

Assessor Guide
**CPCCWHS1001 Prepare to work safely in
the construction industry**

1st Edition 2017

Part of a suite of support materials for the
CPC Construction, Plumbing and Services
Training Package



Acknowledgement

Innovation and Business Industry Skills Council (IBSA) would like to acknowledge Enhance Your Future for their assistance with the development of this resource.

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Published by: Innovation and Business Industry Skills Council Ltd
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First published: 2017
1st edition version: 2
Release date: 2017

ISBN: 978-1-925460-30-8

Stock code: CPCCWHS10011F

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Advice for Assessors

Welcome to the Assessor Guide.

The suite of training and assessment materials for the unit of competency *CPCCWHS1001 Prepare to work safely in the construction industry* comprises three main components:

- Assessor Resources, including:
 - this Assessor Guide, which contains instructions on how to contextualise assessment tasks and conduct assessments
 - assessment tasks ready to be contextualised for the delivery environment, learner cohort and any other relevant factors
 - a customisable 'Assessment Materials' document to enable RTO staff to create a complete set of assessment tasks for learners.
- Facilitator Resources, including:
 - a Facilitator Guide, which contains delivery advice, customisable Delivery Plan and session plans
 - customisable PowerPoint presentations.
- a Participant Workbook that includes:
 - learning materials to assist learners to understand key concepts and terms
 - learning activities to assist learners to practise their understanding.

In this Assessor Guide

This Assessor Guide contains, for each assessment task:

- an overview of the task
- assessor instructions for conducting the assessment
- a marking guide, which contains guidance on satisfactory completion of the task and answers/sample responses where applicable
- a feedback sheet, which will be provided to the learner after the assessment judgement has been made; contains the specifications from the marking guide minus the answers/sample responses

It also contains a detailed table that maps each assessment task to the unit of competency and its assessment requirements.

Assessment Task 1: Health and safety knowledge test

Overview

In this assessment task, learners will answer a series of questions about working in the construction industry in a way that maintains the health and safety of themselves and others.

Assessor instructions

It is recommended:

- that the assessment task is conducted after delivery of Session 4.

However, it is up to the individual RTO to decide on an appropriate time and duration for the assessment task that suits their learner cohort, appropriate supervision arrangements, or submission arrangements.

The context and conditions of assessment, which must be met when conducting this assessment task, are outlined in the following table.

Note to assessors: Complete the relevant sections of the following table. After you have contextualised this assessment task, return and update the whole table as required.

Context and conditions for assessment		
Requirement	Detail	Done (✓)
This assessment task has been contextualised to suit learners who:	<RTO to complete - description of learner cohort.> <RTO to complete - details of assessment environment, e.g. in a learning environment, in a simulated environment, or in a workplace.>	
This assessment task will be conducted:	<RTO to complete - details of when the task will be completed, e.g. at the end of the training program (summative assessment), at a specific point in the training (formative assessment), after specific activities have been completed, etc.>	
Timeframe for completion of assessment:	<RTO to complete - details of time allowed for learner to complete the assessment.>	
Conditions of assessment:	<RTO to complete - details of environment conditions or any other RTO conditions for assessment for this task.>	
Equipment and material requirements include:	<RTO to complete - details of equipment and materials required for this task.>	

Marking guide

Assessors must use the following marking guide when assessing learner performance for Assessment Task 1: Health and safety knowledge test. This will ensure consistency in the judgements made about each learner's performance, and between assessors.

Note to the assessor: Remember to update the marking guide after you have contextualised the assessment task.

The learner submitted:	
1	answers to all questions
2	all documentation in the format and within the timeframe agreed with the assessor

The learner's answers resembled the following:	
1	<p>What is the meaning of a hazard and a risk?</p> <p>Sample answer:</p> <p>A hazard is something that can cause harm to someone; a risk is the chance that someone may be harmed from a hazard.</p>
2	<p>Which of the following documents give information about working safely in the construction industry? (Circle all that apply.)</p> <ul style="list-style-type: none"> a. Safe Work Method Statements b. work health and safety Acts c. safety codes of practice <p>Answer:</p> <p>All options apply.</p>

The learner's answers resembled the following:

3 Explain when you would use each of the following documents:

- a. Job Safety Analysis (JSA)
- b. Safe Work Method Statement (SWMS)
- c. Safety Data Sheet (SDS)
- d. incident report forms.

Sample answers:

- a. *Job Safety Analysis (JSA)*: Identifies workplace hazards and how to control them. A JSA worksheet is written up to describe the tasks, the hazards and risks associated with the tasks, how to manage these risks and who is responsible. The JSA aims to prevent injury to everyone on the site or nearby.
- b. *Safe Work Method Statement (SWMS)*: Used in reference to construction work that is considered high-risk. It helps supervisors, workers and anyone else at the workplace to understand how to carry out high-risk construction work in a safe and healthy way.
- c. *Safety Data Sheet (SDS)*: Describes a substance and tells you how to handle, store and dispose of it, and what first aid procedures to follow if there is a spill or incident.
- d. *Incident report forms*: Records what happened, where, to whom, what the outcome was. It may be used in legal situations and for identifying ongoing problems and resolving them for the future.

4 In the table that follows, match the following control methods to the different types of hazards you might find on a construction site.

Hazard	Control method
Cold work environment	h. wear gloves and appropriate clothing to be comfortable
Dust	a. use a wet concrete saw instead of dry cutting and use a ventilation system
Unplanned scaffolding collapse	k. ensure scaffolding is erected and checked by a qualified person
Manual handling of heavy items	c. get close to the load, bend your knees and use a smooth upwards motion
Hot work environment	g. use sun protection, stay hydrated and take breaks
Power lines, cords and equipment	d. use safety switches and circuit breakers; do not use damaged equipment
Excavations and trenches	e. install supports to shore the edges to prevent fall-ins
Asbestos	b. wet everything down; wear properly fitted breathing filter, disposable overalls and gloves