

RIIRIS301E

Apply Risk Management Processes

Assessor Marking Guide

Assessor Marking Guide Instructions

Who is this document for?

The trainer/assessor.

What is in this document?

- Answers to the review questions in the learner guide.
- Instructions on how to conduct the final theory test.
- Model answers for the final theory test questions.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your assessment validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

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Learner Guide Review Questions Model Answers

These answers should be used as a guide only. Specific work environments may cause there to be more possible answers than the ones provided here.

Section 1

1. A risk is the change of a hazard hurting someone or causing some damage.
2. A hazard is a thing or situation that has the potential to cause injury, harm or damage.
3. Answer may include 3 of the following:
 - ◆ The worksite is constantly changing because of construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
 - ◆ The public can easily interact with the work site.
 - ◆ Supervision is limited.
 - ◆ There is a high turnover of personnel who required training and orientation to complete their work safely.
 - ◆ Personnel use or work near vehicles, equipment or machinery.
 - ◆ Personnel need to use manual handling techniques to complete their work.
 - ◆ Work is completed at heights, in confined spaces or on construction or mine sites.
 - ◆ Work requires personnel to use chemicals, work alone, or use explosives, tools or equipment.
 - ◆ Tasks and handling of materials requires specific training and precautions to be carried out safely.
 - ◆ Work is completed in remote areas.
 - ◆ Licensing, permits or special qualifications are required to carry out work.
 - ◆ The work creates a harmful bi-product (gas, contaminant, waste).
 - ◆ Waste and contaminants are handled or disposed of.
 - ◆ Communications between personnel is crucial for the work to be done safely.
4. Answer should include:
 - ◆ Acts.
 - ◆ Regulations.
 - ◆ Codes of Practice.
 - ◆ Australian Standards.
5. Work Health and Safety (WHS) and Occupational Health and Safety (OH&S).
6. Answer may include 4 of the following:
 - ◆ Commitment and accountabilities.
 - ◆ Consultation.
 - ◆ Design of work.
 - ◆ Hazard and risk management.
 - ◆ Health and safety committees.
 - ◆ Monitoring and evaluation.
 - ◆ Policies and procedures.
 - ◆ Training.

Assessor Instructions for Final Theory Assessment

This has been developed for assessing a cohort of learners for the unit Apply Risk Management Processes in the RII industry, under direct supervision, either in an actual or simulated work environment. The assessment for this unit has been divided into 2 parts:

1. Theory Assessment (see Final Theory Test)
2. Practical Assessment (see Final Practical Test)

The questions and practical test cover the requirements of the unit of competency RIIRIS301E Apply Risk Management Processes. A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

Evidence other than that collected through the use of this test may be considered provided that it is in line with the rules of evidence, the training package requirements and the training organisation's policies and procedures. Any evidence, including evidence gathered through the use of this assessment tool, must follow the rules of evidence in order to be considered as contributing to a learner's demonstration of competency.

Assessment Guidelines

You must discuss with the learner whether they will undertake the theory test in an oral or written format.

- If a learner undertakes the test orally, you are required to document the responses provided by the learner and have the learner countersign these. This is to indicate that the learner acknowledges that you have accurately captured their intention/response.
- If a learner undertakes a written test, they will need to write their own responses on the final test provided.

Conducting the Theory Assessment

1. You must provide each learner with a copy of the Final Theory Test at the time of testing.
2. All learners will have a reading time of up to **10** minutes before starting the test. During this time learners are allowed to ask questions about the meaning or interpretation of the questions contained in the test. You may clarify the meaning of any language or questions without giving away the answer.
3. Learners will have **99** minutes to complete the 23 questions. The time stated is a guide only. If a learner cannot complete the theory test in the stated time, then this needs to be considered when assessing overall competency.
4. Learners may use a calculator during the test provided it is not a scientific calculator.
5. You must supervise learners at all times during the theory test.
6. You must collect the tests once the time limit is reached.
7. The test is a closed book exam and must be conducted without access to any learning materials or other assistance.

Marking the Theory Assessment

Model answers to the questions are included within this document. You should refer to these when considering the responses provided by learners, but as a guide only. An answer provided may still be correct in a particular circumstance, even though it is not listed here as a model answer. You must indicate, for each question, whether the answer is satisfactory (tick) or unsatisfactory (cross).

You may ask the learner questions at the end of the theory assessment to clarify any answers that are not clearly explained. The oral responses provided during this clarification must be documented in the Final Test document. You should not seek clarification for answers that are clearly incorrect.

A learner's competency should be judged at the completion of all assessments (both theory and practical), however if you feel that the theory assessment displays a fundamental lack of understanding that may result in an unsafe practical assessment you may consider re-training and re-testing the learner prior to conducting the practical test. **NOTE:** If the learner has failed the test due to language or literacy issues, reasonable adjustment and alternative testing methods should be used before progressing to the practical test.

As a guide, achieving a satisfactory outcome for the theory test should mean the learner:

- ✓ Completes all questions correctly.
- ✓ Demonstrates sufficient knowledge of the subject.
- ✓ Uses reasonable methods or considerations in coming to the answers.
- ✓ Correctly explains principles when questioned by the assessor in an instance where the original answer is unclear.

Final Theory Test - Model Answers

These answers should be used as a guide only. Specific work environments may cause there to be more possible answers to the ones provided here.

1. What are the three (3) main stages of the risk management process?

Answer should include:

- Hazard identification.
- Risk assessment (risk analysis and risk evaluation).
- Hazard control.

2. What is the current Australian Standard for Risk Management?

AS/NZS ISO 31000:2018 Risk Management – Guidelines.

3. What is duty of care?

The duty all companies and workers have to keep themselves and other people safe while they work.

4. What is a workplace health and safety management system?

A workplace health and safety management system is a set of policies, procedures and plans that systematically manages health and safety at work and helps minimise the risk of injury and illness during workplace operations.

5. What should you do to effectively manage worksite hazards?

Inspect and analyse the work area and work conditions on a regular basis.

6. What are the five (5) hazard categories?

Answer should include:

- Environmental.
- Mechanical or Electrical.
- Chemical.
- Biological.
- Psychosocial.

7. What is the different between communication and consultation in reference to workplace risk?

Communication should be used to increase awareness and understanding of risk, whereas consultation is used to obtain feedback and information to put towards decision making.

8. What do you need to check if hazard control strategies are already in place?

Whether they are right for the situation and manage the hazard well.

9. What two (2) factors should you look at to work out the risk level?

Consequence and likelihood.