

**BSBWHS404 Contribute to WHS hazard
identification, risk assessment and risk
control**

Assessment Task Workbook

**Candidate
Name:**

**Student
No**

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Instructions to Trainee

This Assessment Task Workbook has been designed to guide you through providing evidence that demonstrates your competency in the unit:

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control

Application of the unit

This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.

It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Unit requirements

The unit requirements are shown in the table at the end of this Assessment Task Workbook.

The Learning and Assessment process

Your Trainer/Assessor will support you throughout the learning and assessment process.

Your Trainer/Assessor will give you:

- This Assessment Task Workbook, which contains:
 - information to help you research information and develop your knowledge
 - assessment tasks for you to complete
- A Learning Guide which you can refer to during and after the course.

If at any time during the learning and assessment process, your Trainer/Assessor considers that the safety of any person is at risk they will **abort** the session.

Simulated Workplace Assessment Tasks

Note to Candidate

The assessment tasks for this unit of competency are based upon a simulated workplace. Your assessor may substitute tasks that relate to your own workplace, where they enable you to provide the required evidence of competency.

The following is a description of the workplace and your role.

The Workplace: Australia Wide Construction

Australia Wide Construction is a large commercial construction company with its head office in your capital city.

It specialises in commercial construction work such as:

- shopping centres
- schools
- hospitals and medical centres
- industrial estates

At any one time there are usually about 45 construction projects in various towns throughout the whole of Australia.

Your job role

You are one of a team of WHS Co-ordinators based in the head office. You all report to the WHS Director, who is a member of the Board of Directors of Australia Wide Construction.

Each of you has approximately 3 current construction projects where you are responsible for co-ordinating safety systems on the construction sites.

Although you are based in head office, your role also requires you to visit each of the 3 construction projects on a regular basis.

Each of your 3 sites is managed by a Site Supervisor who is employed by Australia-Wide Construction.

Each site has between 10 and 20 full-time employed workers.

There are also various specialist subcontractors who work on each site.

The subcontractors usually have employees working for them on site.

You need to advise the Site Supervisor on how to comply with legislative requirements for workplace health and safety.

You also need to work as a team with the other WHS co-ordinators in head office so that the company as a whole is consistent in the way it manages WHS on all its sites.

Assessment Task 1

This task requires you to identify internal sources of WHS information and data and how to access them.

As a WHS Co-ordinator for Australia Wide Construction you need to receive, store and analyse various records.

★ Work with your colleagues to identify the ways that you may analyse the following types of records, in order to identify potential workplace hazards on the construction site.

- ★ You will need to identify:
- the purpose of the record
 - the potential hazards if the records are incomplete or incorrect
 - the ways that you would analyse the records in order to assist in identifying potential hazards

★ Make notes of your conclusions in the following table.

Type of record	Purpose, hazards if incomplete and ways to analyse
Training records Permits to work and licences	Purpose:
	Hazards if incomplete:
	Analyse:
Safe Work Method Statements and Job Safety Analysis Product information (Safety Data Sheets) Equipment information (manuals, service logs)	Purpose:
	Hazards if incomplete:
	Analyse:

Type of record	Purpose, hazards if incomplete and ways to analyse
Records of attendance at toolbox meetings Minutes of meetings between site supervisor and subcontractors Minutes of WHS Committee meetings	Purpose:
	Hazards if incomplete:
	Analyse:
Records of site inspections Safety audits Hazard reports	Purpose:
	Hazards if incomplete:
	Analyse:
Incidents, accidents and sick leave Workers compensation claims	Purpose:
	Hazards if incomplete:
	Analyse:

Assessor Comments / Feedback

(tick where demonstrated)

1.1 Identify sources of information and data

Knowledge evidence

outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in organisational WHS policies, procedures, processes and systems
identify internal and external sources of WHS information and data and how to access them.

Performance evidence

identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan

Assessor initials:

Date:

Satisfactory Not Yet Satisfactory

Assessment Task 2

This task requires you to outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations

- ☆ Access the Model Work Health and Safety Regulations from Safe Work Australia web site or the WHS Regulations applicable in your jurisdiction.
- ☆ Locate information in relation to the duties of the PCBU in relation to safety requirements of the General Working Environment
- ☆ In the table below write a checklist based upon the Regulation that you could use when conducting a safety audit on the work environment.

Item	Questions to ask when conducting the audit
Layout of workplace	
Work areas	
Floors and surfaces	
Lighting	
Ventilation	
Temperature	
Essential services	

Facilities	
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Assessor Comments / Feedback
<p>(tick where demonstrated)</p> <p>1.1 Identify sources of information and data</p> <p>1.2 Obtain information and data to determine the nature and scope of workplace hazards, the range of harms they may cause and how these harms are caused</p> <p>1.3 Obtain information and data to determine the nature and scope of workplace risks and risk controls</p> <p>2.2 Contribute to identifying and complying with requirements of WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities</p> <p>3.4 Contribute to documenting hazard identification process and results</p> <p>Knowledge evidence outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations outline a range of common workplace hazards, the harms they may cause and how these harms are caused</p> <p>Performance evidence identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan identify WHS duty holders and their duties.</p> <div style="text-align: right; margin-top: 20px;"> Assessor initials: Date: Satisfactory <input type="checkbox"/> Not Yet Satisfactory <input type="checkbox"/> </div>

These pages have been deleted from the sample

Assessment Checklist <i>to be completed by the Candidate and Assessor prior to final (summative) assessment</i>			
Candidate name		Student Number	
Unit	BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		
Assessor name			
Candidate Assessment Declaration <i>(tick the relevant box)</i>			
The purpose and outcomes of the assessment have been explained to me		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
I have received information about the unit of competency and understand the evidence requirements		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
I agree to the assessment process		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
The appeals system has been explained to me		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
I have informed my assessor of any special needs that may need to be considered during the assessment		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Candidate signature		Date	
Assessor comments <i>(tick the relevant box)</i>			
RPL / accelerated progression required		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Language / Literacy / Numeracy support required		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Any other special needs <i>(describe in the space below)</i>		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Assessor signature		Date	

Summary Mapping

The following table maps the assessment tasks with the unit requirements. This is indicated with a tick.

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		Assessment Task Number							
		1	2	3	4	5	6	7	8
Elements and Performance Criteria	Foundation Skills								
1 Access information to identify hazards and assess and control risks									
1.1 Identify sources of information and data	Reading	✓	✓	✓	✓			✓	✓
1.2 Obtain information and data to determine the nature and scope of workplace hazards, the range of harms they may cause and how these harms are caused	Reading		✓	✓	✓	✓	✓	✓	✓
1.3 Obtain information and data to determine the nature and scope of workplace risks and risk controls	Reading		✓	✓	✓	✓	✓	✓	✓
2 Contribute to compliance and workplace requirements									
2.1 Contribute to identifying and complying with requirements of workplace policies, procedures, processes and systems for hazard identification, risk assessment and risk control activities	Reading Oral communication Navigate the world of work Interact with others Get the work done					✓	✓	✓	
2.2 Contribute to identifying and complying with requirements of WHS Acts, regulations, codes of practice and guidelines for hazard identification, risk assessment and risk control activities	Oral communication Navigate the world of work Interact with others Get the work done		✓	✓	✓				
2.3 Identify duty holders and their range of duties	Reading Navigate the world of work			✓	✓				
3 Contribute to workplace hazard identification									
3.1 Use knowledge of hazards to advise individuals and parties of workplace hazards, the harms they may cause and how these harms are caused	Writing Oral communication Interact with others				✓	✓	✓		✓
3.2 Apply knowledge of hazard identification to contribute to selecting techniques, tools and processes to identify workplace hazards	Reading Get the work done					✓			✓
3.3 Contribute to applying selected techniques, tools and processes	Oral communication Interact with others					✓	✓		✓
3.4 Contribute to documenting hazard identification process and results	Reading Writing		✓			✓	✓		✓

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BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		Assessment Task Number							
		1	2	3	4	5	6	7	8
4 Contribute to WHS risk assessment									
4.1 Apply knowledge of risk assessment to contribute to selecting techniques, tools and processes for risk assessment of hazards	Reading Interact with others Get the work done					✓	✓		
4.2 Contribute to applying techniques, tools and processes to identified hazards	Oral communication Interact with others					✓	✓		
4.3 Contribute to documenting the results of risk assessments	Writing					✓	✓		✓
5 Contribute to the development, implementation and evaluation of risk control									
5.1 Apply knowledge of risk control to contribute to developing risk control options for identified hazards, using the results of risk assessments	Reading Writing Interact with others					✓	✓	✓	✓
5.2 Contribute to developing and implementing a risk control plan	Reading Writing Interact with others Get the work done					✓	✓	✓	
5.3 Contribute to evaluating implemented risk controls	Writing Interact with others Get the work done							✓	✓
Knowledge Evidence									
To complete the unit requirements safely and effectively, the individual must:									
outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in relevant WHS Acts and regulations			✓	✓	✓				
outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in organisational WHS policies, procedures, processes and systems		✓			✓	✓			
explain the difference between hazards and risks in the work context				✓					
outline a range of common workplace hazards, the harms they may cause and how these harms are caused			✓	✓	✓	✓	✓		✓
explain how risk assessment and controls can eliminate or minimise risks				✓		✓	✓		
identify internal and external sources of WHS information and data and how to access them.		✓		✓	✓			✓	
Performance Evidence									
Evidence of the ability to:									
identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan		✓	✓	✓	✓	✓	✓	✓	✓
contribute to documenting and evaluating risk management processes						✓	✓	✓	✓

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BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	Assessment Task Number							
	1	2	3	4	5	6	7	8
communicate about WHS requirements and compliance with a range of people				✓	✓			
comply with WHS requirements for hazard identification, risk assessment and risk control activities					✓	✓	✓	✓
identify WHS duty holders and their duties.		✓	✓	✓				

Summative Assessment Record

Candidate Name		Student No	
Unit of Competency	BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control		

Assessments	Date of assessment	Satisfactory	Assessor Signature
Assessment Task 1		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 2		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 3		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 4		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 5		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 6		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 7		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assessment Task 8		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Assessor's Comments

Competent Not Yet Competent Re-assessment required

ASSESSOR NAME (PLEASE PRINT)

ASSESSOR SIGNATURE

DATE

I intend to lodge an appeal on the above decision		Yes <input type="checkbox"/> No <input type="checkbox"/>
Candidate signature	Date	