



CPCBC4002

Manage work health and safety in the building and construction workplace

Assessment 3 of 3

Project



Assessment Instructions

Task overview

This assessment task requires you to complete **three (3) tasks in the context of a fictitious workplace, UP Building and Construction Pty Ltd**. Read each task instruction and question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need to access the UP Building and Construction's Intranet (Case Study module: Module 1) – policies and procedures:

- Work Health and Safety Policy and Procedures document

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



SCENARIO

A new construction project has recently commenced at 95 Currumbin street Gosford [YOUR STATE] (Note: For the purpose of this scenario Gosford is a fictitious town located in your state/territory. For the completion of the tasks below, you are required to refer to your state/territory legislation.)

You are assigned to assist the WHS manager at UP Building and Construction Pty Ltd and it is part of your tasks to regularly conduct site visits to ensure WHS policies and procedures are implemented at the worksite and safety procedures are being followed.

As you arrive on site on 1 March 2021 12:30 pm, this is what you can see:





Photo 3:
[Full size photos can be accessed and viewed [here.](#)]

When requesting the required safety documentation from the site manager, it has been confirmed that all workers hold current White Card, and they all signed the Safe Work Method Statements [SWMS].

Construction team:
Bricklayer: Mark Anderson
Carpenter: Ali Sunjeev
General labourer: Sam Hansen
Site supervisor: Soren Cantrell

Task 1 – Assess workplace risks

Question 1

Review the photos in the scenario at the beginning of the assessment carefully and evaluate the safety of the construction site, identifying potential risk areas. Capture your findings in the ***Site Inspection Report*** below with the required actions to minimise the risks, in accordance with UP Building and Construction's *Work Health and Safety Policy and Procedures*. Consider who is responsible for rectifying the issues. Your *Site Inspection Report* will form part of the induction process for all workers entering the site.

Note: You can find the policy document on UP Building and Construction's Intranet (Case Study module: Module 1), under 'Policies and Procedures'.

Assessor instructions:

Students must complete the *Site Inspection Report* with identified risks and hazards. Students must identify **all**, in total **6 risks and hazards** listed as sample answer. This is an example of a competent response.

Students have to identify the state/territory they are located in.

Site Inspection Report			
Site Address:	95 Currumbin Street Gosford [student's state/territory]	Date and time:	01/03/2021 12.30 pm
Person completing the report	Student's name	Signature:	
Observation			
Company observed	UP Building and Construction Pty Ltd		
		Yes	No
		N/A	
Do all workers have a White Card/Work Cover Induction?		<input type="checkbox"/>	<input type="checkbox"/>
Is a safe work method statement available?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have all workers signed the Safe work method statements [SWMS]?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the workers following the controls outlined in the SWMS?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are high-risk tasks being undertaken? (heights, mobile plant, etc.)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are controls for these (if relevant) high-risk tasks deemed suitable?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the site clean and in satisfactory condition?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
WHS Issues Identified			
Hazards identified	Possible impact	Action required	Responsibility
Rubbish left around on the site (Photo 1)	Trip/ fall	Correct disposal of rubbish	All workers
Uneven ground (Photo 1)	Trip/fall	Do not put the pathway near the uneven ground	Site manager
No walkway (Photo 1)	Trip/ fall	Create clear walkway on even ground away from ditch	Site manager
No clear signs or barricades (Photo 1)	Trip/ fall	Erect clear signs and barricades around the ditch	Site manager
No PPE (hard hat, steel cap boots) worn (Photo 2)	Injury	All workers to wear appropriate PPE when on worksite	All workers
Not appropriate control measures for high-risk tasks, such as working at heights (Photo 2)	Injury/fall	The worker should be using an appropriate scaffold when working at heights	All workers
Tired/unwell worker, or under the influence of alcohol or drugs (Photo 3)	Injury	Workers to attend worksite in good physical and mental state. Further assessment required.	All workers

Question 2

Complete the *Risk Assessment Form* in [Appendix A](#) to list **five (5)** possible risks at this worksite identified in Task 1 Question 1. Rate each risk based on their likelihood and their impact, then in accordance with UP Building and Construction's *Work Health and Safety Policy and Procedures*, recommend actions to minimise workplace incidents and to mitigate risks of each item. At the beginning of the Risk Assessment Form, you will find a risk matrix to assist you with the rating.

Note: You can find the policy document on UP Building and Construction's Intranet (Case Study module: Module 1), under 'Policies and Procedures'.

Instructions to the assessor:

Sample answers can be found in the completed Risk Assessment form in Appendix A. Risk ratings may vary; however, students must be able to identify 5 risks out of the risks listed, explain the impact of each risk and how they can be minimised and mitigated.

Question 3

Create a survey of a minimum **five (5)** questions that construction site personnel and relevant WHS representatives could complete as part of a consultation to evaluate the effectiveness of existing control measures. You may create the survey using Microsoft Office (Word or Excel) or digitally, using a free website for survey, such as Survey Monkey.

You may use:

- closed questions, [such as 'In your opinion, are existing control measures effective at your workplace?']
- open-ended questions [such as 'What do you think of the safety of the workplace?']. Or
- questions to rate a statement [such as 'On a scale 1-5, rate how safe you feel at the worksite'].

Your survey can be anonymous, but it should have a section regarding the position the respondent holds.

If you create the survey in Word/Excel, make sure you name the survey document using the following naming convention: yy_mm_dd_yourname_CPCCBC4002_Project_Survey.

If you are creating the survey in Word or Excel, do not forget to convert the document into pdf before submitting it. If you are using a website for the survey, provide a link to it and download a copy as evidence to retain, using the provided naming convention.

Note: You are required to have this survey completed with a minimum of one (1) site personnel/WHS representative during the structured workplace learning and assessment (SWLA) as detailed in Portfolio 1 Activity 1.

Instructions to the assessor:

Students must create a survey of no more than five questions to evaluate the effectiveness of existing control measures. They may use open-ended questions, such as 'What do you think of the safety of the workplace?' or questions to rate statement, such as 'On a scale 1-5, rate how safe you feel at the worksite'.

The survey must have a section for respondent to identify position held, such as: 'Your position title'. The survey may be anonymous where respondents do not have to provide their names.

The learning provides sample surveys for student's reference.

Below there are sample questions that can be asked to evaluate existing control measures:

- Are control measures working effectively in design and operation?
- Based on the workplace's injury register, are the frequency and severity of health and safety incidents reducing over time?
- Have the control measures created any new problems?
- Have any new equipment or materials been introduced that could affect the effectiveness of the control measure?
- Has any new legislation been introduced that could impact the effectiveness of current control measures?
- Are procedures being followed properly by all staff?
- Is employee training up to date?
- Do all employees look out for the health and safety of their peers and co-workers?
- Do you think the employer provides appropriate working conditions, such as regular break, mealtimes, etc.?
- In your opinion, do you think site safety rules are being followed at all times, such as induction training before commencing work, work areas to be kept clean, no alcohol or drugs to be consumed on the site, no fighting, bullying harassment or aggressive behaviour?

Task 2 – Establish and implement safety plans

Question 1

To support safe workplace practices and to raise safety awareness, create a workplace safety plan for the building and construction project described in the scenario at the beginning of the assessment, taking into consideration your workplace inspection report from Task 1 Question 1. Use the [Workplace Safety Plan Template](#) provided. Make sure you name the safety plan using the following naming convention: yy_mm_dd_yourname_CPCCBC4002_Project_Safety plan. Do not forget to convert the document into pdf before submitting it.

The safety plan must include:

- Work health and safety arrangements (including purpose and responsibilities)
- Consultation and participation arrangements
- Risk management arrangement
- Training and induction
- Incident response
- WHS recordkeeping.

Instructions to assessor:

See sample answers in the completed *Workplace Safety Plan_Assessor Guide*.

Task 3 – Resolve issues and conflicts

Question 1

During the site inspection, you noticed that two of the workers, Peter and Mateo, were having quite a few arguments during the work. For example, Peter asked for a tool from Mateo, and then started yelling at him when he did not receive the tool instantly. On another occasion, you noticed that Peter took Mateo's drink bottle and threw it away. When you asked the other workers about Peter and Mateo, they told you that Peter and Mateo were friends before, but then Peter's girlfriend chose Mateo and since then, they have conflicts all the time at work.

How can you resolve the issue to ensure safety at the worksite?

[Approximate word count: 40-45 words]

[Type your response here]

Answers must cover:

- Talk to both workers individually
- Explain the safety risks involved with such a behaviour
- Negotiate a solution: different shifts, different tasks so they don't have to work together, etc.
- Keep a calm demeanour.
- Do not take sides.
- Explain the situation carefully.

Question 2

As a follow-up from the scenario outlined in Question 1, you had a meeting with Peter and Mateo where you agreed on a strategy to move forward to avoid similar situations. However, a week later the workers report similar incidents between Peter and Mateo, although they work on different tasks in different shifts and meet only for a short time during breaks and meetings. You call them to your office to negotiate a solution. Both of them are skilled workers and you are determined to keep them employed. The company has a few more running projects in neighbouring suburbs.

Write down the exact words you would tell them in this meeting as part of the negotiation.

[Approximate word count: 165-180 words]

[Type your response here]

In their response the student must acknowledge the actions already made in this conflict situation (e.g. different shifts and different tasks) and the determination to keep these workers employed. The student's response also needs to include a brief summary of the situation, actions taken as per answers to Question 1, and options presented as part of the negotiation.

This is an example of a competent response:

"Peter and Mateo, I have explained to you last time that your behaviour represents a hazard at the site and may put you or other workers at safety risk. You promised to stop this behaviour and we agreed that you will be working different shifts and on different

tasks in the future. Unfortunately, it seems that these strategies haven't helped either and you are still having arguments in the short time you see each other. You are good workers and I do not want to end your employment for something like this. However, these are the solutions I can see as an alternative: you either work alternate days starting from tomorrow so you do not have to cross each other paths anymore or one of you gets transferred to another project, at a different worksite. If you need to attend the same meetings, you will not be allowed to interact with each other, otherwise there will be more serious consequences. Which option do you choose?"

Question 3

When talking to the site manager about the hazards identified at the worksite in Gosford, he mentioned that there is a very high contractor turnover at the worksite. Due to this, it is hard to ensure that every worker follows safety practices. What solutions would you recommend for him to improve the safety standards at the worksite? List a minimum of three (3).

[Type your response here]

Answers must cover any of the following 3 solutions:

1. ensure that all contractors undertake an induction training at the beginning of the shift
2. display reminder posters and notices regarding safety procedures
3. conduct regular spot checks to ensure all workers follow safety guidelines
4. workers to undertake training at random occasions
5. team meetings for all contractors on site
6. check previous work history of contractors.

Assessment checklist

Students must have completed all tasks and questions within this assessment before submitting. This includes:

Task 1 – Assess workplace risks		
1.	Complete the Site Inspection Report	<input type="checkbox"/>
2.	Complete the risk assessment form	<input type="checkbox"/>
3.	Create and submit the survey regarding the effectiveness of existing control measures	<input type="checkbox"/>
Task 2 – Establish and implement safety plans		
1.	Complete and submit the Safety Plan	<input type="checkbox"/>
Task 3 – Resolve issues and conflicts		
1.	Respond to question	<input type="checkbox"/>
2.	Respond to question	<input type="checkbox"/>
3.	Respond to question	<input type="checkbox"/>

Appendix A

Risk Assessment Form

This is an example of a competent response.

Project name: Gosford project
Project location: Gosford, [student's state/territory, such as NSW, VIC, QLD, TAS, NT, SA, ACT, WA]
Prepared by: Student's name
Date: 01/03/2021

Risk Rating Matrix

Note: The risk rating matrix below is not designed for a specific project. You must still update the table below to reflect the risk rating matrix to be applied to the project you are undertaking as part of the assessment.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
	1	2	3	4	5
A (Almost certain)	High	High	Very High	Very High	Very High
B (Likely)	Moderate	High	High	Very High	Very High
C (Possible)	Low	Moderate	High	Very High	Very High
D (Unlikely)	Low	Low	Moderate	High	Very High

E (Rare)	Low	Low	Moderate	High	High
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Note: The descriptions below are not designed for a specific project. You must still update these descriptions to reflect the classification criteria to be applied to the project you are undertaking.

LIKELIHOOD	
1. A (Almost certain)	Is expected to occur in most circumstances
2. B (Likely)	Will probably occur in most circumstances
3. C (Possible)	Could occur at some time
4. D (Unlikely)	Not likely to occur in normal circumstances
5. E (Rare)	May occur only in exceptional circumstances

CONSEQUENCE	
1. Insignificant	Minor injuries, external reputation not affected, no environmental damage, threat of litigation, etc.
2. Minor	Minor casualties that require medical attention off-site, no long-term effects, external reputation minimally affected, minor environmental damage, single minor litigation, etc.
3. Moderate	Several casualties that require hospitalisation with no long-term effects, some environmental damage, single moderate litigation, etc.
4. Major	Serious casualties, external reputation severely damaged, would cause extensive environmental damage, single major litigation, etc.
5. Severe	Legal consequences, multiple litigations, termination of the contract, loss of life, permanent disability, external reputation irrevocably damaged, catastrophic environmental damage, etc.

Job Details

Date:	Student to enter date of assessment		
Contact Person:	Greg Cantrell		
Relevant legislation: <i>OHSE Codes, Regulations etc.</i>	<p>Students must identify the legislation and regulation relevant to their state. See below a list of all legislation:</p> <p>NSW: Work Health and Safety Act 2011, Work Health and Safety Regulation 2017 QLD: Work Health and Safety Act 2011 , Work Health and Safety Regulation 2011 VIC: Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017 ACT: Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 SA: Work Health and Safety Act 2012 (SA), Work Health and Safety Regulations 2012 NT: Work Health and Safety (National Uniform Legislation) Act 2011, Work Health and Safety (National Uniform Legislation) Regulations 2011 WA: Occupational Safety and Health Act 1984 , Occupational Safety and Health Regulations 1996 TAS: Work Health and Safety Act 2012, Work Health and Safety Regulations 2012</p>		
Trades and personnel on site	<p>Bricklayer: Mark Anderson Carpenter (Asleep): Ali Sunjeev General labourer: Sam Hansen Supervisor: Soren Cantrell</p>		
Approved By	Soren Cantrell	Position	Supervisor

Students must identify any 5 from the risks listed below:

Risk Description	Likelihood of the occurring	Impact of the occurring	Rating	Control measure	Responsible person	Revised likelihood of the risk occurring	Revised impact of the risk occurs	Revised Risk Rating
Trips, falls	Almost certain	Major	4	The risk can be eliminated if the site has been cleared of rubbish and debris and appropriate barricades and signage used. PPE (safety boots) must be worn at all times.	All workers/ Site manager	Rare	Moderate	3
Physical injury/accidents	Almost certain	Severe	5	The risk can be eliminated by wearing appropriate PPE at all times, implementing appropriate control measures when working at heights and ensuring that all workers are in good physical and mental condition, had enough rest.	All workers/ site manager	Unlikely	Moderate	3
Personnel unfamiliar with site specific hazards	Likely	Major	4	Site specific hazards to be included in site induction	All workers/ site manager	Rare	Moderate	3

Risk Description	Likelihood of the occurring	Impact of the occurring	Rating	Control measure	Responsible person	Revised likelihood of the risk occurring	Revised impact of the risk occurs	Revised Risk Rating
Foreign objects in eyes Cuts Trips & falls Nip & pinch points	Likely	Major	4	Site specific hazards to be included in site induction	All workers/ site manager	Rare	Moderate	3

Working at Heights	Almost certain	Severe	5	<p>Ensure equipment is task appropriate and safely installed / connected prior to commencement of work tasks</p> <p>Correct PPE</p> <p>Set up exclusion zone and use spotter</p> <p>Secure tools</p> <p>Alert other personnel on site to activities & risks and ensure they are wearing correct PPE</p> <p>Work within manufacturer's instructions</p> <p>Identify and stay clear – Isolate area</p> <p>Identify and select path to avoid overhead obstructions</p> <p>Use barricade where possible</p>	All workers/ Site manager	Rare	Moderate	3
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Congratulations you have reached the end of Assessment 3!