



OCHS12002 Occupational Health and Safety Practice

Term 2 - 2017

Profile information current as at 20/04/2024 12:56 am

All details in this unit profile for OCHS12002 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 develops technical competencies for the developing occupational health and safety practitioner. Students will visit a range of worksites and gain practical experience in conducting routine occupational health and safety activities.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

OCHS11025 Health & Safety Risk Management and (OCHS11026 Introductory Occupational Health & Safety OR OCHS12001 Introductory Occupational Health & Safety).

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 2 - 2017

- Adelaide
- Brisbane
- Bundaberg
- Distance
- Gladstone
- Melbourne
- 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).

Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are: Click here to see your [Residential School Timetable](#).

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. **Group Work**

Weighting: 30%

2. **Portfolio**

Weighting: 40%

3. **Written Assessment**

Weighting: 30%

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

Smaller practicum groups would aid learning

Recommendation

Review student group sizes to match the activity.

Feedback from Student feedback

Feedback

Res School: more practice using hygiene equipment before the practicum. Go through the inspection checklists, hygiene reports and risk assessments in more detail

Recommendation

Include more introductions and explanations of each tool and equipment used before commencement of each practicum exercise.

Unit Learning Outcomes

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

1. Demonstrate practical skills in hazard identification, assessment, control and review.
2. Apply theoretical concepts to practical situations.
3. Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
4. Communicate occupational health and safety information professionally to a variety of audiences.
5. Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.
6. Construct a formal inspection report demonstrating 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 - Group Work - 30%	•	•	•	•	•	
2 - Portfolio - 40%	•	•	•	•	•	
3 - Written Assessment - 30%	•	•	•	•	•	•

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 - Group Work - 30%		•	•	•	•	•	•	•		
2 - Portfolio - 40%	•	•	•	•		•	•	•		
3 - Written Assessment - 30%	•	•	•	•		•		•		

Textbooks and Resources

Textbooks

There are no required textbooks.

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
e.crawford@cqu.edu.au

Schedule

Week 1 - 10 Jul 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Theory: OHS professional practice

Week 2 - 17 Jul 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Theory: Safety management systems

Week 3 - 24 Jul 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Theory: Risk management

My Preferred Team Role Due: Tuesday
(25 July 2017) 10:00 AM AEST

Week 4 - 31 Jul 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Theory: Occupational hygiene

Week 5 - 07 Aug 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Theory: Risk communication &
consultation

Vacation Week - 14 Aug 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Residential School

Presentation Due: Vacation Week
Wednesday (16 Aug 2017) 9:00 am
AEST

Week 6 - 21 Aug 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Practice: Evidence-based practice

Week 7 - 28 Aug 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Practice: Safety regulation

Week 8 - 04 Sep 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Practice: Linking risk management to
safety management systems

Week 9 - 11 Sep 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Practice: Inspections and audits

Residential School Portfolio Due:
Week 9 Monday (11 Sept 2017) 10:00
am AEST

Week 10 - 18 Sep 2017

Module/Topic**Chapter****Events and Submissions/Topic**

Practice: Risk management activities

Week 11 - 25 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Practice: Noise, light & ventilation monitoring		Workplace Inspection Report Due: Week 11 Monday (25 Sept 2017) 10:00 am AEST

Week 12 - 02 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
Practice: Reports and presentations		

Review/Exam Week - 09 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 16 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

Residential school is in Rockhampton, August 14-18.

Assessment Tasks

1 Presentation

Assessment Type

Group Work

Task Description

This assignment is about **preparing and presenting a workplace presentation**. For both your study and future work purposes, it is important that you develop confidence in providing an oral presentation to a group. Professional communication can encompass written, oral, visual and digital communication.

(a) Team Role Test (non-graded)

This is a team assignment and you will be assigned to a team by the Lecturer.

Note: If you do not submit this assessment item, you will be randomly added to a team. For best results, all students would have completed the team role test.

First task - Due Tuesday of Week 3 10:00 am AEST!

Please conduct the **Team Role Test** - based on Belbin's work, and read about **your preferred team roles**. **Once completed** upload the scores achieved, in the My Preferred Team Roles forum.

(b) Presentation (30%)

As a team, you are to select an *OHS hazard* that you anticipate to be present during Residential School. Research the topic and provide a 15 minute presentation that includes a short reinforcement or assessment activity. The presentation should be appropriate for delivery to workers. You will be required to deliver the presentation to the rest of the class during your Residential School.

At the end of your presentation, your team will be required to introduce the next team then chair any questions and conclude their session.

Assessment Due Date

Vacation Week Wednesday (16 Aug 2017) 9:00 am AEST

Provide a title and outline of your presentation

Return Date to Students

Week 7 Friday (1 Sept 2017)

Weighting

30%

Minimum mark or grade

Students must achieve a grade of 50% or more to pass this assessment. Students must pass this assessment to pass this unit.

Assessment Criteria

You will be assessed on both content and delivery using the following marking criteria:

- Organisation and preparation (15%);
- Topic discussion (20%);
- Audience engagement – reinforcement activity (15%);
- Conclusion (5%);
- Use of vocal variety (10%);
- Use of audio/visual aids (10%);
- General delivery (10%);
- Introduce following team, chair questions, conclude session (10%).
- Self and peer review (5%)

Referencing Style

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

Submission

Offline Group

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.

Graduate Attributes

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

2 Residential School Portfolio

Assessment Type

Portfolio

Task Description

You will undertake various practical activities while at residential school. All activities will be noted and compiled into an OHS Portfolio. Details will be provided at residential school.

Assessment Due Date

Week 9 Monday (11 Sept 2017) 10:00 am AEST

Return Date to Students

Week 11 Friday (29 Sept 2017)

Weighting

40%

Minimum mark or grade

To pass this assessment, students must be graded Pass in all core skills: Site inspection, Hygiene monitoring, Risk Management, Reflection and Professionalism. Students must pass this assessment to pass the unit.

Assessment Criteria

The portfolio is evaluated for completeness according to the activities undertaken during residential school.

Equal weighting will apply for each portfolio item to tally (with reflections) to 100%. Note, more than one item may be required from each of the activities below. Professionalism is a pass/fail component and is based on your conduct during residential school.

- Site visit inspection reports (25%)
- Hygiene monitoring reports (25%)
- Risk management reports (25%)
- Reflections (one reflection for each portfolio item) (25%).

- Professionalism (Pass/Fail)

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.

Graduate Attributes

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

3 Workplace Inspection Report

Assessment Type

Written Assessment

Task Description

While at residential School, you will conduct a number of workplace inspections in a variety of different work environments. You will be allocated one of these workplaces for the purposes of this assignment. You are to write a formal workplace inspection report that includes:

- Cover Page – (Student name, number, due date, lecturer, assessment item title)
- Letter of transmittal
- Report Title Page
- Executive Summary
- Table of Contents
- Introduction (Purpose of report, context, scope)
- Methodology (Method of inspection and process)
- Results and Discussion (support discussion with reputable sources, not based on compliance or opinion only)
- Risk Control Plan and associated corrective action plan (prioritised)
- References (Harvard Referencing Style)
- Appendix (completed checklist used and corrective action plan)
- Keep within the word limit of 2,000 words.

Identify both good practice and areas for improvement, based upon the observed risk and the workplace risk controls. The report will be graded on both report writing and content.

Assessment Due Date

Week 11 Monday (25 Sept 2017) 10:00 am AEST

Return Date to Students

Review/Exam Week Friday (13 Oct 2017)

Weighting

30%

Minimum mark or grade

Students must achieve a grade of 50% or more to pass this assessment. Students must pass this assessment to pass this unit.

Assessment Criteria

The assessment task will be graded on report writing and content. Identify both good practice and areas for improvement, based upon the observed risk and applied risk controls.

The task will be graded according to the following criteria:

- Executive Summary concisely reflects the report (10%);
- Inspection checklist completed and appended (5%);
- Applies risk management principles (15%);
- Identifies appropriate links between work, energy and risk (15%);
- Applies regulatory framework in an appropriate and in a tactful manner (10%);
- Draws appropriate conclusions (10%);
- Proposes corrective actions according to priority (15%);
- Formal report structure and content (10%); AND
- Utilises relevant scholarly sources, referencing, written expression, and grammatical accuracy - within 2,000 word limit (10%).

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate practical skills in hazard identification, assessment, control and review.
- Apply theoretical concepts to practical situations.
- Apply legislation, occupational health and safety guidelines and scientific evidence toward safety strategies.
- Communicate occupational health and safety information professionally to a variety of audiences.
- Utilise skills in ethical practice, teamwork and reflection at the level of a developing OHS practitioner.
- Construct a formal inspection report demonstrating evidence based-practice.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology 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