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ASSESSMENT FOR BSBWHS405A

Student name	RYAN CHUA WEI HUI
Date of assessment submission	23/11/2015

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

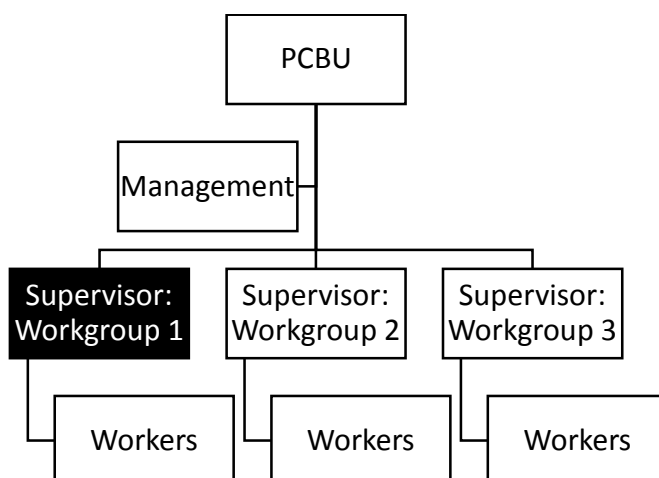
TASK INSTRUCTIONS

- 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.
- 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. What is a WHSMS and its purpose	• Workbook response (below)
2. Documents relating to WHSMS	• Workbook response (below)
3. Elements of WHSMS and implementation	• Workbook response (below)
4. Develop and promote WHS policy	• Workbook response (below)
5. Duty holders under legislation	• Workbook response (below)
6. WHSMS planning	• Workbook response (below)
7. Implementing WHSMS plan	• Workbook response (below)
8. Evaluating WHS performance	• Workbook response (below)
9. Review and improve WHSMS	• 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	
Workgroup	

ACTIVITY 1

- a) Explain what a WHSMS is.
- b) Explain why a WHSMS is a systematic and effective approach to managing WHS and achieving WHS objectives.

Summary	
a)	Workplace health and safety management system is a comprehensive and structured framework of system, process, procedures, and control which ensure the risks are continuously reduced and workplace activity are safely perform according to agreed and documented standards, and allowing for continuos improvement. Work health and safety is the responsibility of all people in the workplace with ultimate responsibility of all people in the workplace, with ultimate responsibility resting with management.
b)	Workplace health and safety management system is a systematic and effective to managing WHS and achieving WHS objectives to ensure the risks of the workplace activity can be detacted and reduced to provide a safe and healthy working environment to the workers. Also, it is because regislation requirement to the owner to provide a safety working enviroment to their staff.

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

ACTIVITY 2

There are various legislative documents, standards and guidance documents to assist with the development of a WHSMS. Summarise what the following documents address, with respect to a WHSMS:

- Work Health and Safety Act 2011* (Qld)
- Work Health and Safety Regulations 2011* (Qld)
- Australian Standard AS/NZS 4801:2001
- Australian Standard AS/NZS 4804:2001
- Standards Australia publication HB 211-2001
- A code of practice relevant to your chosen workplace

	Summary of contents
a) <i>Work Health and Safety Act 2011</i> (Qld)	Queensland Work Health and Safety Act 2011 is designed to help people understand their health and safety duties and rights in the workplace. However it is not intended to be read in place of the WHS Act. To assist readers, crossreferences to specific sections of the WHS Act are provided after each heading. It also provides information on: • the requirements for consultation between business operators, worker representatives and workers; • the notification of incidents; enforcement procedures; • what constitutes an offence under the WHS Act and the range of penalties that apply. The WHS Act provides a framework to protect the health, safety and welfare of all workers at work and of all other people who might be affected by the work. The WHS Act aims to: • protect the health and safety of workers and other people by eliminating or reducing workplace risks • ensure effective representation, consultation and cooperation to address health and safety issues in the workplace • encourage unions and employers to take a constructive role in improving health and safety practices • promote information, education and training on health and safety • provide effective compliance and enforcement measures • deliver continuous improvement and progressively higher standards of health and safety. Throughout the WHS Act, the meaning of health includes psychological health as well as physical health.
b) <i>Work Health and Safety Regulations 2011</i> (Qld)	The principal WHS law in Queensland consists of the Work Health and Safety Act 2011, supported by the Work Health and Safety Regulation 2011. This legislation, which took effect on 1 January 2012, is based on the national model WHS legislation developed by Safe Work Australia in consultation with the states and territories. It basically cover all the safe work practices in Queensland and applies in all Queensland workplaces, except mines, prescribed railway operations and aviation safety, and where the Electrical Safety Act 2002 applies.
c) <i>AS/NZS 4801:2001</i>	AS/NZS 4801:2001 is used as the benchmark to assess Occupational Health & Safety Management systems for organizations. Whilst this is an Australian/ New Zealand Standard, organizations in other countries have adopted the requirements. This legislative documents provides a nationally recognised framework for managing and documenting how work health and safety should be handled. The Australian Government Building and Construction OHS Accreditation Scheme (the Scheme) enables the Australian Government to use its influence as a major construction client and provider of capital to improve the OHS performance of the building and construction industry. As a prerequisite, the applicant's OHSMS must be certified to Australian

	Standard AS/NZS 4801:2001 Occupational health and safety management systems – Specifications with guidance for use or, alternatively, certified to OHSAS 18001:1999 Occupational health and safety management systems – Specifications. Certification must be undertaken by a Joint Accreditation System of Australia and New Zealand (JAS-ANZ) accredited certification body.
d) AS/NZS 4804:2001	This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee SF-001, Occupational Health and Safety Management to supersede AS/NZS 4804:1997. The objective of this Standard is to provide guidance on— (a) how such an occupational health and safety management system (OHSMS) may be set up; (b) how it can be continually improved; and (c) what resources may be used to do this. The five key elements in this guide are from AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques. They are: 1. commitment and corporate governance 2. planning 3. implementation 4. measurement and evaluation 5. review and improvement.
e) HB 211-2001	HB 211-2001 is a step-by step guide to developing, modifying, implementing and reviewing OHS Management systems guideline for AS 4801 for Small Business. Topics covered are OHS policy, Planning, Planning identification of hazards, assessment and control of risks, Legal and other requirements, Objectives and targets, OHS management plans, Implementation, Structure and responsibility, Training and competency, Consultation, communication and reporting, Documentation, Document and data control, Hazard identification, risk assessment and control of risks, Emergency preparedness and response, Measurement and evaluation, Monitoring and measurement, Incident investigation, corrective and preventive action, Records and records management, OHSMS audit and Management review
f) Code of practice	In accordance with the Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety, Codes of Practice is developed as part of the package of harmonized work health and safety laws. Model Codes of Practice are often based on jurisdictional codes in place at the time of development and are informed by public comment. Codes of practice are practical guides to achieving the standards of health, safety and welfare required under the Work Health and Safety (WHS) Act and the WHS Regulations in a jurisdiction. An approved code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Like regulations, codes of practice deal with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.

Outcome for Activity 2

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

- Identify at least three (3) elements of a WHSMS (labelled a-c below)
- Describe the processes and procedures that small, medium and large enterprises use to implement these identified elements of a WHSMS.

	Element of WHSMS	Small enterprise implementation	Medium enterprise implementation	Large enterprise implementation
a)	Developing and promoting WHS policy	Develop HSE Policy and communicate via posting at office	Develop HSE Policy and drug and Alcohol policy and communicate via posting at office and procedure	Develop HSE Policy and drug and Alcohol policy and communicate via posting at office, intranet, banner and procedure
b)	WHSMS planning	Identify the local regulatory requirement	Identify the local regulatory requirement and company HSE goal and objective	Identify the local regulatory requirement, company group of HSE goal and objective, identify company mandatory HSE program such as Pulse training
c)	Implementing the WHSMS plan	Implementing HSE program to meet the regulatory requirement such as committee meeting, walkabout and inspection.	Develop an annual HSE program and plan	Develop an annual HSE program and plan to keep tracking the HSE objective highlighted

Outcome for Activity 3

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 4

To demonstrate your commitment to comply with relevant WHS legislation explain your involvement with an injury management policy and return-to-work policy, as a workgroup supervisor. In particular, explain how you would:

- a) Contribute to the development and promotion of these policies within your workgroup.
- b) Seek the contribution and support of others in the development and promotion of these policies in your workgroup.
- c) Apply these policies to your own and others' work areas and job roles.
- d) Communicate to others about the importance and application of these policies.

	Injury management policy	Return-to-work policy
a) Development and promotion	To outline statement of commitment and objectives including but not limited to the following: i. To promote behaviours and attitudes that underpin a positive workplace culture that supports injured workers ii. To promote the health benefits of work Then, display the policy in banner, email to all workers, and include in the HSE induction for all new comers, contractor and client as well as display at all offices.	To outline the role and responsibility of the management and workers in the requirement for return to work
b) Seek contribution and support	To involve in the investigation , review investigation action list, and conduct lesson learnt	To develop a return to work program and Take steps to support: (i) injured employees return to work as soon as practicable, (ii) the understanding that it is normal practice and expectation for injured workers to return to work as soon as possible.
c) Apply policy	(i) Conduct analysis of the HSE incident including injury accident (ii) Review the HSE statistic (iii) Encourage near miss incident reporting	Apply the policy by: • Provide suitable duties/employment, where practicable, for injured employees as an integral part of the injury management process. • Ensure that participation in the injury management program will not, of itself, jeopardise job security. • Consult with employees and, where necessary, relevant stakeholders, to ensure the program operates effectively. • Maintain confidentiality of information relating to injured employees on return to work programs.

d) Communicate policy	Communicate via meeting, HSE induction, email, displaying poster at notice board	Communicate via meeting, HSE induction, email, displaying poster at notice board
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Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 5

- Identify two (2) individuals or parties who hold a duty under the legislation which affects your immediate workgroup.
- Describe their duty and how it relates to your workgroup and job role.
- Specify the section of the legislation which identifies their duty.

Name of duty holder	Describe duty and how it relates to your workgroup and job role	Relevant legislation (including section number)
Management staff such as managers,	Management staff are accountable the duty as basically stated below: (a) the provision and maintenance of plant and systems of work that are, so far as is practicable, safe and without risks to health (b) the making of arrangements for ensuring, so far as is practicable, safety and absence of risks to health in connection with the use or operation, handling, storage and transport of plant and substances; (c) the provision of such information, instruction training and supervision as is necessary to ensure, so far as is practicable, the safety and health at work of his employees; (d) so far as is practicable, as regards any place of work under the control of the employer or self-employed person, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without such risks; (e) the provision and maintenance of a working environment for his employees that is, so far as is practicable, safe, without risks to health, and adequate as regards facilities for their welfare at work.	According to Part 2 division 3 of Workplace health and safety regulation 2011,
Workers	The worker shall carry the duty as stated below while at work: (a) to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work; (b) to co-operate with his employer or any other person in the discharge of any duty or requirement imposed on the employer or that other person by this Act or any regulation made thereunder; (c) to wear or use at all times any protective equipment or clothing provided by the employer for the purpose of preventing risks to his safety and health; and (d) to comply with any instruction or measure on occupational safety and health instituted by his employer or any other person by or	According to Part 2 division 4 of Workplace health and safety regulation 2011,

	Workplace health and safety regulation 2011 or any regulation made thereunder.	
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Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 6

You are required, as a workgroup supervisor, to contribute to WHSMS planning for the following elements:

- a) Compliance with WHS legislation
- b) Effective injury management
- c) Effective return-to-work of injured workers

Explain how you would:

- Contribute to WHSMS planning for these elements.
- Communicate the planning process to others.
- Facilitate contributions to the plan from others. Be sure to consider timely collation of feedback.

	Contribute to planning	Communicate planning	Facilitate contributions to plan
a)	To do a HSE Legal register	Distribute the identified legal requirement	To identify the action required to fulfil with the legal requirement
b)	To develop a HSE walkabout to prevent injury and show the leadership/commitment in HSE injury prevention	To distribute the injury management procedure to all workers, upload the information in the intranet, notice board or in meeting	To analysis the HSE accident and HSE performance
c)	To involve with the team to ensure the injured worker is given a suitable job scope	To distribute the injury management procedure to all workers, upload the information in the intranet, notice board or in meeting	To analysis the HSE accident and HSE performance

Outcome for Activity 6

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 7

You are required, as a workgroup supervisor, to implement the WHSMS plan (from Activity 6) for the following elements:

- a) Compliance with WHS legislation
- b) Effective injury management
- c) Effective return-to-work of injured workers

Explain how you would:

- Implement the plan as it applies to your own work area and job role.
- Communicate and explain the plan to others in relation to their roles and responsibilities as specified in the plan.
- Facilitate the contribution of others to implementing the plan.
- For each area, provide one (1) example of a problem that could occur with the implementation of the WHSMS.

	Implement the plan	Communicate and explain the plan	Facilitate others' contributions	Problem with implementation
a)	To do a HSE Legal register	Distribute the identified legal requirement and the action party	To review the HSE legal register annually	Unable to identify the legal requirement
b)	To establish a injury management plan	Distribute the injury management plan to all workers	To provide a specific high risk activity HSE training to the workers	Poor participation on the training
c)	To establish the return to work program	Organiza a return to work workshop to create awareness	To provide a return to work briefing to all workers in HSE induction	Poor participation on the training

Outcome for Activity 7	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 8

You are required, as a workgroup supervisor, to contribute to evaluating WHS performance for the areas of:

- a) Compliance with WHS legislation
- b) Incident investigation

Explain how you would:

- Contribute to evaluation of these areas.
- Communicate and explain evaluation of WHS performance to others.
- Facilitate others' contributions to evaluate of WHS performance. Be sure to consider timely collation of feedback.
- For each area, provide one (1) example of a limitation that might exist in the WHSMS (or a possible negative effect of the WHSMS on WHS) that could be identified through the evaluation.

	Contribute to evaluation	Communicate and explain evaluation	Facilitate others' contributions	Example of a limitation or negative effect
a)	Half year reporting of legislation requirement	HSE MS audit	Participate the HSE MS audit and coordinate the compliance at site	Not giving cooperation to disclose certain outdated procedures
b)	Incident root cause analysis	Incident category analysis	To provide statistic of accident and accident category	Complexity of root cause of incident

Outcome for Activity 8	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 9

You are required, as a workgroup supervisor, to contribute to reviewing and improvement of WHS performance for the areas of:

- a) Compliance with WHS legislation
- b) Incident investigation

Explain how you would:

- Contribute to review and improvement of these areas.
- Communicate and explain to others the review and improvement of the WHSMS.
- Facilitate others' contributions to review and improve of WHSMS. Be sure to consider timely collation of feedback.

	Contribute to review and improvement	Communicate and explain review and improvement to others	Facilitate the contributions of others
a)	To produce a WHS legislation compliance masterlist to identify what legislation need to be complied	Organise a meeting and send the completed legislation masterlist to all HSE personnel	Send the WHS legislation compliance masterlist template to HSE personnel, require them to provide input what has complied, what has not complied
b)	To establish participate in and review an incident investigation flow chart, incident investigation form, investigation procedure, investigator competency and skills	Distribute the revised investigation procedure, send the investigator to authorised specific investigation training	To get the team involve in the investigation. Participate in the investigation assessment.

Outcome for Activity 9	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Outcome for On-line Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	