

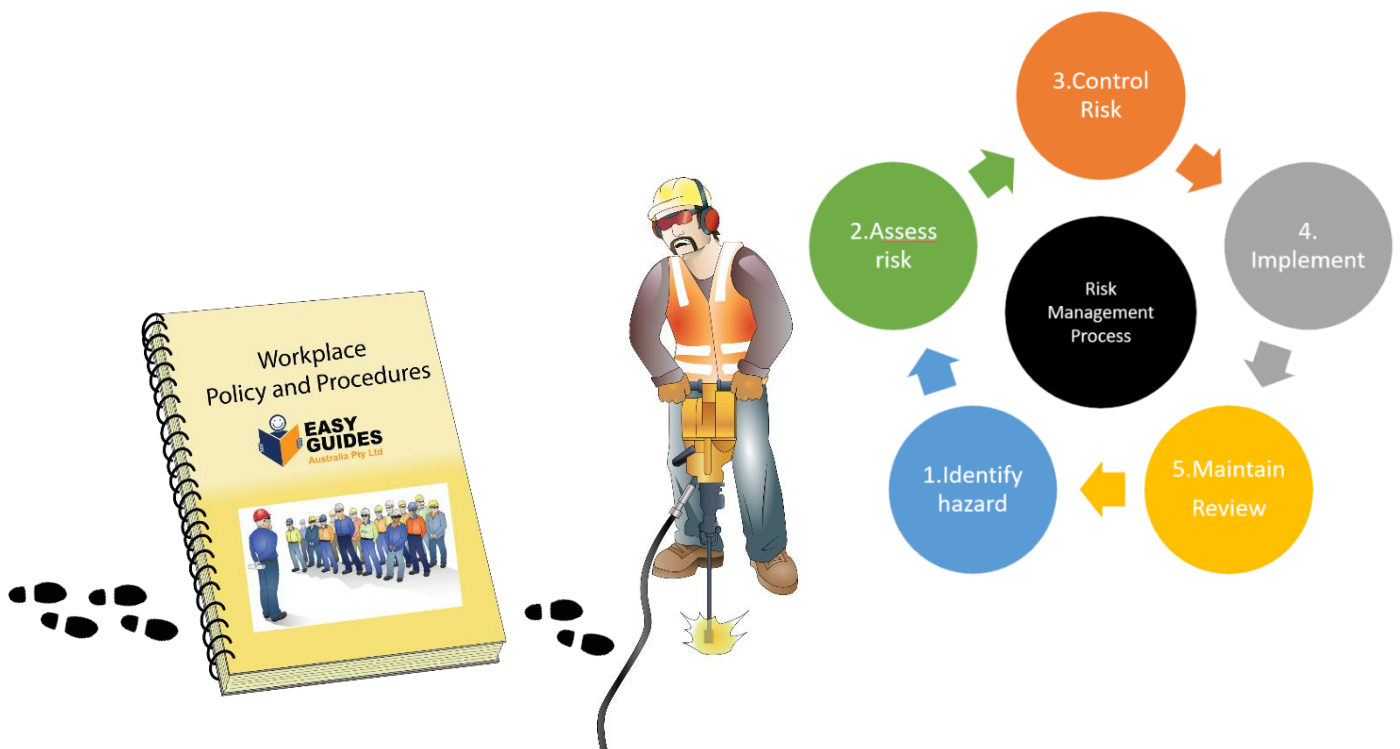
# Apply risk management processes

## Learner Workbook

### STUDENT COPY

RIIRIS301E –

Apply risk management processes



Learner Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

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## Knowledge Assessment - Introduction



The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

## Knowledge Assessment Instructions



1. This assessment should be completed in writing (pen not pencil). However, where necessary it may be undertaken verbally. If verbal assessment is undertaken the candidates' responses must be clearly recorded by the assessor. The assessor must clearly note on the assessment that it was undertaken verbally.
2. Candidates should be allowed 10 minutes reading time before commencing the assessment and a further 180 minutes to complete the assessment.
3. The assessment should be completed in a quiet area free from distraction.
4. The assessment is to be completed without the assistance of learning resources. Students may ask the assessor for assistance to clarify questions they do not understand.
5. A pass mark of 90% (46/51) must be achieved for a satisfactory result. The assessor must provide feedback to the candidate to clarify any answers deemed to be incorrect.
6. Reasonable adjustment to the assessment is to be made by the assessor where deemed necessary.
7. This assessment is made up of multiple choice questions and some short written answers. Circle correct multiple choice option choices and write in space provided for written answer questions.



# Knowledge Assessment



## Question 1

As a summary of the Risk management process.

i). What are the 5 basic steps involved in the risk management process and what does each step entail or involve?

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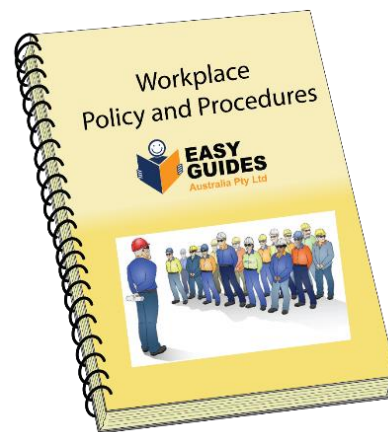
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ii). What does a site risk management systems and their application involve?

It involves;

- a). Maximizing profits through cost-cutting measures at specific sites.
- b). Streamlining internal communication across various departments.
- c). Implementing tailored procedures to manage risks unique to a location.

□ PC 1.0, 1.1, 1.2



# Written Assessment Sign Off

**Files to be submitted.**

**Written Assessment**

- 1 x Written quiz assessment

**Documents that need to be submitted.**

- 1 x Trainer’s sign off sheet of candidate’s written assessment.

## Score for assessments

Knowledge Assessment		
Correct answers:	_____ / 51 (Pass Mark is: 46 questions)	
Percentage:		
Result (circle):	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not satisfactory

Assessor comments to clarify assessment results:

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If you have any questions about your results, speak to your trainer/supervisor.

<p><b>Trainer / Assessor signature:</b> <b>Date:</b></p>	<p>The learner has been assessed as <input type="checkbox"/> <b>Not Yet Satisfactory</b> / <input type="checkbox"/> <b>Satisfactory</b> in the elements and performance criteria, for knowledge of this unit and the evidence presented is: <input type="checkbox"/> <b>Authentic</b> <input type="checkbox"/> <b>Valid</b> <input type="checkbox"/> <b>Reliable</b> <input type="checkbox"/> <b>Current</b> <input type="checkbox"/> <b>Sufficient</b></p>
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## Practical Assessment



The assessor will assign or give you a work order activity or task description that outlines the task that you need to perform.

**Note:** Performing the actual practical task may be filmed and noted of where the video file is stored and assigned to which candidate, along with a copy of the work order must be submitted to assessor.



## Practical assessment instructions



Practical assessment should be performed in a normal working environment where possible. However, under some circumstances may occur in a simulated work environment.

The Assessor must:

- Clearly explain to the candidate what is expected of them
- Check that the candidate has been provided with the necessary tools and equipment
- Complete checklists as the candidate goes through the tasks
- Only question a candidate during a practical task if it is safe to do so
- Stop the assessment immediately if the candidate is doing something dangerous
- Stop the assessment immediately if the machine or objects are likely to be damaged
- Inform the candidate of the result of the assessment
- Provide the candidate with a **work order activity or job plan** that outlines the task to demonstrate, if one is not provided then use the sample contained within this document or one of your own.
- You must demonstrate the completion of **application** of risk management processes that safely, effectively and efficiently **follows workplace procedures** to carry out **work order activity** on at least **two occasions**

If an assessor needs to stop the assessment because of danger or possible damage, the candidate must be marked as not yet competent. If the assessment is stopped, further training would need to take place before a re-assessment can be undertaken.

# Appendix

**Sample work order 1 - For excavating a trench and laying concrete piping.****1000 Sample Work Order for Excavating a Trench and Laying Concrete Piping**

<b>Work Order Number</b>	<b>WO-2024-001</b>
<b>Date Issued</b>	2024-06-01
<b>Issued By</b>	John Doe, Project Manager
<b>Project Name</b>	Southfield Pipeline Installation
<b>Location</b>	Southfield Industrial Park, Lot 5

Step	Description	Assigned To	Estimated Start Date	Estimated Completion Date	Comments/Notes
<b>1</b>	<b>Site Preparation</b>	Site Prep Team	2024-06-02	2024-06-03	Clear area, ensure accessibility for machinery.
<b>1.1</b>	Clear the designated area of any obstructions.	Mike Smith	2024-06-02	2024-06-02	
<b>1.2</b>	Ensure the site is accessible for heavy machinery and equipment.	Laura Green	2024-06-02	2024-06-02	
<b>2</b>	<b>Excavation</b>	Excavation Team	2024-06-04	2024-06-05	Excavate to specified depth and width. Implement shoring as needed.
<b>2.1</b>	Excavate the trench to the specified depth and width.	John Brown	2024-06-04	2024-06-04	
<b>2.2</b>	Ensure the trench is stable and secure, implementing shoring as needed.	Jane White	2024-06-04	2024-06-05	
<b>3</b>	<b>Laying Concrete Piping</b>	Piping Team	2024-06-06	2024-06-07	Position and lay concrete pipes according to plans. Ensure pipes are aligned and securely joined.
<b>3.1</b>	Position and lay concrete pipes according to the engineering plans.	Steve Harris	2024-06-06	2024-06-06	
<b>3.2</b>	Ensure pipes are aligned and securely joined.	Susan Moore	2024-06-06	2024-06-06	
<b>3.3</b>	Perform quality checks to confirm alignment and sealing.	Robert Johnson	2024-06-07	2024-06-07	
<b>4</b>	<b>Backfilling and Compaction</b>	Backfill Team	2024-06-08	2024-06-09	Backfill and compact the trench to avoid settling.
<b>4.1</b>	Backfill the trench with appropriate material.	Linda Thompson	2024-06-08	2024-06-08	
<b>4.2</b>	Compact the backfill to avoid settling.	James Wilson	2024-06-08	2024-06-09	
<b>5</b>	<b>Site Cleanup</b>	Cleanup Crew	2024-06-10	2024-06-10	Remove debris and restore site.
<b>5.1</b>	Remove any debris and excess materials.	Karen Lee	2024-06-10	2024-06-10	
<b>5.2</b>	Restore the site to its original condition or as specified.	Peter Parker	2024-06-10	2024-06-10	



## Safety Requirements

- **Personal Protective Equipment (PPE):** Hard hats, safety glasses, high-visibility vests, steel-toed boots, gloves.
- **Hazard Controls:** Implement control measures as per the risk assessment, ensure machinery and equipment are inspected and in good working condition, follow proper lockout/tagout procedures when working with equipment.

## Equipment and Materials

Equipment Required	Materials Required
Excavator	Concrete pipes
Backhoe loader	Backfill material
Compactor	Sealing materials
Concrete mixer	Protective barriers
Shoring materials	

## Personnel

Role	Assigned To
Supervisor	John Doe
Lead Excavator Operator	Mike Smith
Pipe Layer	Steve Harris
Laborers	Laura Green, Jane White

## Schedule

Start Date	2024-06-02
Completion Date	2024-06-10

## Sign-Off

Prepared By	Signature	Date
John Doe, Project Manager	<i>John Doe</i>	2024-06-01

| Approved By | Signature | Date | | Jane White, Site Supervisor | *Jane White* | 2024-06-01 |  
 | Completion Confirmation | Signature | Date | | Steve Harris, Lead Pipe Layer | *Steve Harris* | 2024-06-10 |

## Comments:

## Attachments:

1. Engineering Drawings
2. Safety Plan
3. Risk Assessment Report
4. Equipment Maintenance Records