BMA WORKPLACE SKILLS VALIDATION GUIDE

CONTENTS

INTRODUCTION

BHPB Coal Mines in Qld are governed by CMSH Act 1999 (BMA SHMSs).

The BMA Induction process consists of three key elements:

- BMA Induction workshop – completed off site
- Site Induction – an eLearning module completed as part of the above and a Work Area Familiarisation (WAF) completed on site
- Workplace Skills Validation (WSV) – completed on site

For inductees working at a coal mine, the BMA Induction requires inductees to provide evidence of the application of skills in the workplace. This evidence contributes towards the assessment of the units of competency specified in Recognised Standard 11, issued under the authority of the Queensland Minister for Mines and Energy, and gazetted on the 1 October 2010. These units of competency in their current form are:

- RIIRIS201D Conduct local risk control;
- RIIERR201D Apply initial response first aid;
- RIIWHS201D Work safely and follow WHS policies and procedures;
- RIIGOV201D Comply with site work processes/procedures;
- RIICOM201D Communicate in the workplace; and
- RIIERR302E Respond to local emergencies and incidents

A completed Work Skills Validation WSV (Appendix One) is to be returned to BMA's RTO partner, the Australian Institute of Management, Education and Training (AIMET), through the relevant site representative. Upon receipt of the Workplace Skills Validation documents, AIMET will check the completeness of the inductee's assessment tasks completed in the workplace. If the inductee is deemed competent, AIMET will issue a Statement of Attainment.

The process for completing the Workplace Skills Validation is outlined in this document.

INSTRUCTIONS

Qualifications of the Supervisor or Trainer & Assessor

Workplace Skills Validations are to be conducted by an authorised person to whom the inductee reports. The authorised person must also possess an understanding of the skills and knowledge detailed in the tasks contained in the Workplace Skills Validation for the inductee's respective work area(s).

The person conducting the validation must hold a current BMA site induction applicable to the workplace being assessed. They must also be a site appointed Supervisor /Trainer & Assessor and hold the relevant competencies.

Workplace Skills Validation Activities

The evidence collected will allow the Supervisor / Trainer & Assessor to confirm an Inductee's ability to recall, apply and demonstrate core components taught as part of the BMA Core Induction. The activities will be distributed as Appendix One of this document at the completion of the BMA Core. Copies of the template can be accessed from AIMET or BMA's TEMPO

ADMINISTRATION

The WSV contains three pieces of evidence.

Task One: BMA Safe - A previously completed BMA Safe.

In this section the *Inductee* is required to submit a previously completed BMA Safe that was used for a recent task. This section demonstrates an inductee's application of their skills and knowledge of Standard 11 competencies taught in the BMA Core Induction. The Supervisor/Trainer & Assessor will review the submitted BMA Safe for thoroughness of completion.

Task Two: JSA - A previously completed JSA.

In this section the *Inductee* is required to submit a previously completed Job Step Analysis (JSA) that the inductee has participated in. This section demonstrates an inductee's application of their skills and knowledge covered under the Standard 11 competencies taught in the BMA Core Induction. The Supervisor/Trainer & Assessor will review the submitted JSA for thoroughness of completion.

Task Three: Review of the JSA Form.

In this section the *Inductee* is required to select a hazard from the submitted JSA and apply the Risk Control Process to analyse the risk. They will

- describe the hazard
- describe the controls, and
- evaluate the risk.

The final section of Review of the JSA there are 11 questions to answer about the JSA.

The Supervisor/Trainer & Assessor may sit with the *Inductee* while the review activities are completed. The Supervisor/Trainer & Assessor will review the responses given by the *Inductee* and ensure that each question has a response. Do not use N/A.

Rules of Evidence

The Workplace Skills Validation Form, BMA Safe and JSA, are evidence of an inductee's application of their skills and knowledge.
Evidence must meet specific standards: Validity, Authenticity, Currency, Sufficiency.
This means

- no use of Liquid Paper, Whiteout or similar.
- all changes and fixes must be signed by the candidate.
- all sections that require a signature must be signed by the appropriate worker.
- it must be filled in correctly, completely and handled appropriately to ensure it is not misplaced or damaged.
- it must be signed by the Supervisor / Trainer & Assessor

GUIDANCE FOR COMPLETION

IDENTIFYING THE HAZARDS ON THE BMA SAFE AND JSA.

What is a hazard?	What is an outcome?
Heights	Fall
Uneven surface	Fall, slip, trip
Coil of rope on the ground	Fall, slip, trip
Clutter	Fall, slip, trip
Cables on the ground	Fall, slip, trip
Electricity	Electrocution, Electric Shock, burns,
Manual Handling	Sprains, Strains, Overexertion
Falling objects	Concussion, Equipment Damage, Fatality
Loose Equipment	Concussion, Equipment Damage, Entanglement
Pressure release/Hydraulic Pressure	De-gloving, oil/air injection
Chemical Reaction	Corrosion, burns, breathing difficulty
Ground Movement	Fall, slip, trip, equipment damage
Slumping	Engulfment, entrapment
Interaction	Fatality, equipment damage, broken bone
Water on floor	Slip, trip, fall
Sound/noise	Loss of hearing, deafness, acute pain
Moving machinery	Amputation, lacerations, gash, fatality
Loose ground	Slip, trip, fall
Glare	Eye damage, equipment damage
Uncontrolled movement.	Fatality, broken bones, equipment damage
Hot surface	Burns, scalds, scaring
Fire	Burns, fatality, scalds, skin loss
Repetition	Strains, joint pain, loss of mobility
Mechanical Energy	Amputation, lacerations, gash, fatality
Toxins	Infection, amputation
Arcing	Burns, combustion, scalds
Suspended Load	Crush, entrapment, fatality
Dust, Impurities, Fumes	Breathing Difficulties, chocking, inhalation
Spark	Burns, combustion, scalds
Radiation	Dehydration, heat stroke, sunburn
Drop Off/Edge	Fall

TASK 1: GUIDANCE FOR COMPLETION - THE BMA SAFE

The expected standard.

Supervisor/Trainer Assessor: Your role here is as a 'check and balance'. Check that the BMA Safe meets the standard (example below)

Checklist

Name:_Participant's name_____ Date:01/01/16 Time_08:30_ am pm

Job Location:___Berth 2 (or similar)
Job Description:_Remove Furniture_____

Tick if applicable			*Can I manage this Hazard?*		
	YES	NO		YES	NO
1	☐	X	Can I be injured by being caught in, on or between anything?	☐	☐
2	X	☐	Can I strain or overexert myself?	X	☐
3	☐	X	Can I fall into, onto or from anything?	☐	☐
4	X	☐	Can I slip or trip on anything?	X	☐
5	☐	X	Can I be struck by a moving object?	☐	☐
6	☐	X	Can I come into contact with or be exposed to something that may harm me? (electricity, heat, gas, hazardous substances or stored energy).	☐	☐
7	☐	X	Does anything need to be isolated or tested for dead?	☐	☐
8	☐	X	Can something fall on me or can I cause something to fall onto someone else?	☐	☐
9	X	☐	Can I be injured by nearby activities or can my activities injure others nearby?	X	☐
10	☐	X	Could there be uncontrolled movement like ground movement, machine movement?	☐	☐
11	☐	X	Can I spill or pollute something?	☐	☐
12	☐	X	Can weather conditions, work environment or poor lighting affect job safety?	☐	☐
13	☐	X	Do I need a sub-permit?	☐	☐
14	☐	X	Will I be working below, on or near a highwall or crest? (if yes, refer to site geotech guidelines).	☐	☐
15	☐	X	Are there any other hazards present?	☐	☐
Is the task a change to a current process, procedure or design? If yes, complete Change Management Process.				☐	X

Where hazards are managed, write the controls here →

If you ticked **NO** to managing a hazard, or **YES** to question 13, contact your Supervisor as a JSA will be required.

Will controls manage the hazard?									
NO									
YES	x	x	x						
Controls put in place to manage hazard	Correct Manual Handling, bend at knees. Team lifts. (Or similar)	Clear a path. Remove clutter. (or similar)	Barricade the area to stop others entering. (or similar)						
Hazard Number	2	4	9						

If you ticked NO to any of the above contact your Supervisor as a JSA Will be required

The above activity should demonstrate the application of skills and understanding for the learning outcomes;

- Ensure top section of the form is completed. No abbreviations, initials, nick- names;
- There could be a range of answers (individual assessment) possible suggestions – 2, 4, 9 but not limited or restricted to;
- Appropriate controls are in place to manage these hazards. Annotated on reverse of page; controls should be precise.
- There are no ticks in the "No" boxes for hazard effectively managed in the right column of the front page (exception – Is this task a change to……
- No unnecessary ticks on the right hand side in the Yes boxes

TASK 2: GUIDANCE FOR COMPLETION - THE JOB STEP ANALYSIS (JSA)

Note: The JSA is included as a form of evidence that 'uses the outcomes of products and processes of the workplace context'. The JSA is included as a work sample to provide some context for a risk assessment activity. Markers are asked to be mindful of the fact that the inductee does not usually have control of how the document is compiled, therefore some errors and omissions can be accepted. This can depend on differing site procedures.

The Expected Standard

Section	***Standard Expectations***	***Reason***
Part 1 - Details	Expected Inclusions • Task/Activity • Site • Department • Crew/Company • Date • Time • Describe the job in detail • Describe the specific location • Describe main tools and equipment • Transfer to a work instruction • Position • Signature	To verify Scope of JSA and gain approval from appropriate persons to implement JSA agreed procedures
Part 2 – Analysis	Expected Inclusions • Step Number • Job Steps • Hazards (not an outcome) • Agreed Controls • Risk Rating • Has the hazard been effectively managed?	Although the responsibility of the person compiling the form, the inductee should challenge any omissions before signing off on the JSA.
Part 3 – Risk reduction	Expected Inclusions Actions are to address the agreed controls from Part 2 • Control number that action is to address • There may be just one action that is the same as the control if it is a simple one off task. • Or there may need to be several actions assigned to several different people • just to implement a single control. • Document person responsible for completing the action • Signature to accept action • Has the action been completed Yes/No	Each Responsible person must be listed for each action. They must sign to accept the responsibility of that action. And then indicate Yes/No that the action has been completed.

Part 4 – Participants	Expected Inclusions • Full Name • Position • Years of Experience • JSA Development • Signature	The inductee ensures their details are complete because this shows compliance with site processes and gives the supervisor a complete picture of the workgroup. This confirms that the inductee has participated in a JSA that meets site requirements. Inclusion of these details demonstrates that the context of the JSA is understood by the inductee.
Part 5 – RISK Tables	Tables are used to calculate the Residual Risk Rating	Conforms with BMA site procedures for Risk calculation

TASK 3: GUIDANCE FOR COMPLETION – REVIEW THE JOB STEP ANALYSIS (JSA)

Name of the JSA: Name of JSA Used or Task JSA is implemented for…

Describe one of the hazards you identified in your JSA:

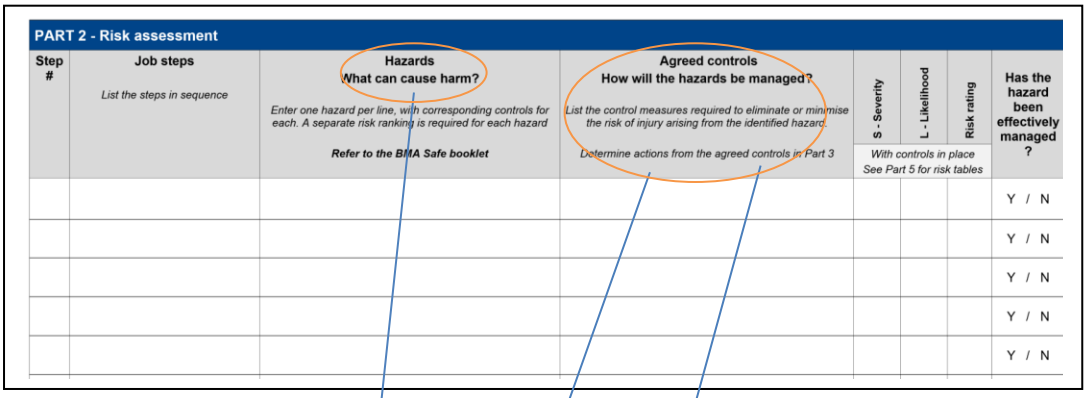
Q. 1 What is the hazard?	This must be a Hazard that is shown on the JSA submitted

Q. 2 Describe controls that could be put in place to manage the hazard identified.

An attempt should be made to find 1 per level of hierarchy. (*There may be some controls identified that will not be used on the job).*

Tick control/s used from your JSA

Elimination	The control must eliminate the Hazard. In some cases, it is not possible to eliminate the hazard. In these cases. The participant could state it is not possible to eliminate the hazard in this task.	
Substitution	Substitute a Hazardous Substance, Process, Procedure. Equipment, or work Method for Safer Less Hazardous one. The participant could state it is not possible to eliminate the hazard in this task.	
Engineering/Isolation	Redesign enclose or isolate/separate people from the hazard by use of lockout system or use of barriers/distance/time.	✓
Administration	Use of Training, Rules, Procedures, or safe Systems of Work	
PPE	Includes the use of: eye, face, skin, foot, head, respiratory, fall protection, and contingencies such as firefighting equipment.	



PART 2 - Risk assessment

Step #	Job steps *List the steps in sequence*	Hazards What can cause harm? *Enter one hazard per line, with corresponding controls for each. A separate risk ranking is required for each hazard* ***Refer to the BMA Safe booklet***	Agreed controls How will the hazards be managed? *List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.* *Determine actions from the agreed controls in Part 3*	S - Severity	L - Likelihood	Risk rating *With controls in place See Part 5 for risk tables*	Has the hazard been effectively managed ?
							Y / N
							Y / N
							Y / N
							Y / N
							Y / N

Describe one of the hazards you identified in your JSA:

Q. 1 What is the hazard?	

Q. 2 Describe the controls you can implement to manage this hazard: 1 per level of the hierarchy.

Elimination	
Substitution	
Engineering	
Administration	
PPE	

Using the Risk Matrix

Q. 3 Using the Risk Matrix/Grid below, please circle section corresponding to the following statements:

- What would the Severity be if exposed to the hazard? Numbers Potential Severity Scale. *(1 to 5)*
- What is the likelihood of you being exposed to the hazard? Highly Unlikely, Unlikely, Possible, Likely, Highly Likely (from the Risk Matrix)
- Using the Risk Matrix/Grid, what is the residual risk rating associated with this hazard? Low, Medium or High. (The response needs to demonstrate correct use of the Severity Scale, Likelihood Scale to "calculate" a level in the Risk Matrix)

Supervisor/Trainer Assessor: Your role here is to check Severity and likelihood rating the inductee has applied (after controls were implemented) and ask the inductee how they arrived at those ratings.

RESIDUAL RISK RATING (RRR)

Likelihood	Severity				
	1	2	3	4	5
HL	Moderate	High	High	High (Material)	High (Material)
L	Low	Moderate	High	High (Material)	High (Material)
P	Low	Moderate	Moderate	High (Material)	High (Material)
U	Low	Low	Low	Moderate (Material)	High (Material)
HU	Low	Low	Low	Low (Material)	Low (Material)

Low	No further action
Moderate	Consider further controls. Consult with your Supervisor. A moderate risk must be reviewed and approved by the Risk Owner.
High (Material)	Consult with your Supervisor. A high risk must be reviewed and approved by the SSE. Review the risk register or consult with the Risk Owner

Severity	Impact types	
	Health and safety	Environment
5	6 or more fatalities. 6 or more life shortening illnesses.	Severe impact where recovery takes 10 years or more.
4	1 – 5 fatalities. 1 – 5 life shortening illnesses.	Severe impact where recovery takes between 3 and up to 10 years.
3	Life altering or long term / permanent disabling injury or illness to 1 or more persons.	Substantial impact where recovery takes between 1 and up to 3 years.
2	Non-life altering or short term disabling injury or illness to 1 or more persons.	Measurable but limited impact where recovery takes less than 1 year.
1	Low lever impact resulting in first aid injury only.	Minor, temporary impact where recovery occurs with little intervention.

Likelihood	Based on BHP and industry experience and expected future conditions with similar tasks or work environments, the risk event:
Highly likely	Expected to happen during this type of task. Likely to occur within a 1 year period. Expected to occur > 80% of the time during a 5 year planning cycle.
Likely	Could easily happen and has happened during similar tasks. Likely to occur within a 1 – 5 year period. Expected to occur 60% to 8-% of the time during a 5 year planning cycle.
Possible	Has happened in a minority of similar tasks. Could occur within a 5 – 20 year period. Expected to occur 30% to 60% of the time during a 5 year planning cycle.
Unlikely	Has been known to happen but rarely. Could occur within a 20 – 50 year period. Expected to occur 10% to 30% of the time during a 5 year planning cycle.
Highly unlikely	Conceivable, but only in extreme circumstances. Not likely to occur within a 50 year period. Expected to occur < 10% of the time during a 5 year planning cycle.

Q. 4 Was the risk acceptable after implementing these controls (circle)? *YES *NO
*As appropriate to the analysis.

Q. 5 By implementing these controls, what effect did this have on the risk that would allow the task to continue?

A. Lowered the Risk to an acceptable level___Or Similar comments around the Risk

Q 6: What PPE did you select and wear for the JSA?
A: The response should indicate what was additional to the mandatory PPE.

Q 7: What ways of communicating, **other** than talking to each other, were used in the JSA task?
A: The response should account for all forms of communication.
Other could include – hand signals, 2way radio, gestures.

Q 8: What is (1) one thing to consider when **developing** a JSA to ensure the best, safest and most successful outcome?
A: A correct response would mention that an approach, practice, process or something they observed in the JSA could have been done differently, safer or better.

Q 9: What is (1) one thing to consider when **performing** the task from the JSA to ensure the best, safest and most successful outcome?
A: A correct response would mention changes to the task, safety, procedure, processes, practices or similar.

Q 10: How would you prevent infection to yourself or the patient that has an open/bleeding wound? (Minimum 3 items/actions required)
A: A correct response would mention specific PPE and/or cleanliness or similar practices.

Q 11: What emergency equipment was available during the JSA?
A: The response should show what was immediately available.