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**AHCNAR301A Contribute to OH&S**

**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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| **AHCNAR301A Contribute to OH&S****ASSESSMENT TASKS** |
| **Name** |  |
| **Student ID No** |  |
| **Class Code** |  |
| **Telephone No** |  |
| **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:*** **🞏MR** Meets Requirements  **🞏FER** Further Evidence Required – resubmit by date: / / |
| ***UNIT Outcome:* 🞏MR** **🞏FER 🞏Further Tasks to Complete** |
| *Entering a grade and saving associated evidence in Chisholm Institute’s files provides verification by the assessor.*Assessor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  |

**AHCNAR301A Contribute to OH&S**

**ASSESSMENT TASKS**

1. **Written Responses**

Students are to complete written response to a number of questions and activities.

1. **Observation**

Students will be observed to demonstrate their knowledge on a range of OH&S topics and issues.

1. **Safety TV**

Watch a series of Safety videos and obtain at least 60% of the answers correct.

* Understanding Safety at Work
* Manual Handling
* Noise Hazards
* Hazardous Materials

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| **ASSESSABLE TASK** **OBSERVATION CHECKLIST**  | Student Name |  |  |  |  |  |  |  |  |
| 1. **Identify hazards**

In a variety of situation or scenarios identify all potential hazards. Some group brainstorm and discussion, report back to class.  |  |  |  |  |  |  |  |  |  |
| 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. **Conduct a risk assessment – SWMS**

Use SWMS & risk matrix to conduct a risk assessment of typical industry activities |  |  |  |  |  |  |  |  |  |
| 1. **Workplace procedures are followed correctly**

Discuss in small groups the different workplace tasks you have conducted and the instructions you were given. Were they adequate? Why, why not? Whole class discussion.  |  |  |  |  |  |  |  |  |  |
| 1. **Risks to others**

In small groups think about and discuss times when you have recognised risks to other workers, people or animals and have taken action. What about emergencies?  |  |  |  |  |  |  |  |  |  |
| 1. **PPE**

For a range of situations identify the PPE required. How is the PPE used, stored and maintained correctly?  |  |  |  |  |  |  |  |  |  |
| 1. **Pre-start Checks**

Conduct some pre-start checks on various equipment. What are we looking for? How can this be documented?  |  |  |  |  |  |  |  |  |  |
| 1. **Hazardous Substances**

Identify risks, assess risks and manage risks when working with hazardous substances |  |  |  |  |  |  |  |  |  |
| 1. **Manual Handling**

Demonstrate correct manual handling techniques.  |  |  |  |  |  |  |  |  |  |
| 1. **Reporting**

Discuss all the ways that OH&S issues can be reported, which are effective and which arnt? Discuss the importance of incident reports and complete one?  |  |  |  |  |  |  |  |  |  |

CERT III: Contribute to OH&S

STUDENT ACTIVITIES

Activity 1.1

1. In your groups discuss the following:
* What is OH&S in the workplace all about?
* What are my responsibilities?
* What are my employer’s responsibilities?
1. Detail your thoughts below
2. Summarise your groups’ thoughts on a large sheet of paper, one person from your group to present to the class
* *What is OH&S in the workplace all about?*
* *What are my responsibilities?*
* *What are my employer’s responsibilities?*

Activity 1.2

Take 5mins to brainstorm all the OH&S issues you can think of below.

We will then discuss this as a group and compile all the issues

***OH&S issues Brainstorm***

 Activity 1.3

Outdoor Safety

Watch video and answer the following questions

*What are some of the risks of working outdoors?*

*What are the signs of heat stress/exhaustion?*

*How can you reduced your exposure to UV?*

*How can the risks of outdoor work be reduced?*

*How much water should you drink if you are sweating heavily?*

*How can the risks of working outside be reduced?*

Activity 2.1 Inductions

*Describe how you were inducted when you started your job(if not currently employed use a prior job).*

*Did you receive the following?*

□Safety Induction Checklist

□Description of position

□Explanation of work tasks, safe work practices & workplace hazards

□Copies of all OH&S policies, work procedures & checklists

□Explanation of Duty of Care for employer & employees

□PPE required & correct use advice

□Schedule of compulsory training

□Name of supervisor & first aid officer

Activity 2.2 Workplace Expectations

*Tick any tasks or expectations that apply to your workplace*

















Activity 2.3 Hazard Identification - Chisholm

Take a walk around the campus looking for any OH&S hazards, list below

Activity 2.4 Hazard Identification - Workplace

Identify the tasks that you perform, the hazards and hazard type. Use the list of typical OH&S hazards below



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| **Workplace Task or Activity**  | **Hazard**  | **Hazard Type**  |
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Activity 2.5 Risk Assessment & SWMS

Complete the SWMS below using the Risk Analysis Matrix



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|  **Safe Work Methods Statements (SWMS)** |
| **Site Name:** |  | **Site Supervisor** |   | signed |  |  |
| **Project:** |  | **Date/s** |  |   |  |  |
|  |  |  |  |  |  |
| **Staff name:** |   |  | **Activities**  |  | **Site Location/Address for Emergency Purposes** |
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| **Activity**List the tasks required to perform the activity in the sequence they are carried out. | **Hazards/Risks (See over for a list of Hazards)**Against each task list the hazards that could cause injury or environmental damage | **Likelihood of the unwanted event or circumstance (A-rare to E-almost certain)** | **Measure of the Consequence of the event 1 insignificant to 5-Catastrophic** | **Risk Score – Low Moderate High Extreme** | **Risk control measures** List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard | **Who is responsible?** to implement the control measure identified | Residual likelihood  | Residual Consequence | Residual Score |
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**Remember: Each SWMS must be site specific and may change during the job.**

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All staff / Subcontractors must be inducted in the use of equipment and activities for the job . If staff not inducted then do so before the job commences

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| **OH&S Hazards** | **Environmental Hazards** |
| Chemical Ingestion -Skin/Lungs |  | Fire |  | Traffic |  | Chemical Spill Risk |  |
| Communications |  | First Aid- Emergency Response |  | Trip Hazards |  | Disease spreading |  |
| Cuts & Injuries |  | Induction & Supervision |  | Weather Exposure |  | Erosion Potential |  |
| Electrocution |  | Manual Handling |  | Wild Things |  | Habitat destruction |  |
| Eye Damage |  | Noise |  | Working on water |  | Off target Spray damage |  |
| Falling Objects |  | Public Safety |  | Working in the heat |  | Weed Spread Risk |  |
| Falls /slopes Height |  | Sharps/Biological hazards |  | Fire Danger – Total Fire Ban |  |  |  |

Activity 2.6 PPE

Each group to choose a task, locate the appropriate PPE in Chisholm store and wear. Then present to class the task and PPE items that are being worn. Explain the hazards that the PPE is protecting the worker from.

Activity 3.1 Safe Work Procedures

*In table groups one person is to induct all others in a Safe Working Procedure, inductees to answer question sheets correctly.*

Activity 2.2 Develop a Safe Working Procedure

Activity 3.3 Pre-start Checks

Take a walk to storage shed and look for pre-start and maintenance information for tools, small plant and equipment. List the items you found and pre-start and/or maintenance info. If there is no pre-start or maintenance info list what you think should be done for the equipment

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| *Item*  | *Pre-start info present – describe*  | *Maintenance Info present describe* |
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Activity 3.4 Incident Report Form

Fill out the incident form for an imagery or real workplace incident



Activity 3.5 Warning Signs

Sign hunt around campus -

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| *Describe the sign*  | *Where is it located?*  | *What is it telling you?* | *Is the sign a Caution, Mandatory, Dangerous Goods, Fire or Emergency Information Sign?*  |
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Activity 3.6 MSDS

Review a MSDS to answer the following

What is the product?

What is it used for?

What are the risks associated with using the product

What are the safety instructions related to using the product in your workplace?