**A1 WRITTEN ACTIVITY**

**Task 1**

1. As per the work health and safety regulations 2012, there is a requirement to keep some specific records. Some of them are listed below:
* Risk assessment and safe work methods statements. This statement is commonly known as (swms).
* Incident reports
* Health monitoring results
* Modifications and inspections reports related to any registered plant
* Records of licensing and training

It is essential for every WHS manager to get aware of the records and ensure compliance as per requirements and make the records available when and where required. The health and safety managers use the data to bring improvement in the safety performance of the organization. For this purpose, they need to use some previous data which may help them in:

**The prediction of workplace injuries:** the previous data related to workplace injuries is helpful to take the necessary measures related to the prediction of workplace injuries.

**Monitoring and benchmarking of the security culture:** monitoring and benchmarking of the security culture helps to improve the safety and security of the workplace

**Improve the compliance:** it is important to improve the compliance as if there is strict compliance, and there is less chance of an accident to occur.

1. a. There are different types of work that are being performed in the workplace. Currently, the most important thing is the construction work that is going on, so it is essential to fulfilling the health and safety requirements in the area where more labour is engaged. Besides that, there is work going on in different departments, so it is also essential to have strict compliance in the production department as there are many workers performing their duties there, so it is also essential to ensure their safety and security.

**b.** There could be different pieces of training related to work health and safety that could be provided to the people working in the organization to create awareness related to WHS requirements.

c. There are different issues that are discussed in the meetings related to Work Health and Safety. It is commonly discussed related to the compliance of the safety standards. Besides that, it is also discussed to improve monitoring, and besides that, it is also suggested to provide training to the workers to get themselves safe and secure if any incident happens at the workplace. Inspection is also discussed in the meetings as there are different flaws that can be removed after the inspection report is issued.

d. Although, these meetings are done on a regular basis. As a result of these meetings, the members of the meetings agree on some of the points.

* In most cases, the members want to discuss the problems with their senior managers to resolve the issues related to health and safety.
* It is also necessary to take action to fix the problems discussed in the meetings.
* If there is an important issue and you disagree with the management on how to resolve that issue, there is an option to ask the WorkSafe inspector to visit the site and to take necessary actions as per the requirement.

e. In order to conduct a training analysis in the organization we can follow the following steps: determine the desired outcomes of the company, adjust and adapt the behaviour of the employees to the desired outcomes, identify and evaluate skills, analyze the performance, identify how to train your staff.

f. It is the responsibility of the managers to identify that what is the skillset required for the completion of the job. After that, it is tried to assess that what is the existing skill levels of the team members, and at the end, it is tried to find out the gap where the training is required.

g. There are different types of work health safety training that are required for the workers. Some of these training may include the following:

**Workplace orientation: t**he workers are introduced to the workplace in workplace orientation

**Fire safety and emergency procedures:** to reduce the ratio of an incident at the workplace, it is common to provide training for the safety of the employees, like how to avoid the hazards if a fire breaks out or an emergency occurs.

**First aid:** in case any worker gets injured in an accident at the workplace, there should be first aid trained person to assist them.

**Safe use of workplace tools, machinery, equipment:** the workplace tools should be handled with care as these tools sometimes may cause an accident if not handled properly.

**Risk assessments and inspection of the workplace:** there should be proper inspection and assessment should be taken place periodically to reduce the risk of an accident.

**Maintenance or storage of personal protective equipment:** there is not only machinery that needs maintenance, but the protective equipment as well needs maintenance.

1. If the risk controls are inadequate, there could be different issues the organization will have to face. Some of them are loss of reputation, facing legal issues, decreasein productivity and increase in turnover etc. the three examples could be related to:
* Chemical hazards
* Environment hazards
* Physical hazards

**Identifying hazards:**

**Conduct regular worksite inspections.**It is highly recommended to inspect the worksites on a regular basis. The inspection is helpful to identify the equipment, work practice or any other hazards harmful to the people who work there.

**Interview workers and managers.**It is better to do some discussion related to the issues that the workers are facing in their daily routine. Direct feedback from the workers will be more helpful to understand the situation.

**Create a hazard map.**Drawing an outline of the site and marking potential hazards is good to avoid the risk. If workers are involved in this activity, they will be more aware of safety at the workplace.