

**BSBWHS503 Contribute to the
systematic management of WHS risk**

BSBWHS504 Manage WHS risks



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ASSESSMENT FOR BSBWHS503 & BSBWHS504

Student name	Jacqueline Liew Mei Hui
Date of assessment submission	20/08/2015

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

TASK INSTRUCTIONS

- The assessment for these units 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. Risk management requirements	Workbook response (below)
2. Identify/assess hazards and risks	Workbook response (below)
3. Implementation of risk controls	Workbook response (below)
4. Effectiveness of risk controls	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

Identify duty holders' obligations regarding risk management (including PCBU's and workers) by explaining the requirements found in:

- a) WHS Acts
- b) WHS Regulations
- c) Safe Work Australia model Code of Practice: How to Manage Work Health and Safety Risks
- d) Standards
- e) Guidance material
- f) Organisational policies
- g) Organisational procedures
- h) Organisational processes

Example:

Name and location of Legislation (Commonwealth or State)

<i>Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au</i>
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Relevant excerpt/requirement for chosen workplace
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<i>Section 19: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers.</i>
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Name and location of Legislation (Commonwealth or State)
Work Health and Safety Act 2011 - https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf
Relevant excerpt/requirement for chosen workplace
Division 2 Primary duty of care (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of— (a) workers engaged, or caused to be engaged by the person; and (b) workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking. (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable— (a) the provision and maintenance of a work environment without risks to health and safety; and (b) the provision and maintenance of safe plant and structures; and (c) the provision and maintenance of safe systems of work; and (d) the safe use, handling and storage of plant, structures and substances; and (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking. (4) If— (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking; and (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available; the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

Name and location of Regulation
model-whs-regulations - https://www.safeworkaustralia.gov.au/system/files/documents/1703/model-whs-regulations-28nov2016.pdf
Relevant excerpt/requirement for chosen workplace
Division 3 Duties of persons conducting businesses or undertakings that manufacture plant 193 Control of risk (1) A manufacturer of plant must ensure the following: (a) that the plant is manufactured and inspected having regard to the information provided to the manufacturer by the designer of the plant under the Act and these Regulations; (b) if the information provided to the manufacturer by the designer of the plant under the Act and these Regulations requires the plant to be tested—that the plant is tested in accordance with that information; (c) if, during the manufacturing process, any hazard is identified in the design of the plant for which the designer has not provided a control measure: (i) that the hazard is not incorporated into the manufacture of the plant; and (ii) that the designer of the plant is given written notice of the hazard as soon as practicable; and (iii) that all reasonable steps are taken to consult with the designer of the plant in relation to the alteration of the design to rectify the hazard.

Name and location of Code of Practice
Model Code of Practice: How to manage work health and safety risks - https://www.safeworkaustralia.gov.au/system/files/documents/1702/how_to_manage_whs_risks.pdf
Relevant excerpt/requirement for chosen workplace
Persons conducting a business or undertaking will have health and safety duties to manage risks if they: - engage workers to undertake work for them, or if they direct or influence work carried out by workers - may put other people at risk from the conduct of their business or undertaking - manage or control the workplace or fixtures, fittings or plant at the workplace - design, manufacture, import or supply plant, substances or structures for use at a workplace - install, construct or commission plant or structures at a workplace. Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including: - the likelihood of the hazard or risk concerned occurring - the degree of harm that might result from the hazard or risk - knowledge about the hazard or risk, and ways of eliminating or minimising the risk - the availability and suitability of ways to eliminate or minimise the risk, and - after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. The process of managing risk described in this Code will help you decide what is reasonably practicable in particular situations so that you can meet your duty of care under the WHS laws Officers (for example company directors) must exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to: - gain an understanding of the hazards and risks associated with the operations of the business or undertaking - ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety. A person can have more than one duty and more than one person can have the same duty at the same time

Name and location of Standard
FIRST AID IN THE WORKPLACE - Code of Practice - https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-first-aid-in-workplace-v3.pdf
Relevant excerpt/requirement for chosen workplace
A person conducting a business or undertaking has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking. The WHS Regulations place specific obligations on a person conducting a business or undertaking in relation to first aid, including requirements to: • provide first aid equipment and ensure each worker at the workplace has access to the equipment • ensure access to facilities for the administration of first aid • ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid. A person conducting a business or undertaking may not need to provide first aid equipment or facilities if these are already provided by another duty holder at the workplace and they are adequate and easily accessible at the times that the workers carry out work. Officers, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety. Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses

Name and location of Guidance material
FATIGUE MANAGEMENT – A Worker's Guide - https://www.safeworkaustralia.gov.au/system/files/documents/1702/fatigue-management-a-workers-guide.pdf
Relevant excerpt/requirement for chosen workplace
Workers have a duty to take reasonable care for their own safety and health and that their acts or omissions don't adversely affect the health or safety of others. Workers must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to fatigue at the workplace, for example fitness for work policies and policies regarding second jobs. To reduce the risk of being involved in a work incident caused by fatigue, you should: • comply with your organisation's policies and procedures relating to fatigue • understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work • seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and/or causes fatigue • assess your own fitness for work before commencing work • monitor your level of alertness and concentration while you are at work • look out for signs of fatigue in the people you work with • in consultation with your supervisor, take steps to manage fatigue, for example take a break or short nap (night shift), maintain hydration (drink water), do some stretching or physical exercise, adjust the work environment (lighting, temperature) • talk to your supervisor or manager if you foresee or experience being impaired by fatigue likely to create a health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances. • assess your fatigue levels after work and take suitable commuting and accommodation options (e.g. avoiding driving if fatigued).

Name and location of Organisational policies
TechnipFMC Global HSE and Security Policy - http://thelink.exnet.technip.com/sites/kualalumpur/organizationinformation/APACPolicies/HSES%20Policy.pdf
Relevant excerpt/requirement for chosen workplace
This procedures for the ongoing identification of environmental aspects and occupational hazards, risks assessment and the implementation of the necessary control measures. In general, it covers the office environment, design activities and construction activities, including routine and non-routine activities as applicable

Name and location of Organisational procedures
TechnipFMC Global HSE and Security Policy - http://thelink.exnet.technip.com/sites/kualalumpur/organizationinformation/APACPolicies/HSES%20Policy.pdf
Relevant excerpt/requirement for chosen workplace
This policy defines TechnipFMC's absolute commitment to protecting the health and safety of all those who can either directly or indirectly be affected by its business activities and to minimising any adverse effects to the environment

Name and location of Organisational processes
Risk Assessment & Work Execution- http://thelink.exnet.technip.com/sites/kualalumpur/QHSES/APACManagementSystem/GWP-AP-HSE-012.pdf
Relevant excerpt/requirement for chosen workplace
The Procedure for Risk Assessment and Work Execution is based on a proactive approach to managing safety. Prevention is always better than cure. One needs to also consider that hazards in the workplace present far more than just one risk. There may be several levels of risk and also a variety of the types of risks such as: • Minor bodily injury • Serious bodily injury • Fatality • Equipment damage • Property damage • Workers compensation • Common law damages • Insurance claims • Prosecutions Hazard identification checklist to ensure there is no work clashes, all under control

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

ACTIVITY 2

Identify two (2) hazards (one chemical, one causing occupational disease) that may occur in your workplace. For each hazard identified, find information to explain:

- The nature and scope of the hazard, including the incidents/injuries it can cause
- Determine the level of risk for the hazard within your workplace
- Determine the application and limitations of each of the following techniques, tools and processes in identifying and controlling your nominated hazard (and associated risk):
 - Hazard/risk checklists
 - Hazard hunts
 - Job safety analysis (JSA)
 - Manifest/register (e.g. dangerous hoods, hazardous chemicals and plant)
 - Safe work method statement (SWMS)
 - Surveys (e.g. questionnaires, interviews)
 - Workplace inspections and walk-throughs
- Name and justify at least two (2) risk controls that may be implemented to address the hazard and risk assessment results
 - Explain which of these risk control options would be the most suitable

Name hazard resulting from chemicals

Strong solvent/paint/strippers fumes into cabin for extended period. Caused sore head/throat/chest lasting 3 hours.

Nature and scope of hazard

Cause was due to painting on the external of the accommodation and failure to control hazards ie closing of vent is the local area

Source of information (e.g. website address):
<https://synergi.apps.technip.com/default.aspx>

Determine the level of risk

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
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Level of risk: 3E

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: To gather information that might be useful in hazard identification,.
- Hazard hunts: Carry out a walkabout to identify the hazard of the activity
- Job safety analysis (JSA): List out the activity into steps and identify the hazards according to the respective activity and then form an agreement in control measure to improve the risk profil

- Manifest/register (e.g. dangerous hoods, hazardous chemicals and plant): limitation for this hazard identification method is the dangerous substances might not be announced if it is not listed or registered. It required to consistent review and monitor existing and new hazardous substance
- Safe work method statement (SWMS): it is a job sequence information of the activity which to be carried out. The limitation of this technique is too much wording which might create people not interested to study.
- Surveys (e.g. questionnaires, interviews): interviews form will be included in the HSE walkabout check list
- Workplace inspections and walk-throughs: HSE investigation session together with process team and facilities team

Risk controls

To clear up immediately using water pump and IBC tank and stop water treatment operation.

Collect sample of contaminated water inside drain and send water sample for analysis

Source of information (e.g. website address):

<https://synergi.apps.technip.com/default.aspx>

Name hazard causing occupational disease

Exposure to hazards – noise

Nature and scope of hazard

the noise level was recorded at 90 and 102 decibels. It will harm workers who work in these conditions and if have not been supplied with the correct ear defenders for radios and are will cause of painful ears from the noise

Source of information (e.g. website address):

<http://legacy-synergi.apps.technip.com/Synergi/default.aspx>

Determine the level of risk

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low
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Level of risk: 2C

Techniques, tools and processes to identify hazard/risk

Describe application or limitations for each of the following in identifying the hazard/risk:

- Hazard/risk checklists: To gather information that might be useful in hazard identification,.
- Hazard hunts: Carry out a walkabout to identify the hazard of the activity.
- Job safety analysis (JSA): List out the activity into steps and identify the hazards according to the respective activity and then form an agreement in control measure to improve the risk profile
- Manifest/register (e.g. dangerous hoods, hazardous chemicals and plant): limitation for this hazard identification method is the dangerous substances might not be announced if it is not listed or registered. It required to consistent review and monitor existing and new hazardous substances
- Safe work method statement (SWMS): it is a job sequence information of the activity which to be carried out. The limitation of this technique is too much wording which might create people not interested to study.
- Surveys (e.g. questionnaires, interviews): interviews form will be included in the HSE walkabout check list.
- Workplace inspections and walk-throughs: HSE investigation session together with process team and facilities team

Risk controls

Appropriate radio equipment head sets delivered onboard and use for project duration

Source of information (e.g. website address):

<http://legacy-synergi.apps.technip.com/Synergi/default.aspx>

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

Referring to the hazards identified in Activity 2, consider the implementation of the proposed control measures.

- a) What impact will the organisation's WHS management system (WHSMS) have on the implementation process?
- b) Explain which individuals/parties need to be consulted when determining the suitability of the proposed risk controls.
 - Describe the formal/informal communication and consultation processes used when addressing these individuals/parties
- c) Outline how both risk controls will be implemented in the form of an action plan
 - Identify resourcing requirements, allocate roles and responsibilities, and training needs required for implementation
 - Prioritise tasks and specify timelines for implementation
- d) How will the risk control processes be recorded?
 - How will the organisation's WHS information system (WHSIS) influence this?

Impact of WHMS

The Impact of WHSMS is to meet customer requirement in term of Health, Safety, Environmental (HSE) aspects, the project will be good in progress schedule and reducing in cost for unwanted event to be occurred such as down time for accident investigation, worker medical compensation and regulatory fine

Consulting individuals/parties

Individual or relevant party of the activity can be consulted during JSA meeting, toolbox talk or even in HSE committee meeting. During the consultation, it is important to use both local language and international language (English) to ensure the information is collected well.

In addition, a formal invitation of the individual is grateful so that they can feel proud of themselves which their contribution in HSE is appreciated. The individual who carry out the job or relevant party need to be consulted because they are the person who expose to the hazard and knows the activity well than others. It is their responsible to understand more about the hazard and its control.

Action plan

The risk control must be recorded in the JSA meeting, so that the control measure is agreed among the relevant party. Example of the control measure is, JSA, briefing, permit to work, tools and equipment inspection, hazards warning sign, proper storage area, training of safe working practices of painting and schedule waste management. In addition, the top management must delegate the responsibility to in charged party for the action.

Recording risk control process

The risk control shall be communicated to all relevant party either in official document or hard copy display in the working area. These documents are such as JSA, Method of statement, and approved permit to work. Information can also be communicated via PTW meeting, progress meeting and email notification to all project team.

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

ACTIVITY 4

Referring to the hazards identified in Activity 2, consider the effectiveness of the proposed control measures.

- a) Identify factors that may impact on the effectiveness of the risk controls and how they might be addressed. Consider the impact of:
 - Workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
 - Structure and organisation of the workforce (i.e. part time vs casual vs contract workers; shift rosters; geographical location)
 - Workplace culture relating to gender and alcohol/drug use
- b) How will you monitor and review the success of each risk control?
 - What impact will the organisation's WHSMS have on this process?
 - Identify the criteria used for the evaluation (i.e. positive performance indicators).

Factors impacting on risk management

Factor impacting on risk management is competency of the risk practitioner in terms of interpersonal and technical skills, language used in the risk management workshop, commitment of top management in leadership of the risk management practice and the risk management framework itself.

Monitoring

The risk management shall be reviewed and monitored regularly in order to carry out an effective and efficient risk management. The risk management process and be review and monitored through review the HSE performance, accident statistics, HSE and risk management issue. Internal audit can be also carry out to identify the nonconformities, and opportunity for improvement.

Outcome for Activity 4

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. A systematic approach to managing WHS risk in the workplace involves: Assessment of hazards/risks, consultation with workers, development and implementation of risk controls by PCBU, and review of risk controls. ☒ True ☐ False	☐
2. Which of the following may impact on WHS risk and the management of WHS? Select all that apply. ☒ Consultation meetings being too long and boring ☒ Language, literacy and numeracy levels of the workforce ☒ Workplace culture ☒ Having separate work sites	☐
3. Which of the following can be used for identifying and controlling WHS hazards and risks? Select all that apply. ☒ Hazard and risk checklists ☒ Hazard hunts ☒ Job safety analysis ☒ Manifests and registers ☒ Safe work method statements ☒ Surveys ☒ Workplace inspections and walk-throughs ☒ WHS management system ☒ WHS information system	☐
4. Which of the following are limitations of using a generic hazard/risk assessment checklists and risk ranking processes? Select all that apply. ☒ Specifics of the workplace are not considered ☒ Not all checklist points will be applicable ☒ Such checklists/processes must be completed on a computer ☐ You always have to purchase these checklists	☐

5. Match the following terms and definitions by placing the corresponding term number next to each definition.

☐

Label	Term	Label (1 – 5)	Definition
1	Causation	3	The action of stopping something from happening.
2	Hazard	5	That which is seen as the natural result of action/inaction.
3	Prevention	4	A measure of the possibility of harm, considering seriousness of injury and likeliness of occurrence.
4	Risk	2	Something which has the potential to harm people.
5	Foreseeability	1	The relationship between conduct and the resulting effect (e.g. injury)

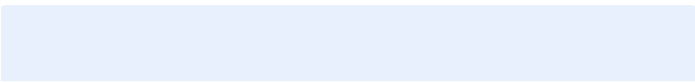
Outcome for Quiz

- ☐ 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.	In a small group, show leadership while conducting a safety audit of the work area. Check quantities and suitability of emergency equipment	☒
B.	Document potential emergencies and their causes in a risk register, identifying: - Possible injuries/damage - Required control measures (referring to legislation, standards and considering requirements of organisation's WHSMS and WHSIS) - Risk assessment results	☒
C.	Electronically and orally present findings to appropriate persons (e.g. PCBU, Trainer/Assessor). As part of the presentation: - Identify factors that will impact on WHS risk management - Explain how control measures will be monitored and reviewed for effectiveness (using positive performance indicators), and in accordance with WHSMS	☒
Name of observer	ZEN SUNDAR GURUNG	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): HSES Manager, Subsea Projects, APAC	
Phone number of observer	+603 2116 7742	
Email address of observer	zensg@technip.com	
Signature of observer		
Date	12/09/2017	
Comments		

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