**Student Assessment**

**HLTWHS300B Contribute to WHS processes**

In order to be assessed as Competent (C) in this unit, you need to provide evidence which demonstrates that you can perform the required competencies to the required standard. Competency depends on consistently demonstrating the skills, attitude and knowledge that enables you to complete workplace tasks confidently in a variety of situations.

To attain competence in the unit ‘Contribute to WHS processes you must:

* Successfully complete the written questions
* Successfully complete the work placement task. This assessment consists of five separate tasks. To complete them you will need to use the following documents:
* workplace inspection checklist (Appendix A)
* accident/incident investigation form (Appendix B)
* emergency evacuation plan (Appendix C)

**Task 1**

**Written Questions**

**HLTWHS300B Contribute to WHS processes**

|  |  |  |
| --- | --- | --- |
| **Student Name:** |  | |
| **Email address:** |  | |
| **Declaration:**  I declare that:   * No part of this assessment has been copied from another person’s work, except where documents or work is listed/ referenced * No part of this assessment has been written for me by another person | | |
| **Student Signature:** | | **Date:** |

**Instructions:**

Complete the table above and attach this document to the work submitted for this assessment activity.

You are to answer the following questions. Your answers will form part of the evidence gathered for this unit.

1. In your own words, define what is meant by a hazard.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. a. Describe the difference between a hazard and a risk

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) TYPES OF HAZARDS

Under each type of hazard list as many as you can think of that you may find in a massage clinic:

1. **Physical Hazards**

Hazards associated with the physical environment

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Energy/Plant**

Hazards associated with electricity and equipment

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Hazardous Substances**

Hazards associated with chemicals/substances

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Biological**

Hazards associated with micro organisms

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Ergonomic**

Hazards associated with interaction of people at work. These hazards include manual handling hazards.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Psychological**

Hazards associated with the psychological aspects of work

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

3. What is meant by due diligence? Give an example.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Think of 5 hazardous situations that could occur in a massage therapy clinic, and complete the table below.

|  |  |
| --- | --- |
| SITUATION | WHAT SHOULD YOU DO?  WHO SHOULD YOU TELL? |
| E.g.: Client slips on step and gashes head on bench corner. |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. **REF:** Victorian Workcover Authority

Summary of the OH&S Act 2004

[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

a) What are the 4 main objectives of the OH&S Act?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Who is covered by the Act?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) What are the roles of workplace Occupational health and safety representatives?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What procedures can you implement as a manager of a clinic, to ensure your staff and yourself, learn to manage own levels of stress and fatigue, and to ensure their ability to work safely and sustainably.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Using the pyramid below as a reference (also found in student resources), decide what strategy you would take with the following situation.

Case: **Sarah worked in a community organisation with a before and after school child care centre.  
This morning Sarah arrived at work and drove straight into her carpark just as the bus that collect  
the children before school moved off. One of the children ran straight across infront of Sarah's car.  
Sarah applied the brakes, swerved and narrowly missed the child. Sarah thought this was a one off  
incident as she had never had such a problem before.**

Risk Management Strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Where should PPE equipment be kept? Give an example of PPE that a health professional may use.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. a. What do the following safety signs indicate?

b. What type of safety sign are they?

|  |  |
| --- | --- |
| **Safety Message** | **Type of safety sign** |
| 1. |  |
| 2. |  |
| 3. |  |

IN00402_

1.

. 2. 3.

**Assessment Task Record (Trainer to Complete):**

|  |  |
| --- | --- |
| **Result of Assessment Task:** | **□Satisfactory □Unsatisfactory** |
| **Student Name:** |  |
| **Student Signature:** |  |
| **Trainer Name:** |  |
| **Trainer Signature:** |  |
| **Date:** |  |

T**ask 2**

**HLTWHS300A Contribute to WHS processes**

**Workplace Assessment**

|  |  |  |
| --- | --- | --- |
| **Student Name:** |  | |
| **Email address:** |  | |
| **Declaration:**  I declare that:   * No part of this assessment has been copied from another person’s work, except where documents or work is listed/ referenced * No part of this assessment has been written for me by another person | | |
| **Student Signature:** | | **Date:** |

**Instructions to the student:**

**Complete the table above and submit with completed assessment for this unit.**

This assessment consists of six separate tasks. To complete them you will need to use the following documents:

* workplace inspection checklist (Appendix A)
* accident/incident investigation form (Appendix B)
* Emergency evacuation plan (Appendix C)

**1: Workplace Inspections**

Conduct an inspection of your workplace (classroom or GFI student clinic) to determine if there are any hazards you, other staff or clients need to be aware of.

Use the workplace inspection checklist provided, **TICK** the checklist if OK, or write **HAZARD** if you see a hazard.

On completion of your checklist, summarise your findings.

1. What did you notice?
2. Was there anything that was a hazard that may need reporting?
3. Who would you report these to?

Use Appendix A to complete this task

(Note: this is a training exercise only)

**2: Occupational Health and Safety** **Induction Checklist**

You are new to the clinic in which you are working. Design an Occupational health and safety induction checklist (minimum 10 areas that you need to know about).

Refer to the information supplied in your student resource, and websites such as :

Massage Associations

[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

Your checklist needs to reflect WHS issues that address your health and safety in the workplace. For example your checklist could include items such as emergency procedures, and manual handling.

**3: Duty of Care**

Write up a hypothetical scenario (minimum half a page) about an Occupational health and safety issue in your workplace where you have had to support another staff member.

Include the following information

a) Outline how you supported your fellow staff member with this issue

b) What procedures did you have to follow?

c) Who was involved, eg. Line managers, WHS representatives, WHS Committee members?

**4: Emergencies and Evacuation**

Read the following Emergency Evacuation plan (Appendix C) complete the following tasks:

a) Describe the emergency signals in use.

b) Describe the roles of the different staff members.

c) Are all emergencies handled in the same way, or are there different procedures for different types of emergency situations? Discuss how you would handle a bomb threat?

**5: Accidents and Incidents**

a) Read the scenario below and complete the Accident/Investigation form (Appendix B)

You are on your way to the staffroom for a tea break, when you see a fight take place between 2 student therapists working in the clinic. No other staff member is around. You move towards the 2 students involved in the fight, suddenly one student throws a punch and it hits you in the nose. Your nose is bleeding. Another staff member sees the commotion and runs towards the scene. She breaks up the fight and deals with the 2 students,

You are dazed and need to seek first aid for your blood nose. Your manager suggests you take the rest of the day off to recuperate.

After the first aid officer cleans you up, he needs you to complete an Accident and incident report. Use the Accident/Incident form (Appendix B)

(Note: you may use hypothetical names and dates on form)

**b) Read the following case study:**

**Sarah worked in a community organisation with a before and after school child care centre.  
This morning Sarah arrived at work and drove straight into her carpark just as the bus that collect  
the children before school moved off. One of the children ran straight across infront of Sarah's car.  
Sarah applied the brakes, swerved and narrowly missed the child. Sarah thought this was a one off  
incident as she had never had such a problem before.**

**Why should Sarah report this near miss?**

**Assessment Task Record (Trainer to Complete):**

|  |  |
| --- | --- |
| **Result of Assessment Task:** | **□Satisfactory □Unsatisfactory** |
| **Student Name:** |  |
| **Student Signature:** |  |
| **Trainer Name:** |  |
| **Trainer Signature:** |  |
| **Date:** |  |

**Appendix A**

# Workplace inspection checklist (example)

**Are you able to identify where the hazards fit here?**

**Select Hazard 'Yes' or Hazard 'No'**

Inspection By: \_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Item** | **Parts to inspection** | **Conditions to inspection** | **Hazard?** | |
| --- | --- | --- | --- | --- |
| **YES** | **NO** |
| Physical Condition | Windows | Free from breakage |  |  |
| Accessible and lockable |  |  |
| Open and close easily |  |  |
| Doors | Free from damage |  |  |
| Open and close without creating a hazard |  |  |
| Walls | Solid, stable and free from damage |  |  |
| Floor coverings | Intact, no trip hazard, not slippery |  |  |
| Verandas | Sound condition |  |  |
| Bench seats are secure, no loose components |  |  |
| Ceilings | Vents |  |  |
| Secure |  |  |
| Cracked |  |  |
| Lights secure |  |  |
| Furniture | Desks (students) |  |  |
| Chair (students) |  |  |
| Desk (staff) |  |  |
| Chair (staff) |  |  |
| Ventilation | Heating | Operational and responds to controls |  |  |
| Air-conditioning | Free from leaks |  |  |
| Heaters | Adequate tagging/guarding to prevent contact burns |  |  |
| Flue controls operational |  |  |
| Airflow into classrooms when in operation |  |  |
| Date of last inspection |  |  |
| Housekeeping | Classroom layout | Clear access around the classroom |  |  |
| Mobiles out of the way |  |  |
| Heavy items positioned safely |  |  |
| Display items are secure |  |  |
| Storage of materials secure | Stacking and shelves are secure and safe |  |  |
| Shelves are capable of load |  |  |
| Containers suitable and correctly labelled |  |  |
| Chemicals stored correctly |  |  |
| Students' bags out of the way |  |  |
| Waste disposal | Bins adequate and regularly emptied |  |  |

### Comments:

**Appendix B**

**Accident/Incident Investigation Form**

Number:

Date: Number:

(Please note: This is an example of an Accident/Investigation Form to be used for the purposes of the Assessment Task.)

This form should be completed by the designated person.

Type of Accident:🞏 Injury 🞏 Illness 🞏 Dangerous Event/Near Miss

Organisation Name: ………………………………………………………………………………………

Address: …………………………………………………………………………………………………………

Telephone Number: ……………………………………………………………………………………………

Manager: ………………………………………………………………………………………………………..

Name of person providing information (ie manager, WHS representative, student etc)

……………………………………………………………………………………………………………………

Person/s injured:🞏 Staff 🞏 Student 🞏 Visitor

Name of person/s injured/involved in the accident/incident and their date of birth: ……………………………………………………………………...……………………………………………..

……..……………………………………………………………..……………………………………………….

Statement: 🞏 Yes 🞏 No

Address: …………….…………………………………………….……………………………………………..

…………………………………………………………………………………………….………………………

Report Number: ………………………….. Date of Accident: ………………………………………………

Time of Accident: ………….……………….…. AM/PM

|  |
| --- |
| Date of investigation: ………………..……………..……… Time of investigation: ……………AM/PM  Investigation conducted by: ………………………………. Position: ………..………..….……………….  Photographs taken? 🞏 Yes 🞏 No |

|  |
| --- |
| Description of task being performed: ………………………………………………………………………..  …………………………………………………………………………………………………………………...  Description of accident/incident (How did it occur?): ………………………………………………………  ……………………………………………………………………………………………………………………  Were any items of equipment damaged? 🞏 Yes 🞏 No  If yes, a brief description: ……………………………………………………………………………………..  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………… |

|  |
| --- |
| Details of items or equipment involved in the accident/incident:  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………… |

|  |
| --- |
| Environmental conditions:  Lighting: …………………..…………………….… Confined Space: ……………..……….……………….  Ventilation: …………………..………………….… Floor Surface: ……………..………….…….………… Wind/Rain: …………………..……………………. Temperature: ……………………….………………….  Others: ………………………….………………………………………………………………………………  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………… |

|  |
| --- |
| Skill level of person/s performing this task: …………………………………………………………………  ..............................................................................................................................................................  Is formal training required for this activity? 🞏 Yes 🞏 No  If yes, was it provided? 🞏 Yes 🞏 No  Was personal protective equipment required? 🞏 Yes 🞏 No  If yes, was it worn? 🞏 Yes 🞏 No |

|  |
| --- |
| Has a similar event occurred in the facility previously? 🞏 Yes 🞏 No  If yes, comments:  ……………………………………………………….……………………………………………………………  …………………………………………………….………………………………………………………………  …………………………………………………….……………………………………………………………… |

|  |
| --- |
| Supervision:  Was the task being supervised? 🞏 Yes 🞏 No  Is this task normally supervised? 🞏 Yes 🞏 No  Comments:  ……………………………………………………….……………………………………………………………  …………………………………………………….………………………………………………………………  …………………………………………………….……………………………………………………………… |

|  |
| --- |
| Control Measures:  What immediate correction action was taken?  ……………………………………………………….……………………………………………………………  …………………………………………………….………………………………………………………………  …………………………………………………….……………………………………………………………… |

|  |
| --- |
| Future recommendations:  ……………………………………………………….……………………………………………………………  …………………………………………………….………………………………………………………………  …………………………………………………….……………………………………………………………… |

|  |
| --- |
| Did this accident result in absence from work/school? 🞏 Yes 🞏 No  If yes, the number of full days lost: …………….. From …………………………To ………………………  Has a First Medical Certificate been supplied? (employees only) 🞏 Yes 🞏 No  Has rehabilitation been recommended? (employees only) 🞏 Yes 🞏 No |

**Signed by:**

Manager: …………………………………………..………… Date: …...……..…………

Safety and Health Representative: ………………………… Date: ...…..……………..

**Appendix C**

**Emergency Evacuation Procedure**

**PURPOSE**

This procedure has been developed to document a process for the safe evacuation of premises in an emergency situation.

**SCOPE**

This procedure applies to all staff, students, visitors or contractors in attendance at premises under the supervision of Global Fitness Institute at the time of the emergency situation.

## RESPONSIBILITY

## The Executive Director will have overall responsibility for this procedure.

## ACTION / METHOD

**EMERGENCY EVACUATION PROCEDURE:**

1. On the sound of a warning bell or on the advice of an Emergency Warden, immediately cease duties and evacuate the building quickly and calmly by the nearest marked exit door and then proceed to the nearest assembly area as directed.

2. All class groups should remain together to assist staff to determine if all persons occupying the facility are accounted for. If away from your usual work area, follow the Warden’s instructions. Do not attempt to return to your usual area.

3. If possible, assist any people with special needs to evacuate the building.

1. On assembling at the designated area, class rolls will be taken. Remain there until given the all-clear or until dismissed by the Emergency Warden. The building must not be re-entered until the all-clear has been given.

**FLOOR WARDEN EVACUATION PROCEDURE:**

The duties of the Floor Wardens in an emergency situation are as follows:

1. On the sound of a warning bell, or on the advice of the Emergency Warden, instruct all persons to leave the building via the nearest Emergency Exit.

2. Inspect all rooms, including toilets, within their designated areas, confirming total evacuation and checking that smoke and fire doors have been closed (leave fire doors open during trial evacuations).

3. When satisfied the area is clear, evacuate via the nearest Emergency Exit.

1. Ensure a roll call is conducted for all Students and Staff under their direct supervision.
2. Stay at the assembly area until notified by an official that the building is safe for re-entry.