



# OCHS12002 Occupational Health and Safety Practice

## Term 2 - 2021

Profile information current as at 24/04/2024 01:10 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 - 2021

- Mixed Mode

### 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 Have Your Say

**Feedback**

Interstate students appreciated the cost savings associated with the virtual residential school.

**Recommendation**

Consider the virtual residential school option for future offerings.

#### Feedback from Have Your Say

**Feedback**

Students enjoyed the opportunity to interact with staff and peers during the residential school.

**Recommendation**

During residential school, continue the open discussions on OHS topics to maintain peer and staff-student interactions and professional development.

#### Feedback from Have Your say

**Feedback**

While ePortfolio allows for multiple file types within a single project submission, certain video formats would not upload into ePortfolio.

**Recommendation**

Where submission of video recordings is required, provide resources on video editing and formatting.

## 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

OCHS12002

#### Supplementary

##### WHS: A Management Guide

Edition: 6 (2020)

Authors: Archer, R, Ruschena, L, Bogna, F & Travers, M

Cengage

Melbourne, VIC, Australia

ISBN: 9780170446877

Binding: eBook

#### Additional Textbook Information

Textbook should be made available online through CQUniversity library (no requirement for students to purchase book). A 5th edition (earlier edition) is currently available through CQUniversity library.

If you prefer to study with a paper text, you can purchase one at the CQUni Bookshop here:

<http://bookshop.cqu.edu.au> (search on the Unit code).

### 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 - 12 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
The Role of the OHS Professional	International Network of Safety and Health Practitioner Organisations 2017, <i>The Occupational Health and Safety Professional Capability Framework-A Global Framework for Practice</i> , International Network of Safety and Health Practitioner Organisations (INSHPO), Park Ridge, Illinois, USA.	Lecture (Tuesday 13/7/21) - 10.00am - 11.00am Tutorial (Thursday 15/7/21) - 4.00pm

### Week 2 - 19 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Professional Communication	Presenting as a team: Belbin Team Roles (Self-Perception Inventory) - Moodle	Lecture (Tuesday 20/7/21) - 10.00am - 11.00am Tutorial (Thursday 22/7/21) - 4.00pm Submit results from Belbin Team Roles activity (for team allocation)
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### Week 3 - 26 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Workplace Inspections	Resources in Moodle Woodcock, K 2014, 'Model of safety inspection', <i>Safety Science</i> , Vol 62, pp. 145-156.	Lecture (Tuesday 27/7/21) - 10.00am - 11.00am Tutorial (Thursday 29/7/21) - 4.00pm

### Week 4 - 02 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
OHS regulation, standards and guidelines	Resources in Moodle Legislation	Lecture (Tuesday 3/8/21) - 10.00am - 11.00am Tutorial (Thursday 5/8/21) - 4.00pm

### Week 5 - 09 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Risk management and its linkage to Safety Management Systems	Resources in Moodle	Lecture (Tuesday 10/8/21) - 10.00am - 11.00am Tutorial (Thursday 12/8/21) - 4.00pm

### Vacation Week - 16 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		

### Week 6 - 23 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
<b>Virtual Residential School Online</b> Zoom: Tuesday 24/8/21 (9:00 am) to Thursday 26/8/21 (4.00 pm AEST). This residential school is compulsory, and you must be present online for the whole duration of the residential school. You are responsible for ensuring the following: <ul style="list-style-type: none"> <li>• a quiet place away from distractions,</li> <li>• a reliable internet connection,</li> <li>• a clear camera turned on during all zoom sessions (unless otherwise stated),</li> <li>• audio quality with minimal distortion.</li> </ul>	Online session	Online session (Tuesday 24/8/21, Wednesday 25/8/21, Thursday 26/8/21) - 9.00am - 4.00pm 1a Team Presentation (via Zoom during virtual residential)

### Week 7 - 30 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Formal Report Writing	Resources in Moodle	Lecture (Tuesday 31/8/21) 10.00am -11.00am Tutorial (Thursday 2/9/21) - 4.00pm  <b>Team Presentation (Online) Due:</b> Week 7 Friday (3 Sept 2021) 11:59 pm AEST

### Week 8 - 06 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Evidence-informed OHS Practice	Zardo, P & Pryor, P 2012, 'The OHS Professional as a 'Critical Consumer' of Research' in <i>The Core Body of Knowledge for Generalist OHS Professionals</i> , HaSPA (Health and Safety Professionals Alliance), Safety Institute of Australia, Tullamarine, Victoria. <a href="https://www.ohsbok.org.au/bok-chapters/">https://www.ohsbok.org.au/bok-chapters/</a>	Lecture (Tuesday 7/9/21) 10.00am -11.00am Tutorial (Thursday 9/9/21) - 4.00pm
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### Week 9 - 13 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Information and Data Systems	Resources in Moodle	Lecture (Tuesday 14/9/21) 10.00am - 11.00am Tutorial (Thursday 16/9/21) - 4.00pm  <b>Workplace Inspection Report</b> Due: Week 9 Friday (17 Sept 2021) 11:59 pm AEST

### Week 10 - 20 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Reflexive Practice & Professional Development	International Network of Safety and Health Practitioner Organisations 2017, <i>The Occupational Health and Safety Professional Capability Framework-A Global Framework for Practice</i> , International Network of Safety and Health Practitioner Organisations (INSHPO), Park Ridge, Illinois, USA.	Lecture (Tuesday 21/9/21) 10.00am - 11.00am Tutorial (Thursday 23/9/21) - 4.00pm

### Week 11 - 27 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Review of unit	Resources in Moodle	Lecture (Tuesday 28/9/21) 10.00am - 11.00am  <b>OHS Portfolio</b> Due: Week 11 Friday (1 Oct 2021) 11:59 pm AEST

### Week 12 - 04 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
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### Review/Exam Week - 11 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
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### Exam Week - 18 Oct 2021

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

This unit has a compulsory residential school in Week 6. The residential school will be run online. You must be present online for the whole duration of the residential school.

You are responsible for ensuring the following:

- a quiet place away from distractions,
- a reliable internet connection,
- a clear camera turned on during all zoom sessions (unless otherwise stated),
- audio quality with minimal distortion.

# Assessment Tasks

## 1 Team Presentation (Online)

### Assessment Type

Group Work

### Task Description

The objective of this assessment item is to develop professional presentation and teamwork skills.

### Task Description

There are two parts to this assignment:

- 1a the Team Presentation (10%)
- 1b the Individual Presentation Project (20%)

You will be assigned to a team (of three or four members) based on your team role preferences and level of OHS experience..

Preparation: By Friday of Week 2 (23 July 2021), you are required to perform the following tasks:

- Undertake the Belbin Team Role Quiz
- Complete the OCHS12002 Team Selection Survey (in the Getting Started tile). You will be asked to provide your results for these two in order to be allocated to a team.

### 1a. The Team Presentation (10%)

#### Before Residential School:

At the end of week 2, you will be assigned to a team and provided with a team space within Microsoft Teams. Details about Microsoft Teams will be provided in Moodle. As a team you are required to perform the following tasks:

1. Establish a team contract that includes: roles, communication, schedule of milestones and an issues resolution plan.
2. Select a presentation topic from the list provided on Moodle. Each team will present a different topic and selection of topics will be on a 'first in best dressed' basis.
3. The presentation is to take 15 minutes after which there will be 5 minutes for questions. All members must contribute to the development of the presentation. Delivery of the presentation should be equally divided among team members.
4. The content of the presentation should:
  - Pitch to management who have the power to resource actions proposed.
  - Establish the context.
  - Provide details about the hazards.
  - Indicate the extent of associated risks and who is impacted.
  - Propose corrective actions in a persuasive manner.
  - Include an interactive component to engage the audience and aid learning that takes about 5 minutes. The interactive component can be done in a 5-minute block or spread across the presentation.
  - In developing the content, you may like to consider the Energy-Damage Model, the Hierarchy of Control Measures, legislation, Australian and International standards and any other reputable information sources.
  - The presentation should be appropriate for managers and contain enough information to make a compelling case that requires management approval and resourcing.
  - Provide a reference list as the final slide.
5. Submit the final presentation PowerPoint slides in the Moodle Assessment Block by the due date.

#### During Residential School:

1. Your team will deliver your presentation virtually to your fellow classmates. Assign one team member to drive the slides during the Zoom presentation.
2. You will also be required to introduce another team's presentation assigned to your team and chair questions. Share this task among the team.

### 1b. Individual Presentation Project (20%)

#### Post Residential School:

After residential school you are required complete the second half of this assignment in your ePortfolio.

1. Follow the link in Moodle and create a Project in your ePortfolio. Details about your ePortfolio will be provided in Moodle. The project is to contain:
  - your contribution to the presentation (slides, information, etc.), and
  - a personal reflection on how well you felt your delivery went (up to 250 words).
2. Complete and submit this Project within your ePortfolio by the due date.

### Assessment Due Date

Week 7 Friday (3 Sept 2021) 11:59 pm AEST



## Return Date to Students

Week 9 Friday (17 Sept 2021)

## Weighting

30%

## Assessment Criteria

### 1a. Team Presentation (100 marks) weighted at 10%

The Presentation:

- Pitched to management appropriately (10 marks)
- Context is established (10 marks)
- Sufficient depth of discussion (10 marks)
- Provides details about the hazards (10 marks)
- Indicates the extent of associated risks and who is impacted (10 marks)
- Proposes corrective actions in a persuasive manner (10 marks)
- Interactive reinforcement activity/s (10 marks)
- PowerPoint design (10 marks)
- Delivery technique (breath control, pitch, pace, pause, dynamics...) (10 marks)
- Reputable sources and referencing (10 marks)

### 1b. Individual Presentation Project (20 marks) weighted at 20%

- Describes personal contribution (10 marks)
- Depth of discussion (based on your contribution)
- Design of presentation (PowerPoint, video, reinforcement activity)
- Reputable sources and accurate referencing.
- Personal reflection (10 marks)
- Critical thinking
- Consideration of delivery techniques
- Offers useful improvements.

## Referencing Style

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

## Submission

Online 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 Workplace Inspection Report

### Assessment Type

Portfolio

### Task Description

#### Purpose

The purpose of this assessment item is to give you an opportunity to conduct a general workplace inspection within a domestic or light-to-medium industrial environment. During the process you will develop valuable practical skills such as hazard identification, risk assessment, control and monitoring skills. You will become acquainted with OHS legislation and other OHS codes, standards and guidelines. Formal report writing will hone written communication skills and develop various administrative skills required of an OHS Professional.

*MULTIMEDIA ALERT: Please ensure you do not submit multimedia content containing illegal (e.g., drug utensils) ad/or offensive material. Uploading such material would be a breach of the Student Charter and depending on the content*

staff may have a professional obligation to notify relevant authorities.

### **Task Description**

This assessment item is an individual assignment. You are required to undertake either:

- a workplace inspection of one main area (with granted permission from the organisation), or
- a domestic inspection from home. This could include your garden shed, garage, or aspects inside or outside your home.

You are required to do the following:

- Identify a work area (domestic or industrial) to be inspected.
- Obtain permission to conduct the workplace inspection and to take photographs of personnel. Please use the Disclaimer form and Talent Release form located on Moodle:
  - Disclaimer to gain permission from your organisation to conduct the inspection and to collect data (i.e. photographs, video, information, survey);
  - Talent Release form to obtain permission from individuals whom you photograph or video to use their image for the purposes of this assignment.
- Before going on site, you are to:
  - Prepare a general workplace inspection checklist.
  - Obtain permission to enter the site if a workplace or someone else's home.
- During the inspection, you are to do the following:
  - Be dressed in a manner that is required by the workplace (or modest, if at home).
  - Follow instructions and conduct yourself professionally, as per the OHS Professional Capability Framework document.
  - Document the inspection.
  - Capture (on video) your face at least once during the inspection as evidence that you have conducted this inspection.
  - Obtain permission from personnel who may be digitally captured in photographs or video. For each individual, please ask them to complete a Talent Release Form (TED). This form grants you to use their image for educational purposes only. If they only want to give you permission for this assignment, please indicate this as an *agreed memorandum of understanding*.

### **The Formal Workplace Inspection Report should contain, and adhere to, the following:**

- Cover page (Assignment details, members names and group ID)
- Letter of transmittal
- Report title page
- Executive summary (one page only)
- Table of contents
- Contextualisation of the workplace
- Methodology (inspection approach, instrument used)
- Findings (includes good practice and areas for improvement)
- Evaluation of observed risks and additional risk treatment
- Risk Control Plan and associated Corrective Actions Plan that is evidence-based and reasonably practicable
- Assertions with reference to reputable sources (e.g. peer-reviewed journal articles, legislation, Codes of Practice, Australian Standards, Textbooks – best practice)
- Appendices: The completed Inspection Checklist and Corrective Action Plan
- Complies with the limit of 2,500 words (select the most salient items to include in the report)
- Word count excludes the following: cover page, letter of transmittal, title page, executive summary, table of contents, reference list and appendices).

### **Assessment Due Date**

Week 9 Friday (17 Sept 2021) 11:59 pm AEST

### **Return Date to Students**

Week 11 Friday (1 Oct 2021)

### **Weighting**

40%

### **Assessment Criteria**

#### **Formal workplace inspection report 30% (100 marks)**

- Video and images capture evidence that the author conducted the inspection and /or supports report assertions (10 marks)
- Identifies aspects that manage the hazards and associated risks well and those that need improvement (20 marks)
- Evaluates risks observed by utilising a suitable risk control framework (20 marks)
- Develops an evidence-based risk control plan and associated Corrective Actions Plan (20 marks)
- Assertions are supported with reference to reputable sources (10 marks)
- Format is professionally and concisely presented, including document control (10 marks)
- Appendix: contextualised workplace inspection template (10 marks).

As a guide, a report of around **2,500 words** would be suitable for such a task. Reports that exceed the word limit are likely to lack focus, while those below this word count are likely to lack depth.

### 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 OHS Portfolio

### Assessment Type

Written Assessment

### Task Description

#### Purpose

The purpose of this assessment item is to give you an opportunity to develop your risk assessment skills for a variety of items in either a domestic or light-to-medium industrial environment. During the process you will develop valuable practical skills such as hazard identification, risk assessment, control and monitoring skills. You will become acquainted with the OHS legislation and other OHS standards and guidelines.

#### Task Description

You are required to undertake the following three tasks:

1. Conduct a plant risk assessment (20 marks)
2. Develop a hazardous chemical risk register and conduct a hazardous chemical risk assessment (10 marks)
3. Reflect on professional practice (10 marks)

Some legalities to note:

- If any of these tasks are conducted at a workplace, you need to be granted permission to conduct the assessment and to take video and photographic evidence during the assessment. Please use the *Disclaimer form* and *Talent Release form* provided in Moodle.
- Aspects during the risk assessments will need to be captured digitally visually or on paper. Ensure you **capture your face on video** at least once during the assessment as evidence that you have conducted this activity.
- Ensure you obtain permission from personnel who may be digitally captured in photographs or video. For each individual, please ask them to complete a *Talent Release Form (TED)*. This form grants you permission to use their image for educational purposes only. If they only want to give you permission for this assignment, please indicate this as an *agreed memorandum of understanding*.
- **MULTIMEDIA ALERT:** Please ensure you do not submit multimedia content containing illegal (e.g., drug utensils) and/or offensive material. Uploading such material would be a breach of the Student Charter and depending on the content staff may have a professional obligation to notify relevant authorities.

### 1. Risk assessment of plant (20%)

Your task is to select a type of plant and to conduct a Plant Risk Assessment. You can select any type of plant other than a chain saw due to the provision of this example in Moodle. It can be used for industrial or domestic purposes (e.g. ride-on lawn mower, car, motorbike, quad-bike, ...).

You are required to do the following:

- Conduct a Plant Risk Assessment, using the *Plant Risk Assessment* template provided to you in Moodle. You will need to complete your own risk assessment matrix to suit the risk context.
- Provide a short familiarisation video that captures your face and the item of plant to provide some preliminary

- audio visual context for the item of plant and to demonstrate that you have actually accessed the item of plant.
- Create a project in your **ePortfolio** and submit it before or by the due date.

An exemplar of how to commence the risk assessment, along with an accompanying video file and another 'plant familiarisation video' is provided in Moodle for your reference.

## **2. Hazardous chemical risk register and risk assessment (10%)**

Your task is to:

- Take a photograph or video of your chemical storage area at home (i.e. kitchen, laundry, and/or shed).
- Develop a chemical risk register for your home. Please use the
- Select one chemical and conduct a risk assessment. Please use the Hazardous Chemical Register Template provided by Safe Work Australia (available at <https://www.safeworkaustralia.gov.au/doc/hazardous-chemical-register-template>)
- Create a project in your ePortfolio and submit it before or by the due date.

## **3. Reflections on professional practice (10%)**

The Board of Directors of the International Network of Safety and Health Practitioner Organisations (INSHPPO) established a Global OHS Capability Framework to provide greater clarity around the generalist OHS positions by defining levels of practice, roles and what capabilities, knowledge and skills they would require to be effective. Your task is to:

- Use the **skill list** in Section Six of the INSHPPO OHS Capabilities Framework to map your current skill levels (1 to 4) across each of the performance criteria. This should be presented in a matrix format (see Moodle for a template).
- Based on this mapping exercise, self-analyse where you are positioned for each skill (i.e. 1 = Awareness, 2 = Routine Application, 3 = Skilled Application, and 4 = Creative Mastery)
- Based on the analysis, identify the skill gaps or areas for improvement that you may have.
- Reflect on these results and outline an action plan that will help you develop your OHS professional skills for the future and more immediately for your third-year studies.
- Create a project in your ePortfolio and submit it before or by the due date.

### **Assessment Due Date**

Week 11 Friday (1 Oct 2021) 11:59 pm AEST

### **Return Date to Students**

Review/Exam Week Monday (11 Oct 2021)

### **Weighting**

30%

### **Assessment Criteria**

You will be assessed on the following:

#### **1. Plant Risk Assessment Project (20%)**

- Digital capture provides evidence that this student completed the work
- Risk assessment worksheet is complete and shows all parts of plant are considered
- Hazards are comprehensively captured and associated risks assessed accurately
- Risk control measures are identified accurately and additional or changed control measures are appropriate
- The risk matrix is appropriate for the context
- The corrective actions plan reflects what might be reasonably practicable to do.

#### **2. Hazardous Chemical Risk Register/Assessment Project (10%)**

- Risk register reflects photographic or video evidence
- Risk assessment worksheet includes all essential items for one chemical
- Hazards are captured and associated risks assessed accurately
- Risk control measures are identified accurately and additional or changed control measures are appropriate
- A suitable risk control plan has been developed that includes provisions for monitoring and reviewing the controls implemented.

#### **3. Reflect & Review Project (10%)**

Your grade will be evaluated on the depth and breadth of your response.

### **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