often to revise if they work method is changed, new JSA workshop need to be carry out and too many words which sometimes make workers don't like to read.

Surveys

Survey can provide the most accurate information about hazard of the work and activity. Because the information is obtained by interview session, site survey and documentation review. However, this survey required a lot of time to do and need to produce a detail report. It might not be applicable to an urgent activity or fast track progress of construction job.

Safe work method statement

Method statement is good in providing informative information and listed all the control measure required. It is a piece of agreement on the hazard identified and control measure action. However, it is required very often to revise if they work method is changed, new JSA workshop need to be carry out and too many words which sometimes make workers don't like to read it.

Workplace inspections and walk-throughs

It is physical inspection to identify the hazards where by the hazard can be observed and lead to better understanding of the activity and the risk. However, it is required experience person to do the job, Otherwise, the hazard cant be identified if it is conducted by inexperience person.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Select two (2) risk management tools (from Activity 2) which are suitable for your workplace. For each tool:

- a) Explain the necessary training and instruction for individuals/parties to use the tool
- b) Identify additional support that can be provided to individuals/parties to use the tool
- c) How results and findings of its use will be collated and analysed
- d) The individuals/parties you would communicate results, findings and outcomes to
 - Who has right to be aware of such results?
 - Consider expert assistance you might need to interpret results

Name of risk management tool 1

Job Safety Analysis

Training and instruction

The training of JSA is for Technip in house training for all relevant personnel in Technip Project. This training cover the flow of JSA meeting/workshop, required parties, and a step by step approach in developing of Technip JSA and it is also highlighting Technip JSA template, risk matrix, other Technip in house JSA requirement

Additional support

Practical development of JSA can be provided to the individual in order for them to be more familiar with the company JSA requirement

Collating and analysing results and findings

The result and findings would be collated and analysed by Technip HSE compliance audit. This audit is carry out every year by Technip Internal auditor to ensure the project HSE team is comply with Technip HSE procedure and finding opportunities for improvement

Communicating results, findings and outcomes

The result, findings and outcomes would communicate with Technip corporate HSE team and project HSE team. If necessary, Technip will fire third party to provide specialist advice to interpret the result. However, this is unlikely to happened as mostly it would be well interpret by corporate HSE team

Name of risk management tool 2

Workplace inspection and walkthrough

Training and instruction

The training is cover hazard category such as physical, biological, chemical, and other hazards according to Technip hazard categorisation. In addition, it is also provide guideline on how to carry out a positive inspection technique and interview question for difficult persons. It is also highlighted the theory of accident causation. Other than that, Technip in-house inspection checklist development and report template is also discussed during the training. Lastly, the training would cover positive intervention for both positive and negative HSE findings.

Additional support

Practical development of inspection checklist and hazard observation assessment would be provided to the individual in order for them to be more familiar with the company site inspection and walkthrough as well as reporting requirement.

Collating and analysing results and findings

The result, findings and outcomes would communicate with project HSE committee. The result can be obtained from the analysis of HSE observation register or complaint by workers. HSE performance can be also be evaluated to measure the effectiveness of the risk management tool.

Communicating results, findings and outcomes

The result, findings and outcomes would communicate with Technip corporate HSE team and project HSE team. If necessary, Technip will fire third party to provide specialist advice to interpret the result. However, this is unlikely to happen as mostly it would be well interpret by corporate HSE team.

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

ACTIVITY 4

Consider the review process for the two (2) risk management tools identified in Activity 3. For each tool:

- a) Identify factors that may impact on its effectiveness
 - Consider the impact of workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Consider the points raised about the usefulness, usability and logistics of the tool in Activity 2
- b) Outline recommendations to improve the effectiveness of each tool
 - Consider how consultation, liaison and communications may also need to be modified

Name of risk management tool 1

Job Safety Analysis

Factors impacting on effectiveness

Factor that impacting the effectiveness of JSA is language barrier and the process of work. The workers might be not an English educated worker which has difficult to read and understand English, and 2nd factor might be different working environment and process, sometimes they might not follow the correct way.

Recommendations

To counter this finding, the JSA session must be conducted in local language and English. Translator can be hire for the effective JSA session. Also, the JSA developed shall translate to the local language so that those who don't know English can be easily understand the hazard information and control measure.

Name of risk management tool 2

Workplace inspection and walkthrough

Factors impacting on effectiveness

Person who came from others industry or fresh graduate would be a problem to conduct an effective risk management. Because they might not be able to identify the hazard and can't recommend the practical and reasonable control measure to improve the risk profile

Recommendations

To arrange a senior HSE staff to lead the inspection. This will allow the person to understand more on the industry hazard and HSE concerns, and benefit to discuss immediate for the hazard.

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

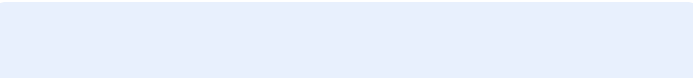
QUIZ

QUESTIONS	CORRECT
1. Which of the following may influence the selection of risk management tools? Select all that apply. ☒ Language, literacy and numeracy levels of the workforce ☐ Having separate work sites ☐ Existing WHS management systems ☒ The types of activities, jobs and tasks conducted in the workplace	☐
2. In which situations should individuals/parties be consulted regarding risk management tools? Select all that apply. ☒ To determine suitable risk management tools ☒ In providing training and support for risk management tool use ☒ To determine necessary logistical arrangements for risk management tools ☒ To collate and share results, findings and outcomes of risk management tool use	☐
3. Which of the following individuals/parties should be consulted regarding risk management tools? Select all that apply. ☒ Contractors and subcontractors ☐ Family members of employees ☒ Health and safety representatives ☒ PCBU's or their officers ☒ Workers	☐
4. Which of the following need to be considered when determining a risk management tool's suitability? Select all that apply. ☒ Available workplace resources (e.g. equipment) ☒ Timetabling requirements of staff and work areas ☒ Costs of using risk management tools ☒ Impact of tool's use on the workplace (e.g. danger, disruption)	☐

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.	Obtain a copy of a physical or psychosocial WHS risk management tool to evaluate and review.	☒
B.	Use and apply the risk management tool, after collaborating with others to facilitate logistical arrangements.	☒
C.	Collate and analyse results/findings of the use of WHS risk management tool, communicating these results within a team.	☒
D.	As a team, evaluate whether the risk management tool reflects legislative and workplace requirements, and make required modifications. Consider: • Usefulness, usability and limitations • Language, literacy and cultural profile of the work team • Consultation, liaison, communication and logistical arrangements	☒
E.	Present and promote (verbally and electronically) the updated WHS risk management tool to another worker, explaining how the tool is to be used.	☒
Name of observer		Nyaim Thu Aung
Role of observer (Confirm their suitability to sign)		☐ Trainer/Assessor ☒ Other (specify): Project HSES Manager
Phone number of observer		+603 2116 6566
Email address of observer		Nyaim.thuaung@technipfmc.com
Signature of observer		
Date		Click here to enter a date.
Comments		

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