



OCHS11025 Health and Safety Risk Management

Term 1 - 2018

Profile information current as at 25/04/2024 12:20 am

All details in this unit profile for OCHS11025 have been officially approved by CQUUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This foundation unit introduces you to the principles of risk management and their application within a health and safety context. You will be able to define the terms utilised in the broader principles of risk management and learn to identify, prioritise and manage hazards according to their risk in a variety of environments.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2018

- Adelaide
- Brisbane
- Bundaberg
- Distance
- Gladstone
- Mackay
- Melbourne
- Perth
- Rockhampton
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**

Weighting: 20%

2. **Portfolio**

Weighting: 40%

3. **Written Assessment**

Weighting: 40%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student unit evaluation

Feedback

Case studies were appreciated by students

Recommendation

Continue to utilise case studies.

Feedback from Student unit evaluation

Feedback

Gradual progression of the assessment intensity and feedback provided was greatly appreciated for the completion of the final assessment item.

Recommendation

Continue this practice

Feedback from Student unit evaluation

Feedback

Feedback on assessment items was perceived to be slow.

Recommendation

All marks were returned within the 2 week time frame, as outlined in the unit profile. To manage expectations, remind students at the beginning of term that marks will be released within 2 weeks.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Define terms utilised in risk management.
2. Recognise and apply the principles of risk management in a health and safety context.
3. Identify and prioritise hazards according to their risk in a variety of settings.
4. Apply the hierarchy of control in recommending appropriate interventions to control risk.
5. Demonstrate diverse and critical thinking in risk management decision making.
6. Differentiate between compliance-based and evidence-based practice.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Online Quiz(zes) - 20%	•					•
2 - Portfolio - 40%		•	•	•	•	
3 - Written Assessment - 40%	•	•	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•	•
3 - Critical Thinking	•	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•	•
5 - Team Work						
6 - Information Technology Competence	•	•	•	•	•	•
7 - Cross Cultural Competence		•	•	•	•	•
8 - Ethical practice		•	•	•	•	•
9 - Social Innovation						
10 - Aboriginal and Torres Strait Islander Cultures						

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Online Quiz(zes) - 20%	•	•	•	•		•		•		
2 - Portfolio - 40%	•	•	•	•		•	•	•		
3 - Written Assessment - 40%	•	•	•	•		•	•	•		

Textbooks and Resources

Textbooks

OCHS11025

Prescribed

Set Phasers on Stun: and other true tales of design, technology, and human error

Edition: 2nd (1998)

Authors: Steven Casey

Aegean Publishing Company

Santa Barbara , California , USA

ISBN: 0-9636178-8-5

Binding: Other

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Elise Crawford Unit Coordinator

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Schedule

Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Exploring risk		

Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk concepts		

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk context	Return to Salyut	Quiz 1 Opens: Monday (19/03/18) 9:00 am AEST

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk assessment (identification)	In search of the lost cord	Quiz 1 Due: Monday (26/03/18) 9:00 am AEST

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk assessment (analysis) Silent warning

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk assessment (evaluation)	Zzds in Zeebrugge	Case Studies Due: Week 6 Friday (20 Apr 2018) 11:45 pm AEST
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Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk control (law)	The peppermint twist	
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Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk control (treatment)	Never cry wolf	
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Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk review	Genie in the bottle	
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Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk communication	Rental car	Job Safety Analysis Due: Week 10 Friday (18 May 2018) 11:45 pm AEST
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Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk decision-making	Set Phasers on Stun	
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Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk management process		Quiz 2 Opens: Monday (28/05/18) 9:00 am AEST
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Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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		Quizzes Due: Review/Exam Week Monday (4 June 2018) 9:00 am AEST
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Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Quizzes

Assessment Type

Online Quiz(zes)

Task Description

The purpose of this assessment item is to assess your ability to define and critically think about the terms and principles of health and safety risk management, including compliance and evidence-based practice. Your task is to complete two quizzes by the nominated due dates. Each quiz is composed of 20 questions.

- The quizzes will become available at 9:00am AEST on the Monday of Weeks 3 and 12 and remain open until 9:00am AEST on the following Monday.

- You have one hour to complete each quiz.
- Read the instructions carefully as question instructions differ.
- You will receive your grade when you submit the quiz.

Number of Quizzes

2

Frequency of Quizzes

Other

Assessment Due Date

Review/Exam Week Monday (4 June 2018) 9:00 am AEST

Return Date to Students

Review/Exam Week Monday (4 June 2018)

After each quiz has closed.

Weighting

20%

Assessment Criteria

Quiz 1 questions are drawn from the unit material presented in weeks 1 and 2. Topics assessed include: risk concepts and their definitions. (10 marks)

Quiz 2 questions are drawn from the unit material presented in weeks 10 and 11. Topics assessed include: risk communication and consultation, and risk decision-making. (10 marks)

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Define terms utilised in risk management.
- Differentiate between compliance-based and evidence-based practice.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

2 Case Studies

Assessment Type

Portfolio

Task Description

The purpose of this assignment is to provide an opportunity for you to synthesise theory by applying risk concepts to real world situations. In support of this process, you will be assigned to a small learning community comprised of a group of four (4) members. Participation within the group should help to consolidate your understanding of risk concepts through the sharing of ideas, discussion and collaboration. As a group, you are required to analyse four (4) case studies and answer the following questions for each:

- Who's health and safety was at risk?
- What were the consequences (harm)?
- What was the energy that caused the harm?
- What was the hazard (i.e. source of risk)?
- How is it that the energy was able to cause harm (i.e. system vulnerability)?
- How did the work system become vulnerable?

Max = 1 000 words in total

The list of case studies (which will come from your textbook) will be provided on the Unit website. Your group's response to the questions is to be presented on the group wiki page. When complete, each group member will also submit an

individual Peer Review of Contribution Form. Both the wiki page and the peer review form must be completed by the due date to avoid a late penalty.

Assessment Due Date

Week 6 Friday (20 Apr 2018) 11:45 pm AEST

Return Date to Students

Week 8 Friday (4 May 2018)

Weighting

40%

Assessment Criteria

Each case study (four in total) will be assessed accordingly:

- Identified who was at risk (2 marks)
- Identified the consequences of this risk (3 marks)
- Identified the energy that caused the harm (3 marks)
- Identified the source of harm (hazard) (2 marks)
- Explained how risk to health and safety arose (5 marks)
- Explained how at least one contextual factor became a system vulnerability (5 marks)

Grading method: Team solution (80%), Peer Review of Contribution (20%). Each member of your team will assess your participation and contribution to the assignment. A Peer Review of Contribution form will be available on the unit website and must be submitted by the due date.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Recognise and apply the principles of risk management in a health and safety context.
- Identify and prioritise hazards according to their risk in a variety of settings.
- Apply the hierarchy of control in recommending appropriate interventions to control risk.
- Demonstrate diverse and critical thinking in risk management decision making.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 Job Safety Analysis

Assessment Type

Written Assessment

Task Description

The purpose of this assignment is to assess your ability to apply and communicate risk management principles to improve the health and safety of people undertaking a job. You will be provided with a Job Safety Analysis template on the unit website that you are to complete and submit. Your task is to select an observable job that can be completed within six (6) to eight (8) steps. Based on your chosen job, you are required to conduct a Job Safety Analysis (JSA) that includes the following:

- Job name
- Description of the context in which the job takes place
- Description of the worker(s) who perform the job
- Job breakdown into steps
- Consultation arrangements
- Detailed risk assessment
- Evaluation of risk control treatment, supported with reference to relevant and reputable sources

- Develops an appropriate Corrective Actions Plan
- Reference list
- Word limit: 1500 words

Assessment Due Date

Week 10 Friday (18 May 2018) 11:45 pm AEST
Complete and submit the JSA template provided

Return Date to Students

Week 12 Friday (1 June 2018)

Weighting

40%

Assessment Criteria

The Job Safety Analysis will be marked according to the following criteria:

- Job analysis: an observable job that takes six (6) to eight (8) steps to complete (10 marks)
- Job details: describes job, worker, work context, and consultation arrangements (10 marks)
- Risk assessment worksheet: job steps, hazards, risk analysis, risk control, type of control and residual risk (20 marks)
- Evaluates risk control treatment by utilising a suitable risk control framework (i.e. the hierarchy of control) (20 marks)
- Develops a suitable Corrective Actions Plan (considers WHS legislation within an evidence-based framework (20 marks)
- Communication: written expression, spelling, grammar, relevant and reputable sources, referencing style (20 marks)

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Complete and submit the template provided to you on Moodle.

Learning Outcomes Assessed

- Define terms utilised in risk management.
- Recognise and apply the principles of risk management in a health and safety context.
- Identify and prioritise hazards according to their risk in a variety of settings.
- Apply the hierarchy of control in recommending appropriate interventions to control risk.
- Demonstrate diverse and critical thinking in risk management decision making.
- Differentiate between compliance-based and evidence-based practice.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem