



# OCHS11027 OHS Fundamentals

## Term 1 - 2019

Profile information current as at 26/04/2024 09:23 am

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 - 2019

- Adelaide
- Brisbane
- Bundaberg
- Gladstone
- Mackay
- Melbourne
- Online
- 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 evaluation

##### Feedback

Students have noted repetition in the completion of portfolio items where the design of a procedure is required (used in Portfolio 1, 2 and 3).

##### Recommendation

Redesign of one assessment item (Portfolio 3).

## 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
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	•	•	•	•	•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 (2018)

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

Cengage Learning Australia

Melbourne , Vic , Australia

Binding: Paperback

#### **Additional Textbook Information**

The following book is recommended but not mandatory for this unit. Limited numbers of an earlier edition are available through the CQ University library.

However, if you would prefer your own copy, you can purchase at the CQUni Bookshop here: <http://bookshop.cqu.edu.au>

[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

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## Schedule

### **Week 1 - Introduction and legal framework - 11 Mar 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction and the legal framework (including Worker's Compensation)	Text Book Chapter 1, 2. Worker's Compensation can be found in Chapter 16 (4th edition) or Chapter 17 (5th edition).	Tutorial: Topic: Intro, expectations, assessment requirements (including rubrics).

### **Week 2 - Developing a systematic approach to OHS - 18 Mar 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Developing a systematic approach to safety (Part 1)	Text Book Chapter 4	Tutorial: Topic: WHS/OHS laws, Data & statistics - where to find them, what do they look like, etc.

### **Week 3 - Developing a systematic approach to OHS (Part 2) - 25 Mar 2019**

Module/Topic	Chapter	Events and Submissions/Topic
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Lecture: Developing a systematic approach and OHS information systems (Part 2)	Text Book Chapters 4 & 5	Tutorial: Topic: Example of a WHS/SMS Manual and of a WHS Implementation Plan. Expectations regarding Assessment 1.
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**Week 4 - OHS risk management: linkages to OHS management systems - 01 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Risk management: Linkages to OHS management systems and procedures	Text Book Chapter 6	Tutorial: Topic:How to write procedures and work instructions.

**Week 5 - OHS Consultation - 08 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Consultation & communication	Text Book Chapter 3	No tutorial. Assessment 1 due next week.

**Vacation Week - 15 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
No lecture this week. Independent study.		<b>Written Assessment 1</b> Due: Vacation Week Monday (15 Apr 2019) 10:00 am AEST

**Week 6 - Work environment - 22 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to managing the work environment (including noise, vibration, manual handling)	Text Book Chapters 8, 9 & 12	Tutorial: Topic:Expectations regarding Portfolio 1.

**Week 7 - Managing risks associated with plant - 29 Apr 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Managing physical risks (Plant)	Text Book Chapter 7	No tutorial. Portfolio 1 due next week.

**Week 8 - Hazardous chemicals - 06 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Introduction to managing health and hygiene risks (Hazardous Chemicals)	Text Book Chapter 9	No tutorial.  <b>Portfolio 1</b> Due: Week 8 Monday (6 May 2019) 10:00 am AEST

**Week 9 - Fitness for work - 13 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Managing fitness for work	Prescribed readings provided in Moodle	Tutorial: Topic: Expectations regarding Portfolio 2 & 3.

**Week 10 - Emergency management - 20 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Emergency management	Text Book Chapter 14 (4th edition) or Chapter 13 (5th edition)	No tutorial.

**Week 11 - Reporting and notification of incidents - 27 May 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Lecture: Reporting & notification of incidents to regulatory agencies, management and other relevant stakeholders	Text Book Chapter 15 (4th edition) or Chapter 16 (5th edition).	No tutorial.  <b>Portfolio 2</b> Due: Week 11 Monday (27 May 2019) 10:00 am AEST

**Week 12 - Independent study and review - 03 Jun 2019**

Module/Topic	Chapter	Events and Submissions/Topic

Independent study, review and completion of assessment

Portfolio 3 due next week.

### Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Portfolio 3</b> Due: Review/Exam Week Monday (10 June 2019) 10:00 am AEST

### Exam Week - 17 Jun 2019

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

### 1 Written Assessment 1

#### Assessment Type

Written Assessment

#### Task Description

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

Select a small to medium-sized organisation (i.e. between 10 - 50 employees) operating within Australia for which you have been asked to develop a safety management system. The following activities are the preliminary steps towards developing a safety management system. The actual safety management system will be completed in OCHS13018 Safety Systems.

##### Part A (5%) (500 words)

1. Describe the organisation and the industry it operates in. Identify any activities or work environment of the organisation or industry that you consider might require particular attention from a health and safety perspective (2%).
2. What are the occupational health and safety incident/injury/fatality rates of the industry or of relevant occupational aspects of the industry (e.g. high level of musculo-skeletal disorders (MSDs), working at heights, working in confined spaces, etc.)? Access and provide references to statistical data relating to Australian businesses to support your findings (3%).

##### Part B (15%) (1 500 words)

1. Develop a Table of Contents or alternative format for an OHSMS Manual for the organisation. The Table of Contents should contain a range of elements (main headings) and their components (subheadings) reflecting the ways in which OHS will be organised and managed. Provide a brief statement describing each element as a main heading (5%).
2. Provide an explanation (150 words) of how the OHSMS operates in terms of its format, content, purposes and functions (5%).
3. Prepare an Implementation Plan outlining only one strategy the organisation 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 (5%):
  - a. The series of steps required to implement the strategy
  - b. Methods or activities used to consult with others
  - c. The allocation of key tasks to be undertaken in order to implement the plan, inclusive of dates/time frames
  - d. 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 existing internally within the organisation that would be relevant for the organisation 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 organisation (5%).
2. List the benefits to an organisation of having workers' compensation, return-to-work and injury management integrated into the OHSMS (5%).

#### Assessment Due Date

Vacation Week Monday (15 Apr 2019) 10:00 am AEST

#### Return Date to Students

Week 6 Friday (26 Apr 2019)

#### Weighting

30%

### Assessment Criteria

1. Description of the organisation and industry
2. Identification of relevant aspects of organisational 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

A detailed marking rubric will be provided in Moodle at the commencement of term.

### 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? Describe how you would consult with stakeholders in the development of the procedure (500 words) (5%).
2. Develop a comprehensive procedure for effective OHS/WHS consultation with workers and their participation in OHS/WHS matters in an organisation (1500 words) (15%). Note: This procedure does not need to specifically relate to the organisation nominated in Written Assessment 1.

### Assessment Due Date

Week 8 Monday (6 May 2019) 10:00 am AEST

### Return Date to Students

Week 9 Friday (17 May 2019)

### 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

A detailed marking rubric will be provided in Moodle at the commencement of term.

### 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 three procedures, one for the effective management of each of the following three matters within an organisation:

- Plant and equipment. This must include the identification of the specific legal requirements for high-risk work licences for specific plant (1000 words) (10%).
- Hazardous chemicals (1000 words) (10%).
- Fitness for work (1000 words) (10%).

Note: These procedures do not need to specifically relate to the organisation nominated in Written Assessment 1.

**Assessment Due Date**

Week 11 Monday (27 May 2019) 10:00 am AEST

**Return Date to Students**

Week 12 Friday (7 June 2019)

**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

A detailed marking rubric will be provided in Moodle at the commencement of term.

**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 Review/Exam Week)

Develop plans for the effective management of emergencies and incident reporting/notification for an organisation:

#### **PART A** (1500 words) (15%)

Emergency response plans

1. Develop an *emergency risk register* listing a range of potential emergencies (an Emergency Risk Register, not one representing all risks). Ensure that you list at least four types of potential emergencies. Provide the following information.

- a. Categorisation for each of the emergencies (4%).
- b. Potential effects on people (internal and external to the site), property and the environment (1%).

#### 2. Prepare for an Initial Response

Develop an *initial response plan for one potential emergency event* (i.e. fire or bomb threat or natural disaster etc). Include the following information in the response plan.

- a. Responsibilities of key emergency control organisation (ECO) stakeholders (2%).
- b. A set of instructions to be followed during the emergency by all persons. This may take the form of action cards that are accessible or displayed in prominent locations (3%).
- c. Provide a list of physical systems used in the emergency (i.e. emergency alerting systems, emergency protection systems, required safety wear) and briefly describe their function/role in an emergency (2%).
- d. State the required training needs to initiate and execute the plan (2%).
- e. Reference to Australian legislation and standards, current industry practice, specialist advice and input by emergency agencies in the development of the plan (1%).

#### **PART B** (500 words) (5%).

Prepare a flowchart and accompanying explanatory notes for incident reporting and notification (excluding the investigation process) for an organisation.

1. The flowchart needs to incorporate the actions required for both the statutory notification of an incident to the relevant regulator(s), and the internal actions used by the organisation to record the incident. Note that the flowchart should not include the investigation process (3%).
2. Include explanatory notes that would accompany the use of the flowchart (2%).

### Assessment Due Date

Review/Exam Week Monday (10 June 2019) 10:00 am AEST

### Return Date to Students

Exam Week Friday (21 June 2019)

### Weighting

20%

### Assessment Criteria

1. Develops relevant plans for emergency response and incident reporting and notification.
2. Format, grammar and punctuation

A detailed marking rubric will be provided in Moodle at the commencement of term.

### 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