OCHS11027 *OHS Fundamentals*

Term 1 - 2017

Profile information current as at 12/10/2024 12:59 pm

All details in this unit profile for OCHS11027 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 unit introduces students to concepts, processes and procedures that are fundamental to the effective management of occupational health and safety in organisations. Topics include safety management, workplace communication and participation, compliance-driven and voluntary health and safety initiatives and emergency planning.

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 - 2017

- 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. **Written Assessment**
Weighting: 30%
2. **Portfolio**
Weighting: 20%
3. **Portfolio**
Weighting: 30%
4. **Portfolio**
Weighting: 20%

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 student feedback

Feedback

Moodle site - navigation was difficult. Web sites should be designed with minimum scrolling required. Placing the content headers in the LH navigation panel made navigating to information more difficult than it should be. Recommend that weeks be blocked in the middle to improve navigation. To that end, the University should have a standard that is followed.

Recommendation

Alternate layout for moodle site will be trialled

Action

Collapse topic format was trialed and student responses (including emails sent to the unit coordinator and marker) reflected this as a favorable format for navigation.

Unit Learning Outcomes

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

1. Develop, implement and maintain a simple health and safety management sytem.
2. Plan work-related health and safety measures and initiatives.
3. Develop and implement a health and safety consultation and participation process.
4. Develop and implement strategies to manage work-related hazards.
5. Develop and implement emergency management and incident response procedures.

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
1 - Written Assessment - 30%	•	•			
2 - Portfolio - 20%	•		•		
3 - Portfolio - 30%	•			•	
4 - Portfolio - 20%	•				•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - Written Assessment - 30%	•	•	•	•		•	•	•		
2 - Portfolio - 20%	•	•	•	•		•	•	•		
3 - Portfolio - 30%	•	•	•	•		•	•	•		
4 - Portfolio - 20%	•	•	•	•		•	•	•		

Textbooks and Resources

Textbooks

OCHS11027

Supplementary

WHS: A Management Guide
4th edition (2015)
Authors: R Archer, K Borthwick, M Travers & L Ruschena
Cengage Learning Australia
Melbourne , Victoria , Australia
ISBN: 9780170259828
Binding: Paperback

Additional Textbook Information
This textbook should be available on loan from the CQU Library. However, limited copies are available and if you would prefer a personal copy you can order one from the CQUni Bookshop here.

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

Frank Bogna Unit Coordinator
f.bogna@cqu.edu.au

Schedule

Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Introduction and the legal framework (including Worker's Compensation)	Chapter 1, 2 & 16	

Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Developing a systematic approach to safety (Part 1)	Chapter 4	

Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Developing a systematic approach to safety (Part 2)	Chapters 4 & 5	

Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic

Risk management	Chapter 6	

Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Consultation & communication	Chapter 3	

Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
		Written assessment 1 **Written Assessment** Due: Vacation Week Monday (10 Apr 2017) 10:00 am AEST

Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Managing the work environment (including noise, vibration, manual handling)	Chapters 8, 9 & 12	

Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Managing physical risks (Plant)	Chapter 7	

Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Managing health and hygiene risks (Hazardous Chemicals)	Chapter 9 & 10	**Portfolio 1** Due: Week 8 Monday (1 May 2017) 10:00 am AEST

Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Managing fitness for work	Additional readings	

Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Emergency procedures	Chapter 14	

Week 11 - 22 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Incident reporting & notification	Chapter 15	Portfolio 2 **Portfolio 2** Due: Week 11 Monday (22 May 2017) 10:00 am AEST

Week 12 - 29 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Review		

Review/Exam Week - 05 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
		Portfolio 3 **Portfolio 3** Due: Review/Exam Week Monday (5 June 2017) 10:00 am AEST

Exam Week - 12 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Co-lecturer and marker: Kevin Perry

Assessment Tasks

1 Written Assessment

Assessment Type
Written Assessment

Task Description
Select a small to medium-sized business (up to 30 employees) for which you have been asked to develop a safety management system.
Part A (5%) (500 words)
1. Describe the business and the industry it operates in. Identify any aspects of the business or industry that you consider might require particular attention from a health and safety perspective.
2. What is the occupational health and safety performance of the industry or of relevant occupational aspects of the industry (e.g. high level of MSDs, working at heights, working in confined spaces, etc.)
Part B (15%) (1 500 words)
1. Develop a Table of Contents for an SMS Manual for the business. The Table of Contents should contain a range of elements (main headings) and their components (subheadings) for the hazards that the business will be required to manage. Provide a brief statement describing each element (heading).
2. Provide an explanation (150 words) of how the OHSMS operates in terms of its format, content, purposes and functions.
3. Prepare an Implementation Plan outlining one strategy the business has decided to undertake to improve OHS outcomes (i.e. a training initiative, a process for hazard reporting or a new method for conducting inspections). Include the following in the plan
• The series of steps required to implement the strategy
• Methods or activities used to consult with others
• The allocation of key tasks to be undertaken in order to implement the plan, inclusive of dates/time frames
• A method of tracking the completion of tasks prescribed in the plan.
Part C (10%) (1 000 words)
1. List three sources of information and data that would be relevant to the business in the management of OHS risks (i.e. name specific reports, registers or records). Explain how information and data can be collected, recorded and analysed to assist in managing OHS risks in the business.
2. List the benefits to an organisation of having workers' compensation, return-to-work and injury management integrated into the SMS.

Assessment Due Date
Vacation Week Monday (10 Apr 2017) 10:00 am AEST

Return Date to Students
Week 6 Friday (21 Apr 2017)

Weighting
30%

Assessment Criteria
1. Description of the business and industry
2. Identification of relevant aspects of business operation from an OHS/WHS perspective
3. Outline of the OHS performance of the industry and/or relevant occupational factors
4. Outline of the importance of an OHS/WHS management system, particularly from a legislative perspective
5. Identification of relevant policies and procedures, particularly from a legislative perspective
6. Consideration of the impact of legislative intervention on the risk management process
7. Format, grammar, punctuation
8. Harvard referencing style

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- Develop, implement and maintain a simple health and safety management sytem.
- Plan work-related health and safety measures and initiatives.

assessmentGradAttribute

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

2 Portfolio 1

Assessment Type
Portfolio

Task Description
Portfolio 1 (20%) (due Week 8)
1. Outline the need for, and benefits of, an OHS/WHS consultation procedure. How would you go about developing such a procedure? What evidence of consultation with stakeholders in the development of the procedure would be relevant? (500 words) (5%)
2. Develop a comprehensive procedure for effective OHS/WHS consultation with workers and their participation in OHS/WHS matters at the workplace.(1500 words) (15%). Note: This procedure does not need to specifically relate to the business nominated in Written Assessment 1.

Assessment Due Date
Week 8 Monday (1 May 2017) 10:00 am AEST

Return Date to Students
Week 10 Friday (19 May 2017)

Weighting
20%

Assessment Criteria
1.Outline of needs and benefits for OHS/WHS consultation procedure
2.Process for developing a procedure
3.Methods of consultation with stakeholders in the development of a consultation procedure
4. Develops a comprehensive procedure for worker consultation and participation
5. Format, grammar and punctuation
6. Harvard referencing style

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- Develop, implement and maintain a simple health and safety management sytem.
- Develop and implement a health and safety consultation and participation process.

assessmentGradAttribute

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

3 Portfolio 2

Assessment Type
Portfolio

Task Description
Portfolio 2 (30%) (due Week 11)
Develop procedures for the effective management of each of the following matters at a workplace:
(i) Plant and equipment (including specific requirements for the operation of high risk plant and licencing requirements (1000 words) (10%)
(Note: Include the identification of the specific legal requirements for high-risk work licences for specific plant).
(ii) Hazardous Chemicals (1000 words) (10%)
(iii) Fitness for work (1000 words) (10%)
Note: These procedures do not need to specifically relate to the business nominated in Written Assessment 1.

Assessment Due Date
Week 11 Monday (22 May 2017) 10:00 am AEST

Return Date to Students
Week 12 Friday (2 June 2017)

Weighting
30%

Assessment Criteria
1. Develops procedures for managing risks associated with manual handling, plant and equipment, chemicals, bullying & harassment, and fitness for work
2. Format, grammar and punctuation
3. Harvard referencing style

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- Develop, implement and maintain a simple health and safety management sytem.
- Develop and implement strategies to manage work-related hazards.

assessmentGradAttribute

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

4 Portfolio 3

Assessment Type
Portfolio

Task Description
Portfolio 3 (20%) (due Week 12)
Develop procedures for the effective management of each of the following matters at a workplace:
(i) Emergency response procedures (1500 words) (15%)
(ii) Procedures for incident reporting and notification (500 words) (5%)
Note: These procedures do not need to specifically relate to the business nominated in Written Assessment 1.

Assessment Due Date
Review/Exam Week Monday (5 June 2017) 10:00 am AEST

Return Date to Students
Exam Week Friday (16 June 2017)

Weighting
20%

Assessment Criteria
1. Develops relevant incident response procedures, checklist for emergency response drill and procedures for incident reporting, rehabilitation and return to work
2. Format, grammar and punctuation
3. Harvard referencing style

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- Develop, implement and maintain a simple health and safety management sytem.
- Develop and implement emergency management and incident response procedures.

assessmentGradAttribute

- 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