



CPC40120

Certificate IV in Building and Construction (Building)

Structured Workplace Learning and Assessment

Portfolio 1 of 3

Module 4: CPCBC4002 Manage work health and safety in the building and construction workplace



What is Structured Workplace Learning and Assessment?

Swinburne Open Education offer students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.



The student should complete this Microsoft Word document electronically. Once this document is completed it should be submitted via the LMS.



Structured Workplace Learning and Assessment

Portfolio 1

CPC40120 Certificate IV in Building and Construction (Building)

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Portfolio

This portfolio outlines the tasks requiring evidence capture to support structured workplace learning and assessment.

This document is completed by the student and submitted as evidence of competency against the UoC.

Section A: Student Details

Student Name	
Student Number	
Qualification Name	
Home Telephone	
Mobile	
Email	

Section B: Assessor Details

Name	
Assessor Number/ID	
Telephone	
Email	

Section C: Host Organisation Details

HOST ORGANISATION DETAILS	
Business Name	
Company ABN/ ACN	
Street Address	
Postal Address	

Work Site Address	
Phone Number	
SUPERVISOR DETAILS	
Name	
Position Title	
Phone Number	
Email	

Section D: Portfolio

This portfolio sets out the activities you are to complete during your Structured Workplace Learning and Assessment. These are set out based on the following module:

Module 4 - CPCCBC4002 Manage work health and safety in the building and construction workplace

Once you have completed your knowledge assessments (Quiz, Short Answer Questions and Project) for the module set out in this Portfolio, you may commence the activities below.

During the activities you are required to observe the work site and current work practices and to consult with personnel. You will also need to have access to the following:

- WHS legislation and regulations
- Safety codes, standards and guidelines
- Organisational policies and procedures and other quality documentation
- Workplace incident data and incident reports
- Business equipment to collect and record data and produce reports, such as notebook and pen, laptop or iPad.

Before you commence the activities, discuss the requirements with your Workplace Supervisor!

Read through the activities below carefully to ensure you understand what you need to do, how you need to do it and what evidence you need to collect.

If you have any questions, please contact your Trainer/ Assessor at any time during the process.

Module 4: CPCCBC4002 Manage work health and safety in the building and construction workplace

ACTIVITY 1: SITE WHS AUDIT

For this activity, you are required to complete a safety audit. As part of the audit, you are required to observe work practices and discuss with a minimum of **one (1)** personnel, including health and safety representatives (HSR). In addition, you are required to ask a minimum of one (1) other site personnel/WHS representative to complete the survey that you have created for Project Task 1

Question 3. At the end of the audit, complete the [Site WHS Audit Report](#) template with your findings based on the discussion and the completed survey.

The report consists of the following sections:

a. **Hazard Identification** – You will need to assess the work site, then:

- Identify and list the possible hazards.
- For each hazard you need to identify the site personnel who may be affected by the hazard.
- Suggest control measures to mitigate the impact of the hazard.
- For each control measure, identify the personnel responsible for control measure implementation.
- Identify the relevant legislative requirements for the suggested control measure, including the hyperlink to the legislation.

b. **Risk Assessment** – Assess the work site, then:

- Identify and list the possible risks.
- Identify the areas where risks were identified.
- Identify the types of risks identified.
- Estimate the likelihood and the impacts of risks occurring.
- Estimate the severity of the risks.

c. **Control Measures** – Consult with directly affected personnel and WHS experts

regarding existing control measures for possible risks at the work site (e.g. what they are and how effective they are). The consultation will occur in the form of face-to-face discussion and through the survey as detailed at the beginning of the activity.

- **Evaluate a minimum of three (3) safety control measures.** This can be completed via observing current workplace practices and/or consulting with relevant personnel.

d. **Evaluate a minimum of two (2) educational programs**, including an induction. Other educational programs can include toolbox talk, safety training, equipment-related training, etc. This can be completed via observing current workplace practices and/or consulting with relevant personnel, including HSRs.

e. **Evaluate work site's overall safety** – Determine whether you consider the effectiveness of educational programs and safety control measures effective or ineffective.

f. **Recommendations for improvement** – Make recommendations on how the educational program and safety control measure could be improved in the workplace.

Make sure you name the report using the following naming convention: yy_mm_dd_yourname_CPCCBC4002_Portfolio 1_Site WHS Audit Report.

Save the response(s) to the survey using the following naming conventions: yy_mm_dd_yourname_CPCCBC4002_Portfolio 1_Survey response. **Do not forget** to convert the documents into **pdf** before submitting them.

Note: You are not required to show the WHS Audit Report to your Workplace Supervisor. However, you are encouraged to discuss with your Workplace Supervisor any concerns regarding workplace safety and to make recommendations.

Instructions to the assessor:

Students must complete and submit the completed Site WHS Audit report. The report's site details must align with the details given in the *Host Organisation Approval Form*. Every section of the WHS Audit Report must be completed with relevant information. Students are not required to submit a copy of the completed report to the site manager, but they may discuss their recommendations with the Workplace Supervisor.

Students are required to have the survey completed by at least one [1] site personnel/WHS representative and submit a copy of the survey response(s) together with the audit report.

Identified risks could be trip/fall, hazardous chemicals, electrical wires, etc.

Relevant legislative requirements are:

- complying with Work Health and Safety Act 2011 (WHS Act) complying with guidelines provided by Model Code of Practices, such as wearing PPE, induction training, obtaining white card, induction training provided.

If student did not identify any risk/hazard during the site audit, they can fill out the report accordingly.

One of the educational programs evaluated must be an induction. Other education programs can include toolbox talk, equipment-related training or a professional development opportunity, such as a refresher training on how to use certain tools, etc.

Safety control measures listed can be eliminating the hazard, substituting the hazard with a lesser risk, isolating the hazard, using engineering controls (such as adapting tools or equipment to reduce risk), using administrative controls (such as changing work practices) and using personal protective equipment (PPE).

Even if no risk has been identified and everything has been found compliant, students must still identify at least one recommendation for improvement for both educational programs and safety control measures. A recommendation can be making refresher WHS trainings compulsory

for permanent staff (once every month) or conducting spot checks at the work site to ensure appropriate safety control measures have been implemented, etc.

ACTIVITY 2: IMPLEMENT ACTIONS TO IMPROVE WORKPLACE SAFETY

Based on your WHS Audit, draft an email to your Workplace Supervisor to summarise your findings regarding safe work practices and recommend possible improvements that may contribute to enhancing workplace safety. Your recommendations may include improvements to control measures or educational programs, or any other aspects of workplace safety, such as personal protective equipment, sign in/sign out, contractor briefing, etc.

Note: You are not required to show this email to your Workplace Supervisor. However, you are encouraged to discuss with your Workplace Supervisor any concerns regarding workplace safety and to make recommendations.

[Word count: approximately 100-120 words]

[draft your email here]

Instructions to the assessor:

Student must draft an email to Workplace Supervisor to present WHS Audit's findings and to recommend possible improvements that may contribute to enhancing workplace safety. Recommendations may include improvements to control measures or educational programs, or any other aspects of workplace safety, such as personal protective equipment, sign in/sign out, contractor briefing, etc. Recommendations must be in accordance with the completed WHS Audit Report.

This is an example of a competent response:

'Dear Sir,

Thank you for the opportunity to complete my structured workplace learning at this work site. I have been observing work practices at the site and talked to different personnel as well regarding safety and I noticed that not all subcontractors sign in at the site office as required. I noticed that subcontractors arriving late tend to forget about signing in.

I recommend checking the sign-in sheet half an hour after work commences and reminding workers who forgot to sign in. This would enhance the site's safety as it would ensure that in case of an emergency the sign-in sheet is accurate.

Looking forward to working with you again in the future,

Kind regards,

Students' name.'

ACTIVITY 3: EDUCATIONAL PROGRAMS

Review relevant workplace policies and procedures and consult with your Workplace Supervisor regarding educational programs, then answer the following questions:

a. Give an example of a **contractor detailed WHS induction**, including **when** and **how** does it occur?

[Word count: approximately 15-25 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question regarding contractor detailed WHS induction in line with workplace policies and procedures, such as: 'Contractors new to the work site to complete a WHS induction or if a contractor hasn't attended the work site for over a 3-month period.'

Student must include **when** and **how** the selected induction process would occur.

b. Briefly explain the **WHS induction process for visitors**? In your response briefly explain **who is responsible for conducting** it and **how often it occurs**.

[Word count: approximately 45-50 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question regarding WHS induction process for visitors, in line with workplace policies and procedures. The answer **must include the process, who is responsible for conducting** it and **how often it occurs**. For example:

'All visitors must be reported to site manager who is responsible for conducting a brief induction session for visitors. Visitors must wear appropriate PPE and must be supervised during the duration of the visit. Generally, the work site rarely has visitors, maybe only a few times a year.'

c. Explain the process of Health and Safety Representative (HSR) training. In your response briefly explain who is responsible for conducting it and how often it occurs?

[Word count: approximately 15-20 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question regarding [HSR] training, in line with workplace policies and procedures. The answer must include the process, who is responsible for conducting it and how often does it occur. For example:

'The HSR must undertake appropriate WHS training run by the WHS manager once a year.'

ACTIVITY 4: MONITOR WORKPLACE SAFETY

At the end of Block 1 of the SWLA, reflect on your work experience, then answer the following question:

a. Based on your observations, during your work experience, did all workers wear appropriate personal protective equipment throughout the day(s), as required? Briefly explain your answer.

[Word count: approximately 10-150 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question whether all workers wore appropriate personal protective equipment throughout the day, as required, such as hard hats, protective gloves, etc.

b. Based on your observations, during your work experience, were appropriate control measures implemented consistently? Briefly explain your answer.

[Word count: approximately 15-20 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question of whether appropriate control measures were implemented consistently.

c. Review the workplace's incident data and recently completed incident reports and summarise the data, including the following information:

- How many incidents occurred in a set period of time?
- What are the most frequently re-occurring types of incidents?
- What are the most common reasons for incidents?
- How many incidents involved the attendance of emergency services and/or worker's compensation?

[Word count: approximately 80-100 words]

[type your answer here]

Instructions to the assessor:

Student must respond to the question. A competent response must include the following:

- How many incidents occurred in a set period of time? For example: 2 in a week, or 5 in a month.
- What are the most frequently re-occurring types of incidents? For example: cut, fall, near miss, etc.
- What are the most common reasons for incidents? For example: not wearing appropriate PPE, negligence, not following WHS procedures.
- How many incidents involved the attendance of emergency services and/or worker's compensation? For example: No incident involved the attendance of emergency services.

d. Based on the information gathered from workplace incident data and from recently completed incident reports, draft a recommendation to site management regarding the enhancement of safety systems which includes the enhancement of reporting processes, hazard control and the maintenance of workers' safety and competence.

[type your answer here]

Instructions to the assessor:

Student must respond to the question. A competent response must cover a recommendation to site management regarding the enhancement of safety systems which includes:

- the enhancement of reporting processes [for example, the person observing the incident must complete the Incident Report]
- hazard control [for example, before work commences at a work site, the site manager or delegate must complete a risk assessment and implement any control measures accordingly, without delay]
- the maintenance of workers' safety and competence [for example, regular toolbox talks, one-on-one trainings, etc.]

Assessment checklist

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

Activity 1 – Site WHS Audit	
Complete the Site WHS Audit Report	<input type="checkbox"/>
Submit the response[s] to the survey	<input type="checkbox"/>
Activity 2 – Establish and implement safety plans	

Draft an email to Workplace Supervisor with your recommendations to enhance workplace safety	<input type="checkbox"/>
Activity 3 – Educational programs	
a. Respond to question regarding contractor detailed WHS induction	<input type="checkbox"/>
b. Respond to question regarding WHS induction for visitors	<input type="checkbox"/>
c. Respond to question regarding HSR training	<input type="checkbox"/>
Activity 4 – Monitor workplace safety	
a. Respond to question regarding the use of PPE	<input type="checkbox"/>
b. Respond to question regarding consistent control measures	<input type="checkbox"/>
c. Summarise workplace incident data	<input type="checkbox"/>
d. Draft recommendation to enhance workplace safety systems	<input type="checkbox"/>

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Congratulations you have reached the end of Portfolio 1!