



*This learning product has been developed for Technip by CSTC Pty Ltd.*

### ASSESSMENT FOR BSBWHS406A

|                                      |              |
|--------------------------------------|--------------|
| <b>Student name</b>                  | CHUA WEI HUI |
| <b>Date of assessment submission</b> | 2/12/2015    |

|                                   |                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------|
| <b>Trainer/Assessor's name</b>    |                                                                                  |
| <b>Date of assessment marking</b> | <a href="#">Click here to enter a date.</a>                                      |
| <b>Outcome for unit</b>           | <input type="checkbox"/> Competent<br><input type="checkbox"/> Not Yet Competent |

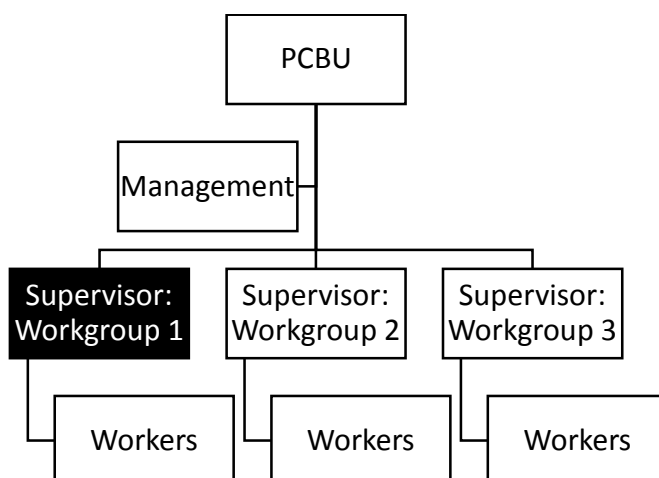
### TASK INSTRUCTIONS

- 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.
  - **Third Party Report:** You will be required to have a third party 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. Duty holders and duties                            | • Workbook response (below) |
| 2. Policies, procedures and processes                 | • Workbook response (below) |
| 3. Providing first aid                                | • Workbook response (below) |
| 4. Collecting information and data for investigations | • Workbook response (below) |
| 5. Assist incident investigations                     | • Workbook response (below) |
| 6. Implementing measures and actions                  | • 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:

|                          |                  |
|--------------------------|------------------|
| <b>Name of workplace</b> | FRABICATION YARD |
| <b>Workgroup</b>         | SUPERVISOR       |

### ACTIVITY 1

Identify two (2) parties (apart from yourself) who hold a duty within your workplace regarding notification, reporting and documentation of incidents.

- a) Identify relevant section of WHS legislation which imposes the obligation.
- b) Explain what they are obliged to do under the legislation.
- c) Explain the method by which you, as a workgroup supervisor, would communicate the legislated requirements to the individuals and parties.
  - Explain how you have accommodated the audience's range of abilities and backgrounds.
- d) Explain how you would assist with meeting the legislative requirements in your role as a workgroup supervisor.

|                                                     | Party 1                                                                                                                                                                                                                                                                                                                                                                                   | Party 2                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of individual or party</b>                  | Supervisors                                                                                                                                                                                                                                                                                                                                                                               | Project Management Team                                                                                                                                                                                                                                                                                               |
| <b>Name and relevant section of WHS legislation</b> | Work Health and Safety Act 2011, Part 3—Incident notification, Section 38, stated that the person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs. | Work Health and Safety Act 2011, Part 3—Incident notification, Section 38, stated that a person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. |

|                                              |                                                                            |                                                                      |
|----------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Obligations</b>                           | To barricade the incident scene to avoid any intruders to the area         | To notify the government as soon as possible if accident is occurred |
| <b>Method for communicating requirements</b> | Email to all personnel in the team and toolbox talk to highlight the issue | To provide the notice by telephone or in writing                     |
| <b>Your role in meeting requirements</b>     | To inspect and monitor the area                                            | To create an accident masterlist to tracking the notification status |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 1</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**ACTIVITY 2**

Identify one (1) of each of the following within your chosen organisation which deals with notification, reporting and documentation of incidents:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system

For each:

- Summarise its requirements regarding notification, reporting and documentation of incidents.
- Explain how you assist with notifying, reporting and documenting incidents in line with these requirements.

|               | Name of document                             | Summary of requirements                                                                                 | Your role with notifying, reporting and documenting incidents                                                                                              |
|---------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WHS policy    | Safety and Health Policy                     | To encourage all personnel to report any accidents include near miss                                    | To report to the supervisor, fill in the incident notification form and report to HSE manager and project director                                         |
| WHS procedure | Accident and Incident Notification Procedure | To outline the process of incident notification, accident classification, investigation requirement and | To follow the procedure whereby incident notification form fill in properly, as well as investigation form. Categorised correctly on the accident occurred |
| WHS process   | Accident and Incident Notification Procedure | Investigation process to identify the root causes of the accident                                       | To do the report based on the investigation report template, and submit to HSE manager for review and sign off.                                            |
| WHS system    | Synergi                                      | To report accident details into the Technip data base                                                   | To register the accident within 24 hours and close the accident case once corrective action have been taken                                                |

**Outcome for Activity 2**

- ☐ Satisfactory  
☐ Not satisfactory

**Trainer/Assessor comments**



**ACTIVITY 3**

Identify one (1) of each of the following within your chosen organisation which deals with providing first aid:

- a) WHS procedure
- b) WHS process

For each:

- Summarise its requirements regarding providing first aid.
- Explain how you assist with meeting the requirements.

|               | Name of document        | Summary of requirements                                                                                                                                      | Your role in meeting requirements                                                                                                                                                    |
|---------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WHS procedure | Site Emergency Response | To provide an emergency response in case of emergency. Also, to outline the roles and responsibility of emergency response team including first aider.       | To ensure the emergency response team is always updated. Emergency equipment such as scratcher, first aid kit and mobile is well maintained. To ensure sufficient staff are trained. |
| WHS process   | Emergency Response      | To provide an emergency response immediately according to the emergency level and also competency required to highlight the competency of emergency response | To organise and carry out emergency drill quarterly to evaluate the effectiveness of emergency response in real time                                                                 |

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| <b>Outcome for Activity 3</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**ACTIVITY 4**

Identify two (2) types of information and data that would be collected regarding actions and events leading up to (or occurring during or after) an incident. For each:

- Identify the person from who you would collect the information and data.
- Explain the data-collection technique you would use to collect the information and data.
- Explain why the collection of this information is necessary.
  - Consider incident causation and injury processes.
- Explain what type of additional information and data you may access to supplement it and where you would obtain it.

|                                    | <b>Data Type 1</b>                                                                                                                                                | <b>Data Type 2</b>                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of information or data</b> | Working at height without using body harness                                                                                                                      | Confined Space entry without undergo authorised training                                                                             |
| <b>Collected from</b>              | To identify the working areas by work permit applicationn during daily permit to work coordination meeting                                                        | To identify how many workforce required to enter the confined space and how many activities required in the confined space.          |
| <b>How it is collected</b>         | Interview with the workers, site physical survey during walkabout                                                                                                 | Physical survey during work readiness review audit                                                                                   |
| <b>Necessity</b>                   | To understand why workers are not using body harness, information is vital as working at height without information is possible to bring fatality if he fell down | Confined space is the dangerous activity where the employer might exponse due to insuffient oxygen and toxicity and flammable toxic. |
| <b>Additional information</b>      | this information can be obtain from working procedure from Tehnip best pratices working at height procesure.                                                      | this information can be obtain from working procedure from Tehnip best pratices confined space                                       |

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| <b>Outcome for Activity 4</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**ACTIVITY 5**

In your role as workgroup supervisor, explain your role in incident investigations:

- a) Explain how you assist investigators and provide relevant information during investigations.
- b) Identify and explain techniques that you would use in workplace investigations.  
Justify why they are appropriate techniques.
- c) Explain why you would review reports on incidents, injuries and illnesses.
- d) Identify responsible persons and relevant authorities you may contact and why you would contact them.

|    | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | To barricade the accident scene with sign and ensure no one is entering the area. Take picture which relevant to the accident including the injured person. To provide manufacturer booklet, record of previous actions to control the hazards, JSA, toolbox talk form, plant maintenance record, and permit to work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| b) | To inspect other areas or workplace where similar activities are taking place, the same plant, equipment, machinery, processes, procedure are being used. To take sample if necessary and record all the evidence in the log. Furthermore, interview can be also used for investigation and lastly, stimulate the accident again to find the root cause of the incident.                                                                                                                                                                                                                                                                                                                                                                                                                |
| c) | The report of incident, injuries and illness is required to review because of the following reason: <ul style="list-style-type: none"> <li>- Accident/incident investigation procedures are followed</li> <li>- Root causes are identified</li> <li>- Recommendations for corrective actions are appropriate</li> <li>- Additional recommendations are developed and forwarded to the employer if appropriate</li> <li>- Implementation time-lines are met</li> <li>- Corrective actions are monitored and evaluated</li> <li>- Communication procedures for accident/incident investigations are followed</li> <li>- Trends in injury, illness and property damage are identified</li> <li>- Accident/incident investigations are an effective part of the OH&amp;S program</li> </ul> |
| d) | In case of emergency, company top management staffs are need to be informed so that they would know what is the accident causation, agencies also need to inform as they might have responsibility to administer and enforce the various part of law relevant to the incident. Depending on the nature and severity of the incident, it may also be necessary to contact relevant authorities for example WHS regulator, police or other government agencies who may be conducting an investigation, or who may require access to the facts gathered by the internal investigation and its findings.                                                                                                                                                                                    |

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|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 5</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**ACTIVITY 6**

Identify two (2) hazards that may occur in your workplace. For each hazard:

- a) Identify and justify possible recommended measures and actions that may arise from an investigation in order to resolve the hazard.
  - Identify regulations, codes of practice, standards and guidance material you used as the basis for the recommendation.
  - Explain where these controls sit within the hierarchy of control.
  - Explain how these controls affect workplace processes (work flow and planning).
- b) Explain how you, as a workgroup supervisor, would communicate recommendations arising from investigations to relevant others.
  - Explain how you have accommodated the audience's range of abilities and backgrounds.
- c) Identify possible inadequacies of the risk controls identified.
- d) Explain how organisational culture may inhibit the implementation of the recommended measures and actions.
- e) List methods that you would use to assist with implementing the measures and actions.

|                                      | <b>Hazard 1</b>                                                                                                                                                                                                                                                                                                                                                  | <b>Hazard 2</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Measures and actions</b>          | Activity: Confined space entry<br>- Confined Space Training<br>- Barricade and sign<br>- Standby Person<br>- Trained authorised entrant<br>- Authorised gas tester<br>- Daily health declaration form<br>- Gas result board<br>- Emergency rescue kits<br>- Valid equipment and tools inspection tag (for the use in confined space)<br>- No gas hose connection | Activity: Welding, cutting and grinding<br>- Hot work awareness training<br>- Specific PPE such as welding and cutting apron<br>- Basic PPE such as welding shield, dust mask, glove, coverall, ear plug, goggle, and helmet<br>- Valid equipment inspection tag on the equipment and tools including regulator and flashback arrestor<br>- Proper cable management<br>- Firewatcher<br>- spark containment or fire blanket |
| <b>Communication</b>                 | Communicate the improvement through the weekly mass toolbox talk                                                                                                                                                                                                                                                                                                 | Communicate the improvement through the weekly mass toolbox talk, Safety stand down and HSE meeting                                                                                                                                                                                                                                                                                                                         |
| <b>Possible inadequacies</b>         | Unauthorised entrant enter to the confined space for work                                                                                                                                                                                                                                                                                                        | Inadequate fire blanket/ spark contamination to cover up the falling sparks                                                                                                                                                                                                                                                                                                                                                 |
| <b>Effect of culture</b>             | Incorporate to send the worker to authorised entrant and confined space training due to project schedule                                                                                                                                                                                                                                                         | Unable to provide fire blanket due to project financial constraints                                                                                                                                                                                                                                                                                                                                                         |
| <b>Assisting with implementation</b> | To produce 1 month look ahead HSE activity plan against construction activity to identify the HSE activity to be carry out.                                                                                                                                                                                                                                      | To provide budget in HSE fire prevention and give incentive for the implementation.                                                                                                                                                                                                                                                                                                                                         |

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| <b>Outcome for Activity 6</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

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|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for On-line Quiz</b>  | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

### THIRD PARTY REPORT

You are required to have a suitable third party to verify your ability to complete the following:

| SKILLS                                                                          | VERIFIED                            |
|---------------------------------------------------------------------------------|-------------------------------------|
| 1. Assist investigators and provide relevant information during investigations. | <input checked="" type="checkbox"/> |
| 2. Use appropriate techniques when participating in workplace investigations.   | <input checked="" type="checkbox"/> |
| 3. Review reports on incidents, injuries and illnesses.                         | <input checked="" type="checkbox"/> |
| 4. Contact responsible persons and relevant authorities when required.          | <input checked="" type="checkbox"/> |
| 5. Communicate recommendations arising from investigations to relevant others.  | <input checked="" type="checkbox"/> |
| 6. Assist with measures and actions appropriate to own job role and work area.  | <input checked="" type="checkbox"/> |
| <b>Name of third party</b>                                                      | Toh Yeng Yeng                       |
| <b>Role of third party<br/>(Confirm their suitability to sign report)</b>       | Environmental Executive             |
| <b>Date of report completion</b>                                                | 2/12/2015                           |
| <b>Phone number of third party</b>                                              | +603 2119 5338                      |
| <b>Email address of third party</b>                                             | yytoh@technip.com                   |

|                                       |                                                                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Outcome for Third Party Report</b> | <input checked="" type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory                                                                                        |
| <b>Trainer/Assessor comments</b>      | Candidate is a HSE executive where he is very often to conduct the investigation at worksite if there is any accident occurred. Candidate has good knowledge in investigation skill. |