



MSMWHS201 Conduct hazard analysis
Student Instruction & Theory Questions

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Student Instructions
Theory Assessment Questions

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Introduction

This Assessment Package outlines the requirements for the assessment of MSMWHS201 Conduct hazard analysis.

These units of competency are a requirement for any person who will be exposed to confined spaces during their workday and who are required to conduct gas testing of atmospheres or use gas detectors for monitoring purposes while working in potentially hazardous atmospheres.

These units are designed by Sitetrain for an industrial setting particularly relevant to the mining sector and those industries that service mining.

Unit Information

The unit of competency being assessed is MSMWHS201 Conduct hazard analysis. This competency is drawn from the Manufacturing Training Package **MSM**.

The unit can be accessed at training.gov.au at the following link:

<https://training.gov.au/Training/Details/MSMWHS201>

The unit of competency is task orientated and the performance criteria expresses in detail the standard of performance and the sequence these tasks are usually performed. The **MSM** Training Package identifies the unit of competency as the benchmark for assessment.

This unit involves:

1. Define the context for the hazard analysis
2. Identify hazards
3. Assess risks
4. Control risks
5. Monitor and review risk controls

Entry Requirements

The person entering this course must be an existing worker in Construction, Industrial, Building, Mining or Local Councils and has completed enterprise and on-site workplace health and safety induction training.

Pre-requisites

The unit of competency has no pre-requisites units.

Licencing Requirements

There are no specified licensing requirements to undertake this unit.

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Assessment Overview

The unit of competency will be assessed using assessment methods including a knowledge assessment and 2 x Performance assessments. This allows for the discrete assessment of specific knowledge and the assessment of knowledge integrated with skills during practical tasks.

There are five assessment activities for the assessment of these two units. These are:

Number	Method	Description
MSMWHS201 Conduct hazard analysis	Knowledge Assessment	The candidate must provide a written or verbal response to 18 multiple choice questions which address the knowledge requirement of the unit. The candidate must answer all questions correctly. The assessment is supervised in a classroom setting and conducted over 30 minutes.
MSMWHS201 Conduct hazard analysis Practical Assessment 1	Performance Assessment 1	<p>Complete a Sitetrain provided JSA or company supplied equivalent form, using an industry relevant task for the students being trained.</p> <p>The candidate will also be required to :</p> <ul style="list-style-type: none"> • complete a hazard analysis • specify risk controls to bring risks to ALARP • identify relevant personnel • complete appropriate hazard analysis forms (paper or electronic) • monitor and review effectiveness of risk controls <p>The assessment is directly supervised by the assessor and conducted over 30 minutes</p>

Please note: An assessment of (Not Yet Satisfactory) for any performance/knowledge criteria will prevent a verdict of **competent** for this unit until the student can demonstrate competence in assessment activities. All final assessment results are to be recorded in the Assessor Performance Assessment and Results Document.

Reasonable Adjustment

Students may provide verbal responses to questions as a method of reasonable adjustment where this is required according to the student's needs. It should be noted however that where calculations are required in the written response; the student must record these.

Where students have provided verbal responses to clarify their written answers, the student must write that answer down and place an **initial** next to it. This indicates that reasonable adjustment has occurred for a question and is valuable data that can help Sitetrain improve its assessment tools and course delivery.

It is also not essential that the written responses provided by the student include correct spelling or grammar. The assessments seek to assess the student's knowledge of entering and working in confined spaces.

The student's ability to apply literacy skills is not being assessed. This requirement is consistent with how these tasks are performed in the workplace which do not usually involve higher writing skills.

Flexibility is encouraged, ensuring that candidates get the opportunity to demonstrate their ability to meet the competency.

Flexibility

What happens if I am assessed as NYC (Not Yet Competent) for any criteria (parts) of the assessments?

Your Assessor will strive to provide you with as much time as possible for you to demonstrate the required skills and knowledge during an assessment.

Your Assessor will provide you with feedback on your overall performance and provide constructive details on the elements where a NYC decision has been made.

If more time is required outside of the allotted time either for re-assessment due to NYC decisions or due to you being unable to complete the course for other reasons, your Assessor will discuss re-assessment strategies with you that are suitable to your needs, your workplace needs and consider factors such as workplace location and availability of resources.

You will be given up to three opportunities to undertake the assessment before extraordinary arrangements are required. It is the intent of the Sitetrain to provide additional training and assessment in order to allow for differences in learning requirements. Additional assessment arrangements can be made for any student in consultation with the CEO, Damien Palazzi by email damien@sitetrain.com.au or 0428 540 681.

Benchmarks for Assessments

In accordance with the appropriate training packages, the endorsed unit of competency is the benchmarks for assessment. The unit of competency being assessed has been unpacked to identify the required knowledge and skills to be demonstrated by the student.

Assessment must also take into consideration the Sites specific Standard Operating Procedures or Guidelines. Each workplace may also have its own specific requirements which must also be considered. In planning the assessment, training staff must liaise with the workplace supervisor to determine any specific requirements.

To support reliability in the assessment, model answers have been developed where possible. Where assessment is performance based Observational Performance, guidelines have been developed for the Trainer to ensure reliability.

Theory Assessment

To support reliability in the theory assessment, model answers have been produced.

Performance Assessment 1&2 – Workplace Documentation - 120 Minutes

Model JHA has been provided as a guide for the Trainer when marking JHA which the student completes. Detail description of what information is to be included has been provided.

Model confined space entry and working at heights JHA's with detailed description of what must be included has been provided.

These can be found in the Assessor Instructions.

Student Handbook

You can find the following information in the Student Handbook. This is available from your Trainer, by contacting Sitetrain directly or by downloading a copy from our website. www.sitetrain.com.au.

The following is not an exclusive list please see handbook for detailed list of content.

- USI details
- Your Privacy
- Fees Payable
- Refunds
- Access to Records
- Continuous improvement
- Language, Literacy & Numeracy Skills
- Making complaints & appeals
- RPL
- Assessment
- Re-Assessment
- Issue Statement of Attainments

Student Instructions-Knowledge Assessment

The Assessment Task

This task requires the student to complete a written or verbal response knowledge assessment involving 18 question of multiple choice. The questions within this assessment relate directly to the integrated knowledge contained within the units of competency and are fundamental to the student's ability to perform workplace tasks correctly.

The assessment is conducted over a thirty minute period in a classroom setting directly supervised by the Assessor. The student must answer all questions correctly in order to satisfactorily complete this assessment.

What's Expected

Students are expected to achieve 100% on knowledge assessment.

Limitations

The following limitations apply:

- The student will have 30 minutes to complete the assessment.
- The assessment is to be completed without access to references.
- Student's responses are to be recorded in writing or may be provided verbally (MP3 recorded format).

Your Assessor will be present for duration of the theory assessment and is available should you have any questions.

Please refrain from discussing answers with other students during assessment.

Theory Assessment: In each Student's Pack there is a separate Theory Questionnaire document which is used by the Student to record their answers to the Theory questions found in this document. **DO NOT** write on or mark this document but use it as the guide to answer either the multiple choice questions or the requirements of written answers.

Student Instructions - Performance Assessment

MSMWHS201 Conduct hazard analysis

Performance Assessments

This task requires the candidate to demonstrate their skill and knowledge in conducting a hazard analysis and completing industry relevant documentation to record their observations and tasks. The assessment is conducted in a designated area which is a realistic workplace by utilising either SITETRAIN provided documentation (Sitetrain JSA form) or using site specific documents and procedures relating to the site-based risk assessment systems and techniques applied to task based risk assessments.

The assessment is directly supervised by the assessor and conducted over a 30-minute period. The assessment can be conducted in all weather conditions. The workplace scenario can be changed to suit the industry or area for the assessment although the critical steps outlined in the assessment tool cannot change.

Context of Assessment

The assessment can be conducted in a classroom setting or an appropriate open space where students are able to perform the completion of the documentation, with context for the specific task given as reference for the generation of the hazard analysis.

You should complete the hazard analysis at a desk or appropriate surface to allow you to record your responses. You will require a blue/black pen to record onto your information onto the JSA.

The assessments are directly supervised by your Assessor.

Performance Assessment 1 *30 minutes*

Complete SITETRAIN provided JSA form or site supplied document for hazard analysis.

Student Instructions Performance Assessment 1

The Assessment Task

This task requires you to demonstrate your skills and knowledge in preparation of all workplace documentation for when workers have to Conduct hazard analysis in the work area.

This will include identifying hazards, preparing documents for control of entry and pre-and post-safety inspection of all safety equipment and structures.

This assessment is to be conducted individually.

Context of Assessment

The assessment is conducted in an actual or simulated area that requires hazard analysis in the work area.

Workplace Documentation

The assessment is directly supervised by your Assessor and conducted over a 30-minute period.

What's Expected

You are expected to use workplace or supplied JHA/JSA/JSEA documentation to identify the hazards associated with the task being performed, calculate the inherent risks, implement adequate controls and

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then complete a residual risk rating based on the supplied risk matrix. As per industry expectations the development of the risk assessment documentation will be completed individually.

- Complete JHA for the tasks to be conducted for practical assessment 1.
- Locate and complete any other documentation that may be required at your workplace.

Students will be assessed on their identification of these requirements along with their completion. It is expected workplace documentation will be used where possible.

Sitetrain has a JSA form if a workplace document is not available. Documents generate during this performance assessment will be retained as evidence of your ability to complete this task.

Limitations

The following limitations apply:

- The student will have 30 minutes to complete the assessment.

Your Assessor will be present for duration of the assessment and is available should you have any questions.

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Theory Questions

Answer the following questions using the Theory Questionnaire answer sheets

1. What does JSA stand for?
 - A. Job safety analysis
 - B. Job straight away
 - C. Job safety and environment analysis
 - D. Job Standards Australia
2. Which of the below is a Duty of Care for an Employer?
 - A. Provide a safe workplace for employees
 - B. Provide information, instruction, training & supervision for work
 - C. Provide the correct PPE
 - D. All of the above
3. What is a JSA?
 - A. Just another form to complete
 - B. A proactive method of identifying safety, health & environmental hazards through a logical analysis of the work to be undertaken
 - C. Document developed by the work group who is the most experienced and the most exposed to the hazards associated
 - D. B&C only
4. JSA's are used for?
 - A. All of the below
 - B. As a memory jogger or as a guide to the safe performance of the job
 - C. To highlight any potential hazards for those who have not done the task before
 - D. As a guide to developing SWI's
5. JSA's are NOT?
 - A. A job for someone else to do
 - B. A tool to shut the Safety guy up
 - C. Effective unless the document is a quality written document relevant to the task
 - D. all of the above
6. What is the purpose of a Risk Assessment?
 - A. All of the below
 - B. Allocate appropriate resources
 - C. Ensure our efforts are in the right place
 - D. Prioritise actions, Make a safer workplace
7. What are the three (3) MAIN steps in Risk assessment?
 - A. When is lunch, Time to go home, when are my next days off
 - B. Identify Hazards, Assess Risk, Implement Controls
 - C. Implement hazards, Identify controls, Invent more Risks
 - D. All of the above
8. What is a Hazard?
 - A. Never seen any hazards at work
 - B. Hazards are things that might happen
 - C. A source, or a situation with the potential to cause harm
 - D. Things I don't like
9. What is a Risk?
 - A. Risks are hazards
 - B. Risks are things out of your control
 - C. A Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard

- D. There are no risks in my workplace
10. What tool do we use to gauge or measure the effectiveness of our controls?
 - A. Whatever tool I use
 - B. Hierarchy of controls
 - C. Bosses controls
 - D. Common Sense
 11. What is meant by Inherent Risk?
 - A. The risk I take to do the task
 - B. Risks are Inherent
 - C. The level of risk that an activity would pose if no controls were put into place
 - D. Any risk in doing a task
 12. What are 2 conditions when a JSA needs reviewing and re authorising?
 - A. Failure of the controls, change in the task steps
 - B. Lunch time, home time
 - C. Never need to change the JSA once it is written
 - D. When the supervisor goes home
 13. Where can you access JSA forms?
 - A. At the front gate
 - B. From home
 - C. Shift supervisor or from the computer system on site
 - D. Don't need to do JSA's
 14. List 5 pieces of information that are required to be put on a JSA form?
 - A. Time, date , name, location, next of kin
 - B. Start of shift, morning tea, lunch time, afternoon tea, home time
 - C. Steps, Hazards, Inherent Risks, Controls, Residual Risks
 - D. My 5 best things to do at work
 15. If you are conducting a JSA and are unsure of a piece of equipment and the hazards it presents, what can you do to find out the required information?
 - A. Ask experienced personnel on site
 - B. Visit the safety department
 - C. Look at manufacturer's information/manual, call the manufacturer.
 - D. All of the above
 16. What is the purpose of a Risk Matrix?
 - A. Just more paperwork you don't need
 - B. To increase the visibility of risks and assist decision making on how to control those risks
 - C. To give you more ways to not do the task
 - D. To help explain what a risk can do on site
 17. Which risk should be controlled FIRST?
 - A. Low
 - B. Medium
 - C. High
 - D. Not so High
 18. What should you do with a JSA form once the job has been completed?
 - A. Throw it in the rubbish bin
 - B. Hand it to your site supervisor or safety department
 - C. Place it in your locker for the next time you do this task
 - D. Take it home