



# OCHS11027 OHS Fundamentals

## Term 1 - 2018

Profile information current as at 20/04/2024 10:29 pm

All details in this unit profile for OCHS11027 have been officially approved by CQU University 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 - 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. **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 Student feedback

##### Feedback

Students found the Moodle site easy to navigate with the Collapsed Topics format.

##### Recommendation

Retain Collapsed Topic format for moodle site.

#### Feedback from Student feedback

##### Feedback

Students requested further detail for the assessment tasks.

##### Recommendation

Additional resources (templates and exemplars of completed procedures) to be provided. Detailed strategies on the development of procedures to be included as additional tutorials, in order to clarify assessment tasks. These tutorials will be recorded and posted in Moodle.

#### Feedback from Student feedback

##### Feedback

Students report that the Zoom tutorials were useful to improve understanding of assessments.

##### Recommendation

Continue the use of Zoom tutorials in addition to weekly lecture.

## 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 system.
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



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
<b>1 - Written Assessment - 30%</b>	•	•			
<b>2 - Portfolio - 20%</b>	•		•		
<b>3 - Portfolio - 30%</b>	•			•	

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
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

Edition: 5th edn (2017)

Authors: Archer,R, Borthwick,K, Travers,M & Ruschena, L

Cengage Learning Australia

South Melbourne , VIC , Australia

ISBN: 9780170386319

Binding: Other

#### 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](#).

This textbook is not compulsory, but may assist you. See details above.

### 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](mailto:f.bogna@cqu.edu.au)

## Schedule

### Week 1 - 05 Mar 2018

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

### Week 2 - 12 Mar 2018

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

### Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
Developing a systematic approach and WHS information systems (Part 2)	Chapters 4 & 5	

### Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Risk Management Chapter 6

#### Week 5 - 02 Apr 2018

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

#### Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Written Assessment</b> Due: Vacation Week Monday (9 Apr 2018) 10:00 am AEST

#### Week 6 - 16 Apr 2018

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

#### Week 7 - 23 Apr 2018

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

#### Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
Managing health and hygiene risks (Hazardous Chemicals)	Chapter 9 & 10	<b>Portfolio 1</b> Due: Week 8 Monday (30 Apr 2018) 10:00 am AEST

#### Week 9 - 07 May 2018

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

#### Week 10 - 14 May 2018

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

#### Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Incident reporting & notification	Chapter 15	<b>Portfolio 2</b> Due: Week 11 Monday (21 May 2018) 10:00 am AEST

#### Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
Review		

#### Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Portfolio 3</b> Due: Review/Exam Week Monday (4 June 2018) 10:00 am AEST

#### Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Written Assessment

**Assessment Type**  
Written Assessment

## Task Description

Written Assessment 1 (30%) (due Vacation Week)

Select a small to medium-sized business (i.e. between 10 - 50 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.) Access and provide references to statistical data to support your findings.

Part B (15%) (1 500 words)

1. Develop a Table of Contents or alternative format for an OHSMS Manual for the business. The Table of Contents should contain a range of elements (main headings) and their components (subheadings) reflecting the ways in which OHS will be managed. Provide a brief statement describing each element (main 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). The plan may be presented in the form of a table. 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 for the business to use 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 OHSMS.

## Assessment Due Date

Vacation Week Monday (9 Apr 2018) 10:00 am AEST

## Return Date to Students

Week 6 Friday (20 Apr 2018)

## 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, supported by statistical data.
4. Outline of OHS/WHS management system elements and their operation in the system
5. Identification of relevant policies and procedures, particularly from a legislative perspective
6. Prepare an implementation plan for one OHS initiative
7. Format, grammar, punctuation
8. Harvard referencing style

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

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

## Graduate Attributes

- 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 (30 Apr 2018) 10:00 am AEST

### Return Date to Students

Week 9 Friday (11 May 2018)

### 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

### Learning Outcomes Assessed

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

### Graduate Attributes

- 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 (21 May 2018) 10:00 am AEST

**Return Date to Students**

Week 12 Friday (1 June 2018)

**Weighting**

30%

**Assessment Criteria**

1. Develops procedures for managing risks associated with plant and equipment, chemicals and fitness for work
2. Format, grammar and punctuation
3. Harvard referencing style

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

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

**Graduate Attributes**

- 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 (4 June 2018) 10:00 am AEST

**Return Date to Students**

Exam Week Friday (15 June 2018)

**Weighting**

20%

**Assessment Criteria**

1. Develops relevant procedures for emergency response and incident reporting and notification.
2. Format, grammar and punctuation
3. Harvard referencing style

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

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

## 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