



# OCHS13018 Safety Systems

## Term 3 - 2018

Profile information current as at 17/04/2024 07:21 am

All details in this unit profile for OCHS13018 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 provides students with the ability to manage health and safety in organisations in order to optimise work systems, procedures and processes. Topics covered include the application of organisational behaviour and management principles, the development and analysis of safety management systems, the alignment of safety with quality and environmental management systems, the systematic management of high-consequence hazards, the integration of management systems for compliance, risk, security, emergency, crisis and disaster management and recovery, and business continuity management.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

The unit requires an understanding of risk concepts and OHS Law. Accordingly, pre-requisites for this unit are OCHS11025 H&S Risk Management AND any one of the following OCHS11027 OHS Fundamentals or OCHS12015 OHS Law or AINV12004 Investigation Domain Contexts.

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 3 - 2018

- Distance

#### 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. **Group Discussion**

Weighting: Pass/Fail

#### 2. **Practical and Written Assessment**

Weighting: 50%

#### 3. **Written Assessment**

Weighting: 50%

### 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**

Further assessment guidance will be helpful

**Recommendation**

A Frequently Asked Question sheet and a more detailed rubric will be prepared for each assessment.

#### Feedback from Staff Reflection

**Feedback**

Remove Procedure writing in Assessment 2.

**Recommendation**

The requirement for Procedure writing will be removed from Assessment 2.

## Unit Learning Outcomes

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

1. Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
2. Develop and maintain an organisational health and safety management system.
3. Analyse organisational performance against an established health and safety management system and safety plans.
4. Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
5. Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

## 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 - Group Discussion - 0%</b>	•	•	•	•	•
<b>2 - Practical and Written Assessment - 50%</b>	•	•			•
<b>3 - Written Assessment - 50%</b>	•		•	•	•

### 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 - Group Discussion - 0%	•	•	•	•			•	•		
2 - Practical and Written Assessment - 50%	•	•	•	•			•	•		
3 - Written Assessment - 50%	•	•	•	•			•	•		

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

### 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

**David Skegg** Unit Coordinator  
[d.skegg@cqu.edu.au](mailto:d.skegg@cqu.edu.au)

## Schedule

### Week 1 - 05 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Introduction: Systematic Accident Prevention and OHS Management in complex organisations	Familiarise yourself with the contents pages and read Introduction of: - ISO45001:2018 - HSG65: Managing Health and Safety (HSE 2013) - AS/NZS 4801:2001 (SA & SNZ 2001) - HaSPA OHSBOK Chapter 11 - Systems.	Introduce yourself in Moodle.

### Week 2 - 12 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Plan: Hazards and Risk Legal Obligations	Complete familiarisation from Week 1 HSG65: Part 1, Part 2 - Risk Profiling, Part 3 Do - Profiling your organisations health and safety risks ISO45001: Part 4 Context of the Organisation, Part 6.1 Actions to address risks and opportunities	

### Week 3 - 19 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Plan: Planning Objectives	HSG65: Part 2, Part 3 Plan ISO45001: Part 6.2 OH&S objectives and planning to achieve them, Part 8.1.3 Management of change	

### Week 4 - 26 Nov 2018

Module/Topic	Chapter	Events and Submissions/Topic
Do: Support	HSG65: Part 3 Do - Organising for Health and Safety ISO45001: Part 5 Leadership and worker participation, Part 7 Support	

### Vacation Week - 03 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Break Week		

### Week 5 - 10 Dec 2018

Module/Topic	Chapter	Events and Submissions/Topic
Do: Communication and Documentation	HSG65: Part 3 Do - Communication, Implementing your plan ISO45001: Part 5.4 Consultation and participation of workers, Part 7 Support	Assessment 2A Needs Analysis due 10 December 2018

**Week 6 - 17 Dec 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Do: Operational Planning and Control	HSG65: Part 3 Do - Organising for Health and Safety, Implementing your plan ISO45001: Part 8.1 Operational Planning & Control	

**Week 7 - 31 Dec 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Do: Emergency Response	HSG65: revisit Part 3 Do - Organising pp. 35-36. ISO45001: Part 8.2 Emergency Preparedness and response	

**Week 8 - 07 Jan 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Check: Performance Evaluation	HSG65: Part 3 Do - Check ISO45001: Part 9.1 Monitoring, measurement, analysis and performance evaluation	

**Week 9 - 14 Jan 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Check: Audit	HSG65: Part 3 Plan - Check ISO45001: Part 9.2 Internal audit	Assessment 2B Management System due 14 January 2019  <b>Reflections on Safety Systems (Ponder Points)</b> Due: Week 9 Monday (14 Jan 2019) 11:45 pm AEST <b>Safety Management System</b> Due: Week 9 Monday (14 Jan 2019) 11:45 pm AEST

**Week 10 - 21 Jan 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Check: Management Review	HSG65: Part 3 Act - Reviewing Performance ISO45001: Part 9.3 Management Review	

**Week 11 - 28 Jan 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Act: Incident, non conformity and corrective action	HSG65: Part 3 Act - Reviewing Performance ISO45001: Part 10 Improvement	Assessment 3A Audit due Monday 4th February 2019

**Week 12 - 04 Feb 2019**

Module/Topic	Chapter	Events and Submissions/Topic
Act: Continual Improvement	HSG65: Part 3 Act - Learning Lessons ISO45001: Part 10.3 Continual Improvement	

**Exam Week - 11 Feb 2019**

Module/Topic	Chapter	Events and Submissions/Topic
		Assessment 3B Management Review due Monday 11 February 2019  <b>Audit and Management Review</b> Due: Exam Week Monday (11 Feb 2019) 11:45 pm AEST

## Assessment Tasks

### 1 Reflections on Safety Systems (Ponder Points)

#### Assessment Type

Group Discussion

#### Task Description

Four ponder points will be published in Moodle for you to discuss. Reflect and respond thoughtfully to each, and justify your position. These are necessarily provocative points, of which there is much debate in our profession. You must respond to all four ponder points.

Your ponder points will be published in Moodle with two weeks lead time before their due date. You will be required to reflect and respond thoughtfully to each, and justify your position using evidence based practice. These are necessarily provocative points, of which there is much debate in our profession. You must respond to all four ponder points. Further details will be available in Moodle during Week 1.

#### Assessment Due Date

Week 9 Monday (14 Jan 2019) 11:45 pm AEST

The Ponder Points are due progressively through the term within 2 weeks of each question being posted to Moodle.

#### Return Date to Students

Week 11 Monday (28 Jan 2019)

Feedback will be provided within 2 weeks of submission.

#### Weighting

Pass/Fail

#### Minimum mark or grade

To achieve a passing grade in this assessment, students must successfully pass all four ponder points

#### Assessment Criteria

This Assignment is a reflection upon Safety Systems with four (4) submissions required through the Moodle Social Forum

**Ponder Points** are graded as follows:

- Each Ponder Point criteria is equally weighted:

- Demonstrates understanding of discussion topic
- States a response position
- Justifies response position demonstrating critical thought
- Provides evidence of response position

- There is no set length. Your submissions do not need to be long - say two paragraphs will be adequate in most cases...plus in-text referencing and a reference list - demonstrating evidence based practice.

Further advice for each assessment piece will be provided through Moodle.

#### Referencing Style

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

#### Submission

Online

#### Submission Instructions

Post your submissions to the Moodle discussion forum. Label your Post PP1 PP2 etc

#### Learning Outcomes Assessed

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Develop and maintain an organisational health and safety management system.
- Analyse organisational performance against an established health and safety management system and safety plans.
- Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

#### Graduate Attributes

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

## 2 Safety Management System

### Assessment Type

Practical and Written Assessment

### Task Description

This assessment provides you with an opportunity to develop an OHS Safety Management System (OHSMS) and Implementation Plan for a small business. You will be given the case study materials for the business.

This assessment will be delivered in two parts. The first part A of the assessment is designed to enable completion of Part B. Your work in Part A is intended to make Part B easier.

#### Part A : Needs Analysis (10%) - due Week 5

Prepare an ISO45001 needs analysis short format style report for the business and send it under a covering letter. In your needs analysis, include:

- Summary of benefits for a new ISO45001 compliant OHSMS
- Introductory summary of the business and management structure
- Identification of hazards and risks for key (i.e. higher risk) current business activities
- Identification of hazards and risks for key (i.e. higher risk) future business activities
- Identification of key Occupational Health and Safety (OHS) / Workolacer Health and Safety (WHS) statutes relating to the business activities
- Supporting research of So Far As Is Reasonably Practicable (SFAIRP) good practice and best practice in relation to the key business activities
- An outline of the key headings that you recommend for their new OHSMS
- A bibliography of supporting references that are applicable to the proposed OHSMS

Note: Suggested word length 500-800 words. Use additional Appendices and tables as required.

#### Part B : Safety Management System Development and Implementation (40%) - due Week 9

Prepare an ISO45001 compliant OHSMS complete with risk register and an OHS Policy appended to the OHSM and include a separate implementation plan with SMART milestones. Ensure that the main body of the new OHSMS, whilst complete, is as small as you can possibly make it by being economical in words and by use of Appendices where additional supporting detail is required. Use your needs analysis to ensure it addresses the key risks/ risk activities identified for the business.

Use the CQUni report-writing format as the basis for a formal business style manual and minimise the use of colour to enable Grayscale printing. Suggested word length of main body: 2200-2500 words. Use additional appendices and tables as required. Use the CQUni Harvard style guide for all referencing. Assignments are to be submitted through Moodle Turnitin in MS Word format.

Further details will be available on Moodle during the term.

### Assessment Due Date

Week 9 Monday (14 Jan 2019) 11:45 pm AEST

Assignments shall be submitted in MS Word format.

### Return Date to Students

Assessments will be returned within 2 weeks of the due date.

### Weighting

50%

### Minimum mark or grade

50%: To pass this assessment, students must be graded Pass in both Part A and Part B. Students must pass this assessment to pass this unit.

### Assessment Criteria

As a general rule assessment criteria for all assessment items include

1. Content—includes the accuracy, relevance and application of key concepts, analysis, argument and evidence based practice used in answering a question or report within the OHS and safety systems context (see marking criteria for individual requirements).
2. References—includes the provision of a reference list and the application of the Harvard style for referencing information, data, tables or images sourced for the assignment or report.
3. Accurate punctuation, spelling and grammar



#### 4. Accurate sentence and paragraph construction

Specific assessment criteria for each assessment piece will be provided through Moodle.

#### Referencing Style

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

#### Submission

Online

#### Learning Outcomes Assessed

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Develop and maintain an organisational health and safety management system.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

#### Graduate Attributes

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

### 3 Audit and Management Review

#### Assessment Type

Written Assessment

#### Task Description

Checking of the safety management system implementation is generally completed in two parts; monitoring of the organisation's activities and management review of the organisation's performance against safety objectives. This assessment has two parts and is based upon the case study used for Assessment 2.

#### Part A : Audit (25%) - due Week 11

This task provides you with an opportunity to determine the audit requirements for a specific safety sub system. Based upon your needs analysis and OHSMS for the business, develop an audit tool for the activity given to you in Moodle:

- Your tool should be self-explanatory with embedded description of the scoring criteria, a summary of the context in which the audit tool applies
- The key to this assignment is to first determine the scope: what is meant by 'audit' (i.e. not an inspection) and then catalogue the auditable criteria in sufficient detail that an auditor using your tool will deliver a comprehensive audit
- When developing the audit tool, remember to ensure the logical evidence based practice for each criteria (auditable criteria, source reference for each criteria, space for auditor observation, auditor findings and, auditor grading for each finding)
- Grading should use the format of Comment, Observation, Minor non-conformance and MAjor non-conformance
- There is no particular word limit for this assessment piece because the target is to be comprehensive in identifying the audit criteria and delivering a user-friendly audit tool. A tabulated format (use A3 if necessary) of say 3 pages is suggested.

#### Part B : Management Review Training Package (25%) - due Review/Exam Week 1

This task will provide you with the opportunity to develop your Management Review skills.

Use the same case study materials as for your Assessment 2.

Based upon ISO45001:2018, your OHSMS that you developed for the business and readings on safety leadership, develop a 40 minute training package with PowerPoint slides and the accompanying trainer delivery notes that include:

- documents and data that should be included in a management review,
- key management review issues to watch out for,
- key factors to be considered for sub-contractor management
- issues in organisational learning from failure,
- key organisational change strategies,
- your current ISO45001 rollout status within the business,
- a proposed improvement strategy for the business in the following year, and
- in-slide and supporting reference list in accordance with CQUni Harvard Style Guide.

There is no set length for this assignment piece. It is suggested that there should be at least one slide for each of the criteria above and the accompanying presenter notes should be around ½ page per slide. Assignments are to be submitted through Moodle Turnitin in a MS Word / PowerPoint format. Further details for both parts will be provided in Moodle during the term.

**Assessment Due Date**

Exam Week Monday (11 Feb 2019) 11:45 pm AEST  
Part A Audit due week 11 and Part B Management Review due Exam/Review week.

**Return Date to Students**

Assignments will be returned within two weeks of the due date.

**Weighting**

50%

**Minimum mark or grade**

50%: To pass this assessment, students must be graded Pass in both Part A and Part B. Students must pass this assessment to pass this unit

**Assessment Criteria**

As a general rule assessment criteria for all assessment items include

1. Content—includes the accuracy, relevance and application of key concepts, analysis, argument and evidence based practice used in answering a question or report within the OHS and safety systems context (see marking criteria for individual requirements).
2. References—includes the provision of a reference list and the application of the Harvard style for referencing information, data, tables or images sourced for the assignment or report.
3. Accurate punctuation, spelling and grammar
4. Accurate sentence and paragraph construction

**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Assignments are to be submitted through Moodle

**Learning Outcomes Assessed**

- Employ effective safety management principles across the whole spectrum of risks, including high consequence low probability situations.
- Analyse organisational performance against an established health and safety management system and safety plans.
- Evaluate the development, implementation and ongoing review of specific health and safety sub-systems that manage individual high-consequence hazards.
- Recognise and apply methods for ensuring that systems for managing health and safety are integrated effectively with all other critical systems and with relevant organisational operations, maintenance and production systems and documentation.

**Graduate Attributes**

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