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**AHCOHS401A Maintain occupational health and safety (OHS) processes**

**ASSESSMENT TASKS**

*Student Instructions*

1. Complete all tasks and activities using available class time, class notes and other resources.
2. Work may be submitted in either hard or soft copy.
3. Every assessment submitted requires a complete cover page noting the authenticity declaration, your student number and task name and number. Assessments may not be received without a complete cover page. If submitting via email you still require a cover page as first page of your assessment task.
4. Work to the timelines set by your teacher. Late submission may result in loss of marks. Teachers may not remind you of due dates, you are responsible for submitting on time.
5. Each assignment needs to be passed and will contribute to the overall assessment grade for this unit.
6. Practical or observation based assessment tasks require your presence and participation; you are responsible for tracking your tasks and ensuring they are achieved.

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| **AHCOHS401A Maintain occupational health and safety (OHS) processes**  **ASSESSMENT TASKS** | | | |
| **Name** |  | | |
| **Student ID No** |  | | |
| **Class Code** |  | | |
| **Assessment Task** (Name & No. as per handout) |  | | |
| **Facilitator Name** |  | | |
| **Due Date** |  | **Submitted Date** |  |

***In submitting this assignment for assessment, the student acknowledges that:***

* ***References are included, where applicable***
* ***A backup copy of the assignment has been retained by the student***
* ***The Chisholm Institute policy on plagiarism has not been breached   
  (that is, the contents of the assignment are all the work of the student, including in-class small group work and work in the student’s practice environment).***

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| ***Department Use Only:***  ***ASSESSMENT TASK DECISION***  ***Comments:*** |
| ***Task Outcome:***  **🞏** fail <50% **🞏** pass 50-59% **🞏** credit 60-69**% 🞏** distinction 70-79**%**  **🞏** high distinction 80-100% |
| *Entering a grade and saving associated evidence in Chisholm Institute’s files provides verification by the assessor.*  Assessor Name: Date: / / |

AHCOHS401A Maintain occupational health and safety (OHS) processes

ASSESSMENT INSTRUCTIONS

1. **OH&S Manual Report – 50%**

An organisation needs to make sure rights and responsibilities for both Employers and Employees are addressed in there OH&S management systems. The task is to create the basis of an OH&S manual for the conservation industry. It will have a complete table of contents the shows your understanding of all OH&S requirements and considerations. Whilst you aren’t required to document all the content (that would be a considerable feat) you are required to show what should be in a manual via the contents. The contents will have all the required headings and subheadings to cover of OH&S requirements of an industry based organisation.

Make a draft list of the things that need to be addressed in an OH&S Manual and add to this as you learn more through the presentations and activities conducted in this topic. You will then be able to use this draft along with other information and resources to complete the task.

It is essential that you provide content for some areas of the manual, the compulsory areas are provided below.

* **Policies** – provide a list of required policies that assist an organisation to manage OH&S issues. You are required to source or write an organisations OH&S policy to include in your manual. Make sure that you include a discussion on the importance of organisational policies and the role they play in managing OH&S in the workplace.
* **OH&S Legislation -** Make a list of Legislation and Acts relevant to the conservation industry. The key word being RELEVANT, do not include things that aren’t relevant. You need to brainstorm all the things that we do as land managers and conservationists and determine the legislation that exists for those actions - so think not only OHS but environment and heritage. Does your manual contain policies, procedures or processes that manage this issues and ensure that all legal obligations are being met?
* **Workplace Procedures -** Brainstorm some procedures that require documentation to ensure OHS&E policies are met. Remember these are procedures not hazard management issues, although some are related to hazards. Hazard management usually relates directly to work activities that are conducted. This section is more general work system procedures, how is first aid and first aides managed, daily record keeping, maintenance systems, consultation with employees, communications, incident reporting, etc. These work place OH&S management systems are very important and will dictate the Success or failure of OH&S management. Be sure to detail the record keeping procedures of your organisation. You need to document the details of procedures for two other common procedures in a workplace, list the others in the table of contents.
* **Hazards** – Identify all the activities that will be conducted in an industry workplace. What are all the hazards associated with these activities? Your list should be considerable. Of all these hazards identify 10 to assess the risk(potential harm) and control measures. Use the SWMS document and risk matrix. For three activities document a safe work procedure that could be used to induct a new staff member. Included in your safe work procedure a discussion on worksite methodology and maintenance issues as a minimum.
* **Participation of Workers in OH&S -** Document all the ways that workers participate and contribute to the management of OH&S issues.

**MARKING RUBRIC**

Task 1

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| **Competence Description** | **GP - PASS**  **50/59%** | **G3 - Credit 60-69%** | **G2 – Distinction 70 – 79%** | **G1 – High Distinction**  **80 – 100%** |
| **Rights and responsibilities** for both Employers and Employees are addressed and correspond to OH&S Act | (2-3)Brief description of employers and employee rights and responsibilities but no mention of the legislation this comes from. | (3-3.5)Detailed description of employers and employee rights and responsibilities and the legislation this comes from. | (3.5-4)Detailed description of employers and employee rights and responsibilities using clear and concise language and relates to the legislation. | (4-5)Detailed description of employers and employee rights and responsibilities using clear and concise language and relates to the legislation. Also provides additional information such as industry based examples. |
| **Policies** – provide a list of required policies that assist an organisation to manage OH&S issues. You are required to source or write an organisations OH&S policy to include in your manual. Make sure that you include a discussion on the importance of organisational policies and the role they play in managing OH&S in the workplace. | (2-3)Provides a basic list with the essentials but is not an exhaustive list. OH&S policy included is adequate.  Does not include a discussion on the importance and role of policies. | (3-3.5)Provides a basic list with the essentials but is not an exhaustive list. OH&S policy included is adequate or discussed if not.  Include a brief discussion on the importance and role of policies. | (3.5-4)Provides an exhaustive list and includes a discussion on the importance and role of policies. Policy included addresses all aspects of OH&S management. | (4-5)Provides an exhaustive list and includes a detailed discussion on the importance and role of policies. OH&S policy addresses all aspects of OH&S management. |
| **OH&S Legislation -** Make a list of Legislation and Acts relevant to the conservation industry. The key word being RELEVANT, do not include things that aren’t relevant. You need to brainstorm all the things that we do as land managers and conservationists and determine the legislation that exists for those actions - so think not only OHS but environment and heritage. Does your manual contain policies, procedures or processes that manage this issues and ensure that all legal obligations are being met? | (5)Student has included the two main legislations of OHS & environment but not several specific legislations. | (6-7)Student has included legislation additional to the two main acts but it is not an exhaustive list. | (7-8)Student has included all possible legislative documents. | (8-10)Student has included all possible legislative documents and connected them to workplace activities. Additional information has been supplied, may be indicators of compliance with legislation. |
| **Workplace Procedures -** Brainstorm some procedures that required documentation to ensure OHS&E policies are met. Remember these are procedures not hazard management issues, some are related to hazards. Be sure to detail the record keeping procedures of your organisation. You need to document the details of procedures for two common practices in a workplace, list the others in the table of contents. | (5)Basic procedures are listed, several missing.  Documented procedures for two common tasks are brief and miss a lot of detail. | (6-7)Basic procedures are listed, with some additional procedures but not exhaustive.  Documented procedures for two common tasks show a moderate level of detail. | (7-8)An exhaustive list of procedures. Documented procedures for two common tasks are detailed. | (8-10)An exhaustive list of procedures. Documented procedures for two common tasks are detailed and show a developed understanding. |
| **Hazards** – Identify all the activities that will be conducted in an industry workplace. What are all the hazards associated with these activities? Your list should be considerable. Of all these hazards identify 10 to assess the risk(potential harm) and control measures. Use the SWMS document and risk matrix. For three activities document a safe work procedure that could be used to induct a new staff member. Included in your safe work procedure a discussion on worksite methodology and maintenance issues as a minimum. | (5)A basic list is provided for activities and associated hazards, several missing.  Hazard management misses some details.  Documented safe work procedure is brief. | (6-7) A- moderate list is provided for activities and associated hazards.  Hazard management details all control measures.  Documented safe work procedure provides a moderate level of information. | (7-8) A detailed list is provided for activities and associated hazards.  Hazard management details all control measures  Documented safe work procedure detailed | (8-10)An exhaustive list is provided for activities and associated hazards.  Hazard management is detailed  Documented safe work procedure detailed and supplies information additional to worksite methodology and maintenance. |
| **Participation of Workers in OH&S -** Document all the ways that workers participate and contribute to the management of OH&S issues. | (3)Minimal information has been documented. | (3-3.5)A moderate level of information has been documented. | (3.5-4) Detailed level that includes  Daily activities, SWMS, reporting and incident reports, training in workplace, amendments’ to workplace guidelines, communication with managers, active participation in meetings. | (4-5)Provides details as 🡨. Additional information is supplied. |
| **Presentation** | (2-3)Basic presentation, no pages numbers and order of contents is not logical. Only the essential contents provided. | (3-3.5)Good presentation, pages numbered, logical sequence. Only the essential contents provide | (3.5-4)Excellent, consistent presentation, pages numbered, logical sequence. | (4-5)Excellent, consistent presentation, pages numbered, logical sequence. Additional and exhaustive components listed in the table of contents. |

1. **Observation – 30%**

Student will be observed to demonstrate their knowledge on the following topics and issues. This may be through class based written activities, discussion or role play/presentation.

**W**=written activity **D**=discussion **R**=roleplay/presentation

**P** = minimum participation **C=** moderate effort participation  **D**=high level effort **HD**=high effort & additional beyond task

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| ASSESSABLE TASK | Student Name |  |  |  |  |  |  |  |  |
| 1. **Present an induction day for new staff member.**   It’s the staff members first day on the job, what are they told, shown or given. A group to present ideal situation and one to present a very poor situation. Whole class discussion. |  |  |  |  |  |  |  |  |  |
| 1. **Reporting a hazard**   Brainstorm and then discuss your experience with reporting a hazard. What’s good, bad or otherwise about this experience? What is the ideal procedure for reporting a hazard? Whole class discussion. |  |  |  |  |  |  |  |  |  |
| 1. **Training Needs Analysis**   Conduct Training needs analysis for yourself, from this produce a training plan.  View some position descriptions from which you can determine your training needs. |  |  |  |  |  |  |  |  |  |
| 1. **Staff meeting**   Brainstorm in small groups the mechanics of holding meetings. What should the procedure be? How do you make sure everything is addressed? How do you conduct meetings for field based staff? What paperwork is required? |  |  |  |  |  |  |  |  |  |
| 1. **Emergency Procedures**   Develop a series of emergency procedure for typical workplace emergency scenarios. Present to class. |  |  |  |  |  |  |  |  |  |
| 1. **Conduct a risk assessment – SWMS**   Use SWMS & risk matrix to conduct a risk assessment of typical industry activities |  |  |  |  |  |  |  |  |  |
| 1. **Induct class in a procedure**   Group discussion on written workplace procedures to manage a range of OH&S issues. Discuss the range, chose one and write up a procedure. Induct class or other students in the procedure, how do you determine their competence. |  |  |  |  |  |  |  |  |  |
| 1. **Record keeping – pre-start , daily records**   The importance of documenting. Discuss all things that require documenting in a typical day at work. Present to class. Develop a pre-start checklist for a chosen activity, present to class to review for inadequacies. |  |  |  |  |  |  |  |  |  |
| 1. **Identify inadequacies**   Identify inadequacies in existing risk control measures in accordance with the hierarchy of control & Identify inadequacies in allocation of resources to ensure safe work practice and reported to management. Using procedures and pre-starts developed in prior activities identify inadequacies. Document a real or simulated workplace example of inadequacies in managing OH&S, where there hierarchy of control issues, resource issues or otherwise. How can this situation be resolved? |  |  |  |  |  |  |  |  |  |
| 1. **Monitoring procedure – self audit**   Developing a series of self-monitoring or self-auditing checklists. What OH&S issues do we need to ensure are being managed properly and how can we check to make sure? |  |  |  |  |  |  |  |  |  |

1. **Written Test – 20%**
2. How should meetings be facilitated? (2)
3. Write an emergency procedure for a chemical spill, then document how you would conduct training for the emergency procedure?(3)
4. How can an organisation tell what there common injuries are? (1)
5. What is the name of the OH&S legislation relates to Victorian workers? List 2 other legislations that may affect industry workers? (3)
6. Should staff be able to access info about OH&S policies, procedures and programs? How and why? (1)
7. List three industry activities that require specialised permits, certificates or courses? (3)
8. Describe the ideal sequence of events that should occur if a workplace injury happens? (2)
9. Describe the process of hazard identification, assessment and management? (3)
10. List some ways that you can ensure that individuals in your team understand and are operating to the safe working procedures detailed in an industry OH&S manual? (2)
11. If workplace OS&S practices and processes are inadequate what are some steps that could be taken to address this and improve the situation? (2)