



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

ASSESSMENT FOR BSBWHS510A

Student name	Watchara Limpinijkul
Date of assessment submission	Click here to enter a date. 28 January 2016
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

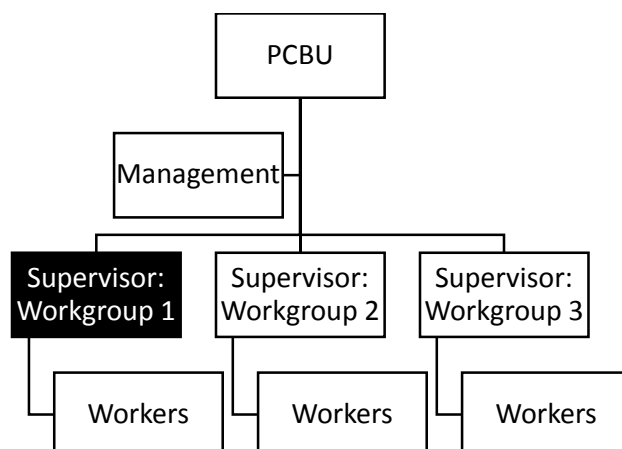
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - **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. Identifying emergencies and initial response	Workbook response (below)
2. Risk register	Workbook response (below)
3. Plan and implement initial response	Workbook response (below)
4. Post-event activities	Workbook response (below)
5. Review emergency responses	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	Technip
Workgroup	Thailand

ACTIVITY 1

- a) Identify one (1) emergency that would fall under each of the following emergency categories:
 - Fire evacuation
 - Security breach
 - Serious medical injury
- b) Describe one (1) hazard which may cause each of the emergencies identified.
Describe one (1) hazard which may occur during each of the emergencies identified.
- c) Identify one (1) standard that you may refer to when identifying the cause of (and advice for initial response to) each emergency.
 - Categorise each of the emergency according by colour code.
- d) Identify one (1) stakeholder who may be useful in identifying the cause of each emergency.
Justify their suitability.
- e) Identify one (1) internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) each emergency. Justify their suitability.
- f) Identify one (1) emergency agency who you could liaise with to identify and respond to each emergency.
 - Outline the requirements for liaising with an agency during reporting, arrival and in response to an emergency.
- g) Identify the impacts each emergency on personnel, property and the environment.
- h) Identify initial response actions which could limit these impacts.
 - List the actions in order of priority.
 - Justify your responses with reference to current industry practice.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	Fire in the office on 20 th floor of the building	Bomb threat	Falling from height (over than 3 meters height) as work platform collapse
b)	Short circuit of electricity / Burn, hot, smoke, lack of oxygen, building collapse	Lack of awareness training and bomb threat response plan / Slip, trip, fall from panic and running away	Working at height with out fall protection and poor plate from as no inspection / Bone fracture, wrong transferring, evacuate, slip, trip, fall during the evacuation, more structure may collapse
c)	AS 3745—2010 Planning for emergencies in facilities / Code Red	AS 3745—2010 Planning for emergencies in facilities / Code Purple	AS 3745—2010 Planning for emergencies in facilities / Code Blue
d)	Fire police officer (fire investigation team) / Worker who the first noticed fire	Police Officer / Officer Manager / Security Manager	Worker how is on the scene / Supervisor
e)	WHS officer / Building Electrician engineer	Security Manager / Office Manager	Supervisor
f)	Fire police officer / we have to evacuate all people out of the building, shutdown the electricity of the building, clear the access way for fire truck and get information of the fire area as much as possible for giving detail the fire police officers	Police officer / we get the information from caller as much as possible by taking note of caller's vocal characteristics and background sounds. Do not panic. Stay calm. Keeps the caller talking for as long as possible while the Police trace the call. It is important to take note of the following: a. the caller's voice and vocal characteristics (e.g. pitch, male or female, adult or child) b. the language used and accent (e.g. local or foreign) c. the manner of speaking (e.g. rapid, deliberate, emotional, angry) d. background noises (e.g. traffic, music, announcements, shouting) and	Hospital / during waiting for ambulance have to check the bleeding and breathing and pulse, do not move the injured person as he may got bone fracture. Clear access way for ambulance and get information of injured person as much as possible such as blood type for giving detail to first aiders.

		e. the person or authority to whom the message should be conveyed Do not antagonize or taunt the caller in any way. Be polite and remain calm. Do not spread rumors. The Officer receiving such calls will treat them seriously and immediately try to determine: a. the precise location of the bomb and exactly what it looks like b. the detonation time and what will set it off c. the amount and type of explosive used d. possible reasons for such an act	
g)	People may get burn, lack of oxygen, breathing smoke, slip, trip fall, / building may collapse, loss the stable, building damage / emission from combustion to the air, CO2, toxic smoke	People may panic, and get injured from slip trip fall / building may damage if real bomb	Bone fracture, injured from wrong transferring, evacuate, slip, trip, fall during the evacuation, more structure may collapse
h)	we have to evacuate all people out of the building, shut down the electricity of the building, clear the access way for fire truck and get information of the fire area as much as possible for giving details the fire police officers	We get the information from caller as much as possible by taking note of caller's vocal characteristics and background sounds. Do not panic. Stay calm. Keep the caller talking for as long as possible while the Police trace the call. It is important to take note of the following: a. the caller's voice and vocal characteristics (e.g. pitch, male or female, adult or child) b. the language used and accent (e.g. local or foreign) c. the manner of speaking (e.g. rapid, deliberate, emotional, angry) d. background noises (e.g. traffic, music, announcements, shouting) and e. the person or authority to whom the message should be conveyed	Call ambulance Check the bleeding and breathing and pulse, do not move the injured person as he may get bone fracture. Do CPR / Stop bleeding if applicable Clear access way for ambulance and get information of injured person as much as possible such as blood type for giving details to first aiders

		Do not antagonize or taunt the caller in any way. Be polite and remain calm. Do not spread rumors. The Officer receiving such calls will treat them seriously and immediately try to determine: a. the precise location of the bomb and exactly what it looks like b. the detonation time and what will set it off c. the amount and type of explosive used d. poss	
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Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

For the three emergencies identified in Activity 1, develop a risk register which outlines:

- a) Hazard details
- b) Location of hazard
- c) People exposed to the hazard
- d) Possible injuries/damages caused by the hazard
- e) Control measures required
- f) Results of risk assessment

Record number	Date of entry	Hazard	Location	People exposed	Possible injuries/damage	Control measures	Risk assessment
1	20 January 2016	Fire	In office building	All staffs who working in the office	Burn, Smoke, lack of O2, slip trip, fall	1. Fire Prevention System (Smoke/Heat detector, Fire sprinkler, Fire Hose, Fire Alarm) 2. House Keeping 3. Basic Fire Prevention Training to all staffs 4. Emergency Response Plan 5. Fire Hazard Inspection 6. Fire Evacuation Exercise	High Risk
2	20 January 2016	Bomb threat	In office building / Site area	All staffs / workers (but mostly will be operation who will receive the call or manager level)	People may got injured from panic such as slip/trip/fall	1. Bomb threat response plan 2. Bomb threat response plan induction 3. Bomb threat response exercise	Medium Risk (as the likelihood of bomb threat is very low in Thailand)

3	20 January 2016	Falling from height (over 3 meters) as work platform collapse	Site Construction area	Worker who working on work platform and under the work platform	Bone fracture from falling down	1. Platform shall be installed by competent person 2. Platform shall be inspected everyday before working 3. Tag notification system (Red tag for unsafe / Green tag for safe platform) shall be implemented 4. Safety harness shall be used when working on platform	High Risk
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Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

ACTIVITY 3

Plan for the emergencies identified in Activity 1, through your responses to the following:

- a) Identify one (1) type of emergency equipment required for each emergency.
 - Where should such equipment be stored for easy access?
 - How often should it be checked (i.e. for cleanliness and to be serviced)? Justify your response.
- b) Outline possible training required to effectively implement the initial responses identified.
 - List suitable parties to deliver such training.
- c) Explain your role in implementing initial response procedures identified.
 - Explain how you document and display actions for initial response.
 - Outline your own role in emergency response, following appropriate procedures.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	Emergency lighting - shall be installed at fire exit ways. - shall be inspected monthly basis.	Access Control System - Shall be installed at the all entrances to the office/work site area - Shall be inspected everyday (functional check) before working	Lifeline - Shall be installed above the work platform - Shall be inspected everyday before working
b)	Basic fire induction and Emergency response plan training. All people in the Company shall be attended	Bomb threat induction and Emergency response plan training. All people in the Company shall be attended	Working at high safety induction, Fall protection, and how to use safety harness and life line - All workers who works at high shall be attended
c)	1. I shall establish Fire Emergency Response Plan which originated by me, reviewed by area owner and approved by Site Manager or Officer Manager 2. I shall define role and responsibilities for all position and perform induction/meeting with all of them to aware their roles and responsibilities 3. I shall ensure all fire prevention equipments are in good condition and perform inspection every month 4. I shall conduct Fire Emergency Response Exercise to insure the Fire Emergency Response plan is still suitable with the current situation and looking on improvement	1. I shall establish Bomb threat Response Plan which originated by me, reviewed by area owner and approved by Site Manager or Officer Manager 2. I shall define role and responsibilities for all position and perform induction/meeting with all of them to aware their roles and responsibilities 3. I shall ensure all security equipments (access control, CCTV) are in good condition and perform inspection every month 4. I shall conduct bomb threat Emergency Response Exercise to insure the Bomb threat Emergency Response plan is still suitable with the current situation and looking on improvement	1. I shall identify this hazard and risk assessment for working on platform activities and then I will define control measures such as competency of person who will install the platform, training matrix of workers who will work on platform, lifeline installation, and safety harness 2. I will establish medical evacuation plan and train to all workers as a one topic of WHS induction for all workers 3. I will conduct daily/weekly/monthly WHS inspection on site and covered this topic as a one of checklist 4. I will raise the corrective / prevent actions if found any unsafe act or unsafe condition

	5. I shall keep the Fire Emergency Response Plan to up to date	5. I shall keep the bomb threat Emergency Response Plan to up to date	
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Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

For the emergencies identified in Activity 1, identify your responses to the following:

- a) Outline one (1) action that may occur as part of the second response phase.
 - Identify the personnel who would be involved.
 - Outline how you may assist personnel involved.
- b) As part of your workgroup supervisor role, how you would contribute to the debriefing process.
 - Who should be involved in the debriefing process?
 - When should the debriefing process occur?
 - Identify three (3) aspects of the emergency response that might be considered during the debriefing process.

	Evacuation emergency	Security emergency	Serious medical injury emergency
a)	For the second response phase of Fire Evacuation Emergency, the personnel would be involved are Fire Specialists, Ambulance personnel, Traffic police officer and security guards. I will assist personnel involved by following actions - Established contracts with local medical services - Assign and train Security Guards to control the traffic during the emergency until traffic police arrive. - Arrange with admin manager to provide the drinking water to staffs when they evacuate to muster point area	For the second response phase of Bomb threat Emergency, the personnel would be involved are Police Explosive Device Specialists, Ambulance personnel, Traffic police officer, Police officer and security guards. I will assist personnel involved by following actions - Established contracts with local medical services - Assign and train Security Guards to control the traffic during the emergency until traffic police arrive. - Arrange with admin manager to provide the drinking water to staffs when they evacuate to muster point area - Assign Security guard to secure the area - Assign and train the Company spoke person to deal with the media if applicable - Assign and train relative managers to deal with the injured staff's relative	For the second response phase of medical injury Emergency, the personnel would be involved are the First aider, Ambulance personnel, Traffic police officer, and security guards. I will assist personnel involved by following actions - Established contracts with local medical services - Assign and train Security Guards to control the traffic during the emergency until traffic police arrive. - Assign Security guard to secure the area - Assign and train relative managers to deal with the injured staff's relative
b)	- All people who involved in the emergency response plans such as all members of the Emergency Control Organisation and any other key personnel such as emergency service shall be involved in the debriefing process to help identify areas for improvement to build better plans to manage emergencies in the future. - The de-briefing should be conducted as soon as possible after the emergency or emergency exercise - The 3 aspects of the emergency response that might be considered during the debriefing process are 1. Access to emergency equipment, 2. Communication, 3. Human and Physical Resource Capability.		

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

ACTIVITY 5

It is very important to monitor emergency responses, address deficiencies and identify areas for improvement.

- a) Identify ways in which you might monitor emergency responses (including personnel response and equipment) for efficiency, timeliness and effectiveness.
 - Why should stakeholders be consulted to assist with monitoring?
 - In what ways might you collect information from the stakeholders?
 - What advice might you seek from specialist advisors and emergency agencies?
- b) Who might you report the results of any monitoring to?
- c) Identify one (1) possible point that a workplace might need to improve upon in their emergency response.
 - Provide recommendations to address this area.
- d) Identify one (1) possible point that you, in your role as a workgroup supervisor, might need to improve upon in your emergency response.
 - Provide recommendations to address this area.

	Response
a)	All potential emergency situations shall be identified and emergency procedures documented for preventing and mitigating the associated illness and injury. The organization shall review, then revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of incidents or emergency situations. The organization shall periodically test such procedures. Potential emergency situations should be identified and emergency procedures documented. The organization should allocate overall responsibility for control of emergency situations to specified individuals and communicate this information to all personnel. Employees should receive training in emergency procedures appropriate to their allocated emergency response responsibilities and the degree of risk. Emergency procedures should be regularly rehearsed and reviewed. Emergency instructions and emergency contacts should be clearly communicated throughout the organization. Emergency equipment, exit signs and alarm systems should be inspected, tested and maintained at regular intervals. The suitability, location and accessibility of emergency equipment should be assessed by competent persons. Monitoring the effectiveness of emergency management processes required collecting information from a number of sources as following : - Emergency Documents such as ERP, IRP, de-briefing reports, action plans, MOM, Equipment Check list and report, investigation reports, audit report - Interview with Workers, Managers, Supervisors, person who involved in WHS activities - Worker and Team meetings The advice I may seek from specialist advisors and emergency agencies are following - The best practice of Risk register of identify potential emergencies - The best practice of Emergency Response Plan for each emergencies - The best practice of Monitoring system for emergency response plan - The best practice of Training needs for Emergency Response Team
b)	I will report the results of monitoring to all members of the Emergency Control Organisation including Emergency response team, Site Supervisor, Site Managers, WHS representative and Top management

c)	A possible point that the workplace might need to improve is the competency of Emergency Response team as since the first time they training but we never have the real case before, so the recommendation for improvement is provide them to get the outside training where they can provide the real practice and they shall refresh the real practice at least yearly basis
d)	A possible point that I to improve as my roles of working group supervisor the competency of Emergency Response Plan is the updating Emergency Response procedure as sometime the emergency team was change but we forget to update the procedure according to the current team, so the recommendation is to schedule the time to review the emergency response plan regularly such as every 3 months for keeping the emergency response plan is up to date

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

Knowledge Test

1. Safety wear worn in a workplace is classified as an emergency prevention control. List at least four other emergency prevention controls typically found installed in a workplace.

For each emergency prevention control listed, include the purpose of your workplace/area (either real or scenario), the primary function of the emergency prevention control and the maintenance requirements of the emergency prevention control.

Purpose of your workplace/area:			
Emergency Prevention Control	Workplace area	Primary function of the emergency prevention control (Prevention/Detection/Control))	maintenance requirements of the emergency prevention control
Security systems	Office and Site	Access Control System / CCTV / Security Guards (Prevention / Detection / Control)	Preventive Maintenance yearly basis / Function test as monthly basis
Smoke alarms, fire alarms and fire extinguishers	Office and Site	Detection : Smoke alarm, Fire alarm Control : Fire Extinguishers, Spinkle	Preventive Maintenance yearly basis / Function test as monthly basis
Emergency protection systems	Office and Site	Prevention : Housekeeping, Training, In spection Detection : Smoke alarm, Fire alarm Control : Fire Extinguishers, Spinkle	Preventive Maintenance yearly basis / Function test as monthly basis
Emergency alerting systems	Office and Site	Fire Alarm : Control and prevention the lost of life as helping people aware of emergency and evacuate to muster point	Preventive Maintenance yearly basis / Function test as monthly basis

2. New hazards may occur when responding to an emergency, such as falling over during an evacuation.

Using the secondary hazards that you identified in Activity 1 (b), list any control measures that may reduce or eliminate these secondary hazards occurring during an emergency.

1. **Emergency:** Fire Emergency
Secondary Hazard: Slip / trip / fall
Control: training to not panic, no obstruct the walkways, handrail, First aider
2. **Emergency:** Bomb threat
Secondary Hazard: Slip / trip / fall
Control: Bomb threat response plan, training to not panic, no obstruct the walkways, handrail, First aider
3. **Emergency:** Medical Evacuation
Secondary Hazard: Bone fracture, injured from wrong transferring
Control: Training on the safe medical evacuation

3. What are the rights of a worker to refuse to carry out work if a serious risk from an immediate or imminent exposure to a hazard is present? Also include in your answer, the role of the HSR and the regulatory body in a cessation of work. Include references to the Divisions and sections of the WHS Act 2011 that support your answer.

Worker can stop work and inform their supervisor about the present hazard. As defined in WHS Act 2011/Division 3 Health and safety representatives/ Subdivision 4 items 67, (1)Each deputy health and safety representative for a work group is to be elected in the same way as a health and safety representative for the work group. (2) If the health and safety representative for a work group ceases to hold office or is unable (because of absence or any other reason) to exercise the powers or perform the functions of a health and safety representative under this Act—(a) the powers and functions may be exercised or performed by a deputy health and safety representative for the work group; and (b) this Act applies in relation to the deputy health and safety representative as if he or she were the health and safety representative. (3) Sections 64, 65, 66, 72 and 73 apply to deputy health and safety representatives in the same way as they apply to health and safety representatives.

4. Write a step-by-step procedure that details the principles and priorities for evacuating a work area (real of simulated). Your procedure must include
- Clear definitions of roles and responsibilities
 - Evacuation information system (including checking and accounting for people)
 - Assurance of movement capability
 - Establishment and maintenance of confidence and cooperation of the affected community

Work Area: Technip Office	Evacuation Type: Fire Emergency
Roles and responsibilities	1. Staffs : Evacuate to Muster point and report themselves to their muster warden and waiting for further instruction from commander 2. Fire Warden : Use the fire extinguisher control the fire if safe to do so, if not evacuate to muster point. 3 First Aider : Take the first aid kits to the muster point and perform the first aid as necessary. 4 Muster Point Wardens : to do the headcount at muster point.
Evacuation information system	5. Emergency Commander : to evaluate the situation and decision the necessary actions. 1. Fire Alarm, 2. Corporate SMS, 3. Speaker phone
Movement capability	Evacuation out of the building within 5 Minutes via Fire exit routes which shall be not obstructed by any objects
Maintenance of confidence and cooperation	1. Conduct Emergency Response Training to all staff 2. Conduct Evacuation Drill every 6 Months 3. Communicate the drill to community around 4 Conduct De-Briefing how to improve the Emergency Response Plan after the drill 5. Update the Emergency Response Plan according to the result of the de-briefing

5. Using the internet, search for current Australian WHS regulations that list the obligations for providing an emergency plan in the workplace. Complete the following.

Legislation type: Work Health and Safety Regulation 2011

Revision Date: 1 July 2015

Division No: 2015 SL No. 46

Section No: 43, 361, 557, 567, 716,

Person responsible

for providing the

emergency plan: A person conducting a business or undertaking at a workplace

6. Explain the benefits of issuing instructions in an authoritative manner during emergencies? Include in your answer, the way Interpersonal skills can help you communicate your instructions.

The benefits of issuing instructions in an authoritative manner during emergencies are as followings :

- Short and efficient line of command
- Quick decisions
- Prevent any confusion regarding roles and responsibilities
- Centralize the flow of communication
- Can control the quality of communication

All other involved emergency response team will be closely associated and coordinated.

Technip's three level response system aims to have a short and efficient line of command to take coordinated and quick decisions, there can only be one leading team at each level of the response. the leading teams at each level will directly communicate with each other.

7. List three personnel or external organisations who might appropriately deliver training regarding initial emergency response?

Emergency Response Training	Person or organisation
Basic Fire Fighting	Fire Police officer (Fire Fighter)
Basic First Aider	ER Nurse / Ambulance Nurse
The Company Emergency Response Plan	WHS Manager / Emergency Response Team Leader

- 8 Name a post-emergency process that contributes to evaluating the effectiveness of implementation strategies.

De-Briefing

9. List the types and names of documents that display actions in your workplace for initial response? (i.e. 'HazChem Spills Emergency Contact' signage)

a.	Fire Emergency Contact
b.	Fire Protection / Detection Equipment list and Layout / Inspection Record
c.	Department Headcount check update for muster point warden
d.	Fire Evacuation Drill Report

Outcome for Knowledge Test	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

THIRD PARTY REPORT

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

SKILLS	VERIFIED
1. Liaise with stakeholders, specialise advisors and emergency agencies, providing all required information during an emergency.	☒
2. Identify and check resources available for immediate response for accessibility, serviceability, cleanliness and correct location.	☒
3. Appropriately implement initial response procedures in responding to emergencies, including issuing instructions in an authoritative manner and assisting with a fire evacuation.	☒
4. Support personnel in debriefing and second response phase.	☒
5. Assist with evaluating responses to emergencies for efficiency and timeliness, in consultation with stakeholders, specialist advisors and agencies.	☒
6. Prepare evaluation reports (including recommendations) for a range of target groups, including: - Health and safety committees - Health and safety representatives - Managers - Supervisors - Persons Conducting Businesses or Undertakings (PCBUs) or their officers	☒
Name of third party	Faezal Ibrahim
Role of third party (Confirm their suitability to sign report)	Corporate QHSES Manager
Date of report completion	Click here to enter a date. 27 January 2016
Phone number of third party	+6683-000-5747
Email address of third party	fibrahim@technip.com

Outcome for Third Party Report	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	