

BSBWHS406

Assist with responding to incidents



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ASSESSMENT FOR BSBWHS406

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	14/09/2016

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

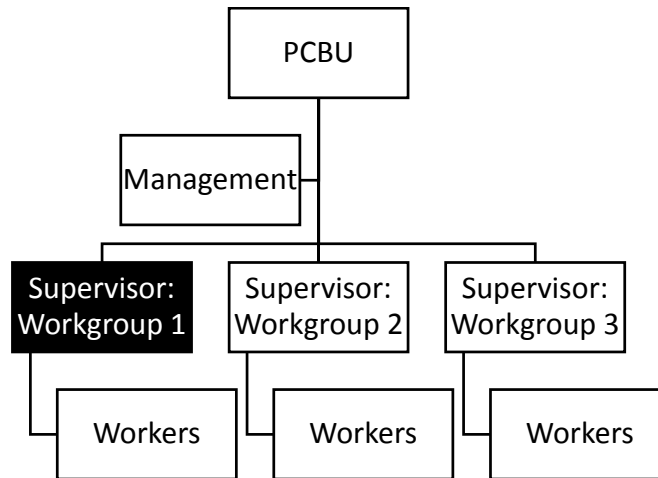
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - o **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)
 - o **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - o **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. 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:

Name of workplace	Corporate
Workgroup	Coordinator

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.

Name of Individual/Party 1
Relevant section of WHS legislation
Work Health and Safety Act 2011, Part 3 Incident notification
Obligations
To notify project team once incident happened.
Method for communicating requirements
A person giving notice by telephone must— (a) give the details of the incident requested by the regulator; and (b) if required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.
Your role in meeting requirements
Inspection to be conduct and are to be monitor

Name of Individual/Party 2
Project HSE Manager
Relevant section of WHS legislation
Work Health and Safety Act 2011, Part 3—Incident notification
Obligations
To notify the top management as soon as possible if accident in 24 hours.
Method for communicating requirements
To provide the notice/report by phone or email.
Your role in meeting requirements
Incident investigate report to be done within 24hours and to tracking for further action taking

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

ACTIVITY 2

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

- WHS policy
- WHS procedure
- WHS process
- WHS system

For each:

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

Name of WHS policy

QHSES policy

Summary of requirements

Continually drive improvement by understanding our customer's needs and analysis of business risks. To ensure a "Do it right first time" approach with zero harm to people or the Environment through compliance with our 12 Key Safety Actions.

Our pillars to success are based on Performance, System & Climate. Focusing on people's involvement, processes, products, lesson learnt, best practices, proactive management and assets improvement.

Your role with notifying, reporting and documenting incidents

My roles to follow the policy principles to ensure Do it right first time.

Name of WHS procedure

Emergency response plan

Summary of requirements

this procedure is to define the guidelines for emergency response at home office in the event of an emergency, to prevent any casualties and injuries to company employees, clients and contractors and reduce further damage to surrounding equipment and facilities

Your role with notifying, reporting and documenting incidents

To organise and carry out emergency drill quarterly for every building to evaluate the effectiveness of emergency response in real time as a ERT team member

Name of WHS process
Management of Change
Summary of requirements
a) Deviation from Approved for Construction (AFC) procedures, b) Deviation from Technip standard operating procedures (such as GOPS, GL, GWP), c) Unplanned modifications to vessels and equipment, d) Changes to the sequence of offshore operations, e) Deviation from specific safe working practice or work instructions, f) Use of an existing piece of equipment for a new task, g) Weather Limitations (as it determines safe operating parameters), h) Implementation of new systems, i) Significant changes of safety critical personnel, as defined under the IMCA Competence Scheme[3], where applicable. j) Change instigated and/or request by client (Site Instruction, Variation Request and DeviationRequest).
Your role with notifying, reporting and documenting incidents
a) Conducting audits to ensure that all CRFs are correctly processed, authorised and that risks assessments conducted are in accordance with Technip procedures. b) Making recommendations for improvement where applicable. c) Where requested, providing advice on potential QHSE impact arising from proposed changes.

Name of WHS system
Synergi
Summary of requirements
Synergi is an internet based system used widely in all industries, from offshore to onshore, construction companies to rail companies. It is an incident and accident reporting tool which provides Technip with all statistical information we need to be able to prevent unacceptable risk, share lessons we have learned and manage corrective actions
Your role with notifying, reporting and documenting incidents
Incident/unsafe observation to be register within 24hours and follow the action complete date, case close up once action done.

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:

- WHS procedure
- WHS process

For each:

- a) Summarise its requirements regarding providing first aid
- b) Explain how you assist with meeting the requirements

Name of WHS procedure

Emergency response plan

Summary of requirements

this procedure is to define the guidelines for emergency response at home office in the event of an emergency, to prevent any casualties and injuries to company employees, clients and contractors and reduce further damage to surrounding equipment and facilities

Your role in meeting requirements

To organise and carry out emergency drill quarterly for every building to evaluate the effectiveness of emergency response in real time as ERT team member

Name of WHS process

Office First Aider Process.

Summary of requirements

- To perform first aid treatment to victim including transferring to a safe place.
- To be available as an on-call first aider for the first aid room.
- To assist the Occupational health nurse in the implementation of first aid guidelines.
- All first aiders shall sit for continuous education and training from the approved first aid training provider to ensure competence and prompt response.

Your role in meeting requirements

- During emergency evacuation, emergency first aid post shall be set up at the central command post and the assembly area.
- The emergency first aid post shall be able to treat all minor injuries and to stabilize the victim prior of medical arrival.
 - The Occupation Health Nurse shall ensure that the first respondent kit is available at the central command post.
 - Other emergency rescue equipment's shall be maintained at the lobby and transferred to the central command post by the security personnel on duty.

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

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 you would collect the information and data from.
- Explain the data-collection technique you would use to collect the information and data.
- Explain why the collection of this information is necessary.
- Explain what type of additional information and data you may access to supplement it and where you would obtain it from.

Name of information/data type 1

Crossing road without using zebra line

Collected from

Data report by UCUA

How it is collected

Interview with employees, conduct BICARA.

Necessity of collection

To understand the reason.

Additional information

Information can be obtain from safety procedure for future safety practise.

Name of information/data type 2

Working at height without safety harness

Collected from

PTW(permit to work) application

How it is collected

Interview with the workers, site physical survey during walkabout

Necessity of collection

Information to be collected is vital as working at height without inform/notified the management, a potential fatality/injured case will happen.

Additional information

This information can be obtain from working procedure from Technip best practices working at height procedure.

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

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 (e.g. interviews, simulations, timelines of actions/events). 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: - Accident/incident investigation procedures are followed - Root causes are identified - Recommendations for corrective actions are appropriate - Additional recommendations are developed and forwarded to the employer if appropriate - Implementation time-lines are met - Corrective actions are monitored and evaluated - Communication procedures for accident/incident investigations are followed - Trends in injury, illness and property damage are identified - Accident/incident investigations are an effective part of the OH&S program
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.

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

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.

Name and describe Hazard 1

Confined space entry

Measures and actions to resolve hazard

- Confined Space Training
- Barricade and sign
- Standby Person
- Trained authorised entrant
- Authorised gas tester
- Daily health declaration form
- Gas result board
- Emergency rescue kits
- Valid equipment and tools inspection tag (for the use in confined space)
- No gas hose connection

Communication of recommendations

Communicate the improvement through toolbox talk & Lesson learntk

Possible inadequacies of risk controls

Unauthorised entrant enter to the confined space for work

Effect of culture on implementing measures and actions

Incorporate to send the worker to authorised entrant and confined space training due to project schedule

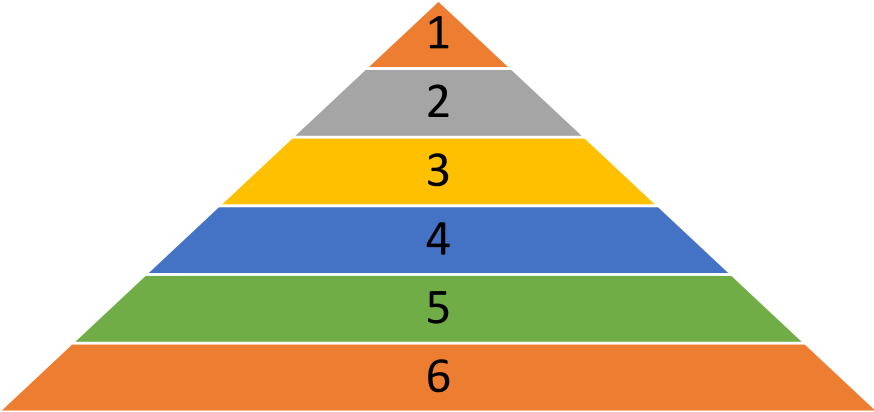
Assisting with implementation

To produce 1 month look ahead HSE activity plan against construction activity to identify the HSE activity to be carry out.

Name and describe Hazard 2
Welding, cutting and grinding
Measures and actions to resolve hazard
- Hot work awareness training - Specific PPE such as welding and cutting apron - Basic PPE such as welding shield, dust mask, glove, coverall, ear plug, goggle, and helmet - Valid equipment inspection tag on the equipment and tools including regulator and flashback arrestor - Proper cable management - Firewatcher - spark containment or fire blanket
Communication of recommendations
Communicate the improvement through toolbox talk & Lesson learnt
Possible inadequacies of risk controls
Inadequate fire blanket/ spark contamination to cover up the falling sparks
Effect of culture on implementing measures and actions
Unable to provide fire blanket due to project financial constraints
Assisting with implementation
To provide budget in HSE fire prevention and give incentive for the implementation.

Outcome for Activity 6	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT														
1. Legislation requires that in some circumstances, it is mandatory to notify the regulator about an incident, as well as preserve the incident site. ☒ True ☐ False	☐														
2. Identify the elements of the hierarchy of control, using the labels 1 – 6 below.  <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">Label (1 – 6)</th> <th style="padding: 5px;">Element</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">4</td> <td style="padding: 5px;">Isolate the hazard</td> </tr> <tr> <td style="padding: 5px;">6</td> <td style="padding: 5px;">Provide and use Personal Protective Equipment (PPE)</td> </tr> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">Eliminate the hazard</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">Control the hazard by engineering means</td> </tr> <tr> <td style="padding: 5px;">5</td> <td style="padding: 5px;">Control the hazard by administrative means</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">Substitute the hazard</td> </tr> </tbody> </table>	Label (1 – 6)	Element	4	Isolate the hazard	6	Provide and use Personal Protective Equipment (PPE)	1	Eliminate the hazard	3	Control the hazard by engineering means	5	Control the hazard by administrative means	2	Substitute the hazard	☐
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5	Control the hazard by administrative means														
2	Substitute the hazard														
3. What might you consider when choosing between different risk controls? Select all that apply. ☒ Cost ☒ Fit for organisational culture ☒ Effect on work flow of organisation ☒ View of workers ☐ Guidance from codes of practice, standards and WHS regulator	☐														

Outcome for Quiz	☒ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated (using the handout provided) or real.

TASKS		VERIFIED
A.	Respond to a workplace incident by providing first aid.	☒
B.	Complete WHS regulator's incident notification form, outlining incident details, treatment details and business details.	☒
C.	Explain events to an investigator, review incident notification form and seek additional information to assist (via inspections, interviews, simulations and/or timelines).	☒
D.	Determine recommendations and implementation requirements according to hierarchy of control, communicating these with others in the workplace (e.g. PCBU, workers).	☒
Name of observer	Nhakhorn Somchit	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): HSE Project Manager	
Phone number of observer	+603 1186298	
Email address of observer	nsomchit@technip.com	
Signature of observer		
Date	19/10/2016	
Comments		

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