OCHS11025 *Health and Safety Risk Management*
Term 3 - 2018

Profile information current as at 24/04/2024 10:18 pm

All details in this unit profile for OCHS11025 have been officially approved by CQUniversity 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 3 - 2018

- Distance

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 'Have your say' survey

Feedback

I found the lectures engaging and the information very useful and relevant.

Recommendation

Continue to encourage lecture and tutorial (ISL and/or Zoom) attendance.

Feedback from 'Have your say' survey

Feedback

Students requested that the tutorial for the Job Safety Analysis (JSA) be presented earlier than 2 weeks before due date.

Recommendation

The tutorial for the Job Safety Analysis will be delivered earlier in the term.

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

— N/A Level | • Introductory Level | • Intermediate Level | • Graduate Level | ◦ Professional Level | ◦ Advanced Level

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

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: Hardcover

Additional Textbook Information
Copies are available to purchase from the CQUni Bookshop here http://bookshop.cqu.edu.au (search on the Unit code)

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

David Skegg Unit Coordinator
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Schedule

Week 1 - 05 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Exploring risk		Examination of readily available resources.

Week 2 - 12 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk concepts		Concepts of risk are explored.

Week 3 - 19 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk context	Return to Salyut	Quiz 1 Opens: Monday 6:00 am AEST

Week 4 - 26 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic

Risk assessment (identification)	In search of the lost cord	How to identify a risk is an essential part of understanding the process. Quiz 1 Due: Monday (26/11/18) 9.00 am AEST

Vacation Week - 03 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 5 - 10 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk assessment (analysis)	Silent warning	In this week, you will look at how to analyse risks. Don't forget your case study for 17th December 2018.

Week 6 - 17 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk assessment (evaluation)	Zzzs in Zeebrugge	This week we learn to evaluate risk. **Case Studies** Due: Week 6 Monday (17 Dec 2018) 12:00 am AEST

Week 7 - 31 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk control (law)	The peppermint twist	Controlling risks is covered by law. This week looks at the issue.

Week 8 - 07 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Risk control (treatment)	Never cry wolf	How to treat risks, and how the law requires that to be done, is examined in this week.

Week 9 - 14 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Risk review	Genie in the bottle	Reviewing the ongoing effectiveness of the management of risk is essential to maintain an acceptable level of risk.

Week 10 - 21 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Risk communication	Rental car	Knowledge has no value unless it is shared. communicating the aspects of risk is a necessary function. Don't forget your JSA for 25th January 2019. **Job Safety Analysis** Due: Week 10 Friday (25 Jan 2019) 11:45 pm AEST

Week 11 - 28 Jan 2019

Module/Topic	Chapter	Events and Submissions/Topic
Risk decision-making	Set Phasers on Stun	This week we look at the importance of effective decision-making and evidence-based thinking when managing risk.

Week 12 - 04 Feb 2019

Module/Topic	Chapter	Events and Submissions/Topic

Risk management process		This week on the overall risk management process brings us to the end of term. Quiz 2 Opens: Monday (4/2/2019) 6:00 am AEST
Exam Week - 11 Feb 2019		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Quizzes Due: Exam Week Monday (11 Feb 2019) 9:00 am AEST

Term Specific Information

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 6:00am 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
Exam Week Monday (11 Feb 2019) 9:00 am AEST
Quiz 1 is due Monday of Week 4 at 9:00 AM AEST. Quiz 2 is due Monday of Week 13 at 9:00 AM AEST.

Return Date to Students

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 develop various academic skills and to synthesise theory by applying risk concepts to real world situations. This portfolio encompasses the development of: 1) four annotated bibliographies and 2) one case study analysis.

- **Annotated Bibliographies**

As a collective group, you are to develop four annotated bibliographies, one for each of the case studies assigned for analysis. These annotated bibliographies will later be used to help you analyse the case study in an evidence-informed manner. Academic skills being developed include: how to find reputable sources, how to write in an academic setting, and how to acknowledge sources appropriately (i.e. referencing). An annotated bibliography is a brief overview of available research on the topic. Individual contributions to this bibliography are in the form of an annotation on the source chosen. An annotation is a short paragraph that comments on the source and contains:

- The citation information (Provide a complete reference in CQUni Harvard referencing style)
- A short summary about the contents of the article (or other) and an explanation for why this source is relevant to the case study.
- Your name. For this assignment, please include your name at the end to ensure that we know whose annotation it is.

Your task is to write a minimum of one annotation for each of the four case studies. A wiki page for each case study has been established (located in Moodle) that the entire class can access to populate the annotated bibliography. You can add as many annotations as you like.
However, your annotation must be unique, in that it must be either a totally different source, or identify a contribution that no other student has identified.
Only four (those that you submit in the assessment submission area) will be graded. Instructions on how to edit the wiki page will be provided on Moodle.

- **The Case study analysis**

As an individual you are required to select one of the case studies for risk analysis. You are required to analyse the case study and support your work with reputable sources. However, you can only use sources contained in the annotated bibliography. You are required to do the following:

- Identify the main person/s at risk
- Identify the primary hazard and explain how the person/s at risk were exposed
- Provide details on the energy that caused the harm
- Describe the health and safety consequences due to exposure of the identified harmful energy
- Identify and explain how a contextual factor created a system vulnerability that contributed to the health and safety risk
- Write in academic style (i.e. third person, correct spelling and grammar) and in complete sentences.
- Support your analysis with evidence (i.e. use reputable sources to inform the analysis)
- Correctly acknowledge sources cited using the CQUni Harvard referencing style (the guide is in our Unit Profile)

Do not provide a summary of the case study. This will consume much of your word count.
When you are ready to submit, please complete and submit the *Case Study Analysis Form* (located on Moodle) in the Assessment Item 2 submission area. The form has space for four annotations, one for each case study, and space for the analysis of your chosen case study.
The list of case studies (which will come from your textbook) will be provided on Moodle.
However, your annotation must be unique, in that it must be either a totally different source, or identify a contribution that no other student has identified.

Assessment Due Date
Week 6 Monday (17 Dec 2018) 12:00 am AEST

Return Date to Students
Week 8 Monday (7 Jan 2019)

Weighting
40%

Assessment Criteria
Four Annotations (5 marks each for a total of 20 marks)

- Outlines the contribution to the analysis of the case study (2.5 marks)
- Reference regarding its reputability and CQUni Harvard style accuracy (2.5 marks)

Case study analysis (total 20 marks)

- Identified the primary person/s at risk (1 mark)
- Identified the primary hazard and means of exposure (2 marks)
- Energy properties that caused the harm are detailed (2 marks)
- Consequences of exposure are described (2 marks)
- Identified and explained how a contextual factor (e.g. work environment) contributed to system vulnerability and risk (3 marks)
- English expression, spelling and grammatical accuracy (5 marks)
- Referencing accuracy using CQUni Harvard style (5 marks)

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 range: 1500-1800 words

Assessment Due Date
Week 10 Friday (25 Jan 2019) 11:45 pm AEST
Complete and submit the JSA template provided

Return Date to Students
Week 12 Friday (8 Feb 2019)

Weighting
40%

Assessment Criteria
The Job Safety Analysis will be marked according to the following criteria (total of 40 marks):

- Job analysis: an observable job that takes six (6) to eight (8) steps to complete (4 marks)
- Job details: describes job, worker, work context, and consultation arrangements (4 marks)
- Risk assessment worksheet: job steps, hazards, risk analysis, risk control, type of control and residual risk (8 marks)
- Evaluates risk control treatment by utilising a suitable risk control framework (i.e. the hierarchy of control) (8 marks)
- Develops a suitable Corrective Actions Plan (considers health and safety legislation within an evidence-based framework (8 marks)
- Communication: written expression, spelling, grammar, relevant and reputable sources, referencing style (8 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