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ASSESSMENT FOR BSBWHS403A

Student name	RYAN CHUA WEI HUI
Date of assessment submission	18/09/2015
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

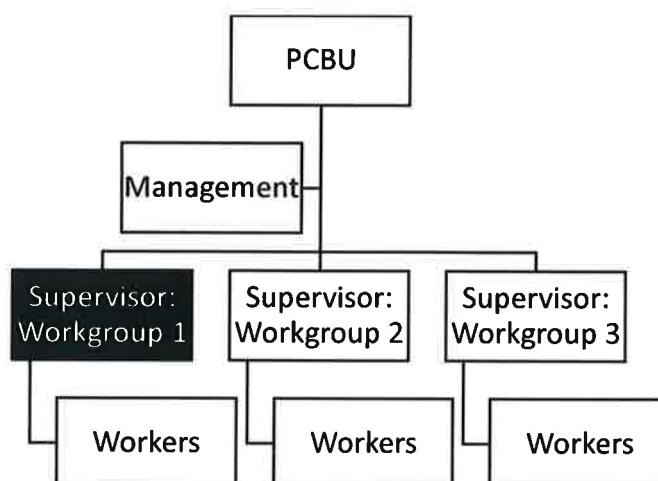
TASK INSTRUCTIONS

- 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.
 - 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. Roles, duties, rights, responsibilities	Workbook response (below)
2. Contribution to processes	Workbook response (below)
3. Communicating and sharing information	Workbook response (below)
4. Training to achieve effectiveness	Workbook response (below)
5. Improvement of processes	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	Malaysia Marine Heavy Engineering
Workgroup	Frabrication and Construction Team

ACTIVITY 1

- Identify three (3) individuals and parties involved in WHS consultation and participation processes in your nominated organisation (one of these must be yourself).
- Explain what their roles, duties, rights and responsibilities are regarding consultation and participation
- Name the Act and relevant section of WHS legislation which imposes these roles, duties, rights and responsibilities
- Identify how you would communicate these roles, duties, rights and responsibilities to relevant individuals and parties and in what timeframe

	Name of individual or party	Roles, duties, rights and responsibilities	Relevant section of WHS legislation	How to communicate
1	Project Director	1)Accountable for the effective implementation of the Project HSSE PLAN and has the ultimate responsibility for all HSSE matters throughout the project. He shall communicate the roles and responsibility outlined	Work Health and Safety Act 2011, Division 3— Further duties of persons conducting businesses or undertakings Section 20, Duty of persons conducting businesses or undertakings involving	Communicate through developed procedure, Weekly project progress meeting, Queterly management meeting, management leadership walkabout PULSE leadership session, quaterly buletin, deliver Mass

		in the plan to the respective individuals involved in the project. 2) To ensure that the complies with the requirements of this document, and has statutory and moral obligations 3) Chair the quarterly HSSE Steering Committee meeting.	management or control of workplaces	Safety talk, management expectation one time every three months and to intervene and report any unsafe act and conditions.
2	Discipline Engineers	1) To check and ensure that safe working procedures and practices are followed. 2) To promote a proactive safe awareness amongst their fellow workers through tool box talk, weekly safety talk, daily surveillance and coaching. 3) To Prevent and intervene all unsafe acts and unsafe conditions towards creating and maintaining a safe and healthy working environment. 4) To participate actively in HSSE meetings and Safety Inspections. 5) To ensure that	Work Health and Safety Act 2011, Division 3 Division 4—Duty of officers, workers and other persons, section 27, Duty of officer and Section 28, Duty of workers	Daily toolbox talk, weekly HSE meeting, SIMOPS meeting and PTW meeting, PULSE for Workforce Session, JSA session and weekly safety talk

		equipment is inspected and provided with valid Equipment Pass/Inspection Tag/Color Coding and is safe to use. 6) To ensure that the workers use correct PPE that is in good condition. 7) To participate in accident/incidents and near miss investigation if required, and implement any necessary safety recommendations to prevent recurrence. 8)To participate actively in the U-See, U-Act reporting program. 9)To plan the job sequence in order to help eliminate any foreseeable potential hazard and risks. 10)To ensure good housekeeping is maintained at all times 11)To ensure workers under his control understand the Emergency Response Procedure		
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3	Independent Australian Government Statutory body. For example Worksafe Australia	1) Coordinate and develop national policy and strategies 2) Assist with the implementation of model work health and safety legislation and reform the legislative framework 3) undertake research, and 4) Collect, analyse and report data.	Work Health and Safety Act 2011, Division 3— Further duties of persons conducting businesses or undertakings Section 20, Duty of persons conducting businesses or undertakings involving management or control of workplaces	Organize workshop, conference, distribution of case study, guidance materials, information sheet, fact sheet, deliver seminars, annual report, and deliver trainings.
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Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

Identify two (2) WHS consultation and participation processes that may exist in your workplace (in addition to work team meetings). For each process:

- Briefly describe the process
- Explain your role in the setting up and running of this process
- Describe how you implement and communicate these processes to individuals and parties
- Describe how you support the participation of individuals and parties in these processes

	Name of process	Describe process	Set up and running of process	Implement and communicate	Support and communicate
1	Work team meetings	The Project HSE monthly work team meeting that is chaired by the SITE Manager and or his nominated person, comprises the HSE Manager, Construction Managers, all the Sub-contractors SITE Managers, and the client Site and HSE Representatives. The HSE work team meetings will be held to maintain close communication among all the parties and individuals working on the Site. The results of the meetings shall be made known to all concerned parties and all employees by means of briefing, notices	Role of setting up and running of this meeting as HSE advisor are 1. Send invitation to all required participants 2. Preparation of agenda, venue and HSSE statistics 3. prepare and produce the minutes of meeting 4. Update the action items of the HSSE issues that have been raised in the previous work team meeting	The work team meeting was implemented on monthly basis and communicated throughout the meeting as participants are all from subcontractor, contractor and client top management. Then, the minutes of meeting was produced within 3 working days after the meeting and distributed to all the participants via email.	Consultation and solution is given to the respective issue throughout the processes. Feedback from various parties are also welcome and make necessary improvement as necessary.

		or posters placed on the HSSE bulletin boards, etc. Issues discussed will include, but will not be limited to: 1. Safety Moments 2. HSSE KPI's performance and deliverables 3. Incidents and Lesson learnt 4. Risk management and activities 5. HSSE audit schedule and training activities			
2	Job Safety Analysis (JSA)	JSA is conducted for activities with medium and high risks where the potential for accidents /incident or work related illness exist. Supervisor has the responsibility for identifying the tasks that require job safety analysis. For the daily routine job, generic JSA shall be produced as required. However the JSA for the non-routine and	First of the processes is to identify the routine, high risk and non routine job. This is normally done by the respective engineers. Then, the JSA is breaking down to the steps of activity to familiar with the activities. It is then identify the hazard and assess the accident potential consequences of each steps. Next is determine control measures	The routine and non routine job would be declared in the daily Permit to work (PTW) meeting to ensure the chairman are well identified of the activity. Continues daily surveillance and monitoring and the checklist is carried out at site by HSE personnel to ensure all job are with JSA or else stop work to be enforced.	The nan routine activity would be applied a PTW and raised in the daily PTW for approval. Then the JSA was communicated in the toolbox talk prior of the work commencement with all the personnel involved in the activity.

		activities with significant risks shall be specific to the related job. The engineer to prepare a JSA related to the specified tasks and activities to be carried out before commencement of work. The client to be notified of all the JSA development meetings and client representatives to attend as necessary. The hazard for each step for the activity shall be assessed for accident potential based on project risk assessment matrix (RAM). The hazard shall be controlled through the use of hierarchy of controls. Project supervisor is responsible for the job execution and communicate JSA to the workers during	to counter each of the hazard. Lastly, review the JSA and prepare a checklist to ensure all requirements are compiled with prior to work execution.		
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		toolbox talks. He shall ensure personnel understand the hazards/risks associated with the activities and control measures to be adopted.			
3	Hazard Identification (HAZID) workshop	Hazard Identification for all work activities would be established, which enable all personnel to identify the hazards, the level of risks involved and the control measures to prevent incidents and injuries related to the work activity. The work activities are divided into various disciplines. Project will be using the hazard prompt 10 + 1 method to identify the hazards that relevant to the production or specific activity throughout its total cycle or parts thereof. The team who conducted the hazard	The HAZID workshop is implemented to all phases of project progress such as construction, superlift and comissioning. The workshop is held together witht the key personnel in the respective phase. The workshop is to identify the associated hazard to each phases of project and determine best control measures to be in place for a safe operation. Then, the identified hazard, risk assessment, and risk control is minutes down in the specific HAZID template.	Tha HAZID workshop would be carried out prior each phases of the project progres are begin. Checklist would be produced to ensure all the control measures are compiled. Audit would be carried together with client representatives to ensure the control measures given in the workshop are in placed prior the work begin.	Consultation and solution is given to the respective issue throughout the processes to ensure the control measures given are resonable and practicable . Official HAZID report and minues of meeting are produced within 3 days after the workshop and distrubuted to all participants.

		identification process shall at least review each of the 10+1 hazards prompt in ensuring that all the hazards during the activity being recognized. All risk associated with the hazards identified should be evaluated and assessed based on the established level of risk and deciding whether or not the risk is tolerable.			
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Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

Consider the following types of WHS information and data:

- Manufacturer manuals and specifications
- WHS Acts, regulations, codes of practice, standards and guidelines
- Workplace WHS policies and procedures

For each type of information and data chosen:

- Explain the consultation and participation process for communicating and sharing it
- Describe how you contribute and participate in these processes, as relevant to your role

	Name of information or data	Describe process for communication and sharing	How you contribute and participate
1	Confined Space Code of practice	Communicate through training to all personnel who intend to enter confined space for work, barricade and sign at the main entrance, gas checking result displayed on the board at main entrance, walkie talkie for both standby person and authorised entrant.	Organised and deliver the training to increase the awareness of confined space hazards and its control measures. Provision of tagging system for all the authorised and competent confined space entrant. Conduct compliance audit to ensure the workers are following the requirement required.
2	General guide for scaffolds and scaffolding work	Communicate through trainings which include the tagging system, fall hazards, dropped object hazard, and other scaffold associated important information to all scaffold erectors and dismantling task force, daily toolbox talk, barricade and sign.	Organised and deliver the training to increase the awareness of scaffolding work hazards and its control measures. Conduct compliance audit to ensure the workers are following the requirement required. Daily HSE surveillance especially to the scaffolding structure and works.
3	Workplace WHS Policies	Company HSE policies shared in the company intranet, business procedures, notice board, trainings and HSE inductions	Deliver the main point of HSE policies during relevant training session

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

ACTIVITY 4

Refer back to the two (2) individuals and parties (other than yourself) that you identified in Activity 1.

- a) Identify what is required for them to effectively be involved in participation and consultation
- b) Outline what training may be provided to assist in the improvement of their participation and consultation
- c) Explain how you could be involved in the delivery of the training you have identified

	Name of individual or party	Required for effectiveness?	Possible training	Your involvement in delivery
1	Project Director	Lead by example in implement safety. Keep safety is priority	Pulse for leadership session	Develop a Pulse of leadership training plan throught the year and do evaluation which include workers and engineers to to evaluate the safety leadership visibility from management
2	Discipline Engineers	Proactive in HSE and familiar with HSE requirement	Pulse for workforce, Behavioural Based safety Training	Develop a mentioned training programs plan throught the year and do evaluation which include workers and subcontractors to to evaluate the safety leadership visibility from engineers as well as identify the breaches from engineers to and provide counselling to the offenders

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

ACTIVITY 5

Identify three (3) potential barriers to the implementation and effectiveness of WHS consultation and participation processes. For each barrier identified, identify:

- a) A measure that could be implemented to remove the barrier
- b) Explain how you contribute to the development, implementation and evaluation of this measure.

	Identify barrier	Measure to remove barrier	Contribution to development of measure	Contribution to implementation of measure	Contribution to evaluation of measure
1	Inadequate HSE awareness or perception of workers	Pulse for Workforce training, other HSE trainings such as grinding awareness training, working at height training and HSE campaign	Conduct Training Need Analysis of the workers, Identify and priority HSE topic for the campaign to increase awareness	Develop training plan and organise quarterly HSE campaign	Conduct Monthly HSE compliance audit, breaches statistic, Incident analysis report
2	HSE imcompliance from workers	Daily HSE surveillance, Toolbox talk by management and disciplinary action enforcement	Identify critical imcompliance of HSE safe practice, arrangement of management to deliver the safety talk, preparation of disciplinary action record	Record keeping of the imcompliance, Weekly subcontractor performance review,	Conduct Monthly HSE compliance audit, breaches statistic, Incident analysis report, and management review of the subcontractor performance
3	Proactive intervention from engineers	Pulse for leadership training and Project lesson learn, weekly management walkabout, weekly safety talk deliver to workers by engineer, incentive for proactive initiative	Identify best project lesson learnt, Training Need Analysis for proactive intervention to engineers, Identify engineers to deliver the safety talk, provide incentive gifts	Organised a project lesson learn workshop, training plan for engineers and safety topic to be delivered	Workreadiness review inspection, lesson learn tracking

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

Outcome for On-line Quiz	☐ 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. Communicate verbally and in writing at a health and safety committee meeting [consisting of health and safety representatives, managers, supervisors, persons conducting businesses or undertakings (PCBUs) or their officers]	☒
2. Communicate information about the roles, duties, rights and responsibilities of individuals and parties	☒
3. Promote WHS consultation and participation processes	☒
4. Contribute to the delivery of training to increase effectiveness of WHS consultation and participation	☒
5. Develop, implement and evaluate measures to remove barriers to WHS consultation and participation processes.	☒

Name of third party	MOHD NUJAIMI B ABU BAKAR MOHD NUJAIMI ABU BAKAR HSE Manager MALAKAI IDC TLP PROJECT
Role of third party (Confirm their suitability to sign report)	SUPERIOR
Date of report completion	18/09/2015
Phone number of third party	+60125 715221
Email address of third party	nujaimi.ab@technip.com

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

