



# OCHS13020 *Future Paradigms in OHS A*

## Term 1 - 2022

Profile information current as at 08/05/2024 02:32 am

All details in this unit profile for OCHS13020 have been officially approved by CQUniversity 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 is the Part A of a two-unit series which will provide you the opportunity to consolidate and apply practically all of the knowledge, skills and attitudes developed during your learning journey in the OHS course, especially in relation to human factors, occupational hygiene and risk management. There is a specific emphasis on developing higher order skills and understanding which are representative of the holistic application of core skills that occurs when a professional understands the interaction between core disciplinary domains in solving complex problems. In addition, you will explore professional practice through the lens of futures methods and thinking, applied research methodology and project management. During this unit (Part A) you will also negotiate with an industry sponsor to complete project work during OCHS13021 Future Paradigms in OHS B (Part B) and will prepare appropriate documentation in readiness for approval.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 2

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Pre-requisite:- 48 credit point, including OCHS12002 Occupational Health and Safety Practice Co-requisite:- OCHS13016 and either OCHS12019 or OCHS13008.

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 - 2022

- 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. **Written Assessment**

Weighting: 25%

#### 2. **Portfolio**

Weighting: 25%

#### 3. **Portfolio**

Weighting: 25%

#### 4. **Portfolio**

Weighting: 25%

### 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 Unit and Teacher Evaluation data

##### Feedback

Bring the residential school forward to allow more time to complete assessment items.

##### Recommendation

Bring the residential school forward from Week 7 to Week 5.

## Unit Learning Outcomes

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

1. Select and apply tools and techniques used to investigate and analyse human factors, occupational hygiene, accidents and other complex problems
2. Design risk management strategies for a variety of settings and communicate 'return on prevention' effectiveness
3. Evaluate the usefulness of futures methods to OHS related domains
4. Discuss contemporary problems and issues related to professional practice in OHS contexts and consider how applied research methods might be utilised to help solve the problem or issue
5. Lead professional OHS practice through effective project management and facilitation of teams.

## 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 - 25%			•	•	
2 - Portfolio - 25%	•	•		•	•
3 - Portfolio - 25%	•	•		•	•
4 - Portfolio - 25%	•	•		•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication		•		•	•

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
2 - Problem Solving	•		•		•
3 - Critical Thinking	•	•	•	•	•
4 - Information Literacy		•	•	•	
5 - Team Work				•	•
6 - Information Technology Competence				•	•
7 - Cross Cultural Competence	•	•		•	•
8 - Ethical practice	•				
9 - Social Innovation	•	•			
10 - Aboriginal and Torres Strait Islander Cultures					

## Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 25%	•		•	•				•		
2 - Portfolio - 25%	•	•	•		•	•	•		•	
3 - Portfolio - 25%	•	•	•		•	•	•		•	
4 - Portfolio - 25%	•	•	•		•	•	•		•	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

All reading material will be provided on Moodle. There is no required textbook.

### 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](mailto:e.crawford@cqu.edu.au)

## Schedule

### Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Future Paradigms in OHS Practice	<a href="#">Workplace Safety Futures</a> <a href="#">FJORD 2022 Trends</a>	<a href="#">Access to the OHS Body of Knowledge Chapters</a> (OHS BoK) Tutorial: Industry Placement Overview

### Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Industry Placement Prep: Defining the Problem	OHS BoK 37.2 A Problem-Solving Model of OHS Practice	Tutorial: Building a Case

### Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Industry Placement Prep: Futures Methods	OHS BoK 39.1 The OHS Professional as a workplace researcher	Tutorial: Developing Project Methods & Scope

### Week 4 - 28 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
Industry Placement Prep: Ethical Practice	<a href="#">National Statement on Ethical Conduct in Human Research</a>	Tutorial: Capturing Logistical Detail

### Week 5 - 04 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Industry Placement Prep: Leadership	<a href="#">UN Sustainable Development Agenda 2030</a>	Tutorial: Critical Reflection

### Break Week - 11 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
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### Week 6 - 18 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Residential School Prep: Human Factors Refresher	OHS BoK 8.2 The Human: basic principles of social interaction OHS BoK 34.2 User-Centered Safe Design approach to control	Tutorial: Human Factors Res School Activities

### Week 7 - 25 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
Residential school Prep: Risk Management Refresher	<ul style="list-style-type: none"><li>OHS BoK 34.1 Control: Prevention and intervention</li><li>AS/NZS ISO 45001:2018</li></ul>	Tutorial: Risk Management Res School Activities

### Week 8 - 02 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
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Residential School Prep: Occupational Hygiene Refresher

- Australian Standards
- AS 2985-2009
  - AS 1680.1:1990
  - AS 1680 2.4
  - AS/NZS 1269.1:2005

Tutorial: Occupational Hygiene Res School Activities

### Week 9 - 09 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Industry Placement Prep: Project Pitch	<a href="#">The Research Pitch</a>	<b>Pitch Presentations</b> Zoom Tutorial Monday (9 May 2022) 4:00 - 6:00 pm AEST. Compulsory.  <b>Proposal &amp; Pitch</b> Due: Week 9 Friday (13 May 2022) 11:59 pm AEST

### Week 10 - 16 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
RESIDENTIAL SCHOOL (Tuesday - Friday)		

### Week 11 - 23 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		Tutorial: Open Q & A  <b>Human Factors Report</b> Due: Week 11 Friday (27 May 2022) 11:59 pm AEST

### Week 12 - 30 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Independent Study		Tutorial: Open Q & A  <b>Risk Management Report</b> Due: Week 12 Friday (3 June 2022) 11:59 pm AEST

### Review/Exam Week - 06 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic
Complete Assessment Work		<b>Occupational Hygiene Portfolio</b> Due: Review/Exam Week Friday (10 June 2022) 11:59 pm AEST

### Exam Week - 13 Jun 2022

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

This unit has a compulsory residential school in Week 10 (Tuesday to Friday). The residential school is scheduled to be held in Rockhampton, QLD. We will follow the Queensland health directives in response to COVID-19. Information is provided on the Unit Moodle Site and you will be updated as necessary.

You are responsible for bringing your own personal protective equipment (PPE):

- A cotton long sleeved collared shirt that has high-visibility stripes (or specified shirt and high-vis vest)
- Long cotton pants (jeans are fine).
- Steel-capped safety boots
- Safety glasses (clear)
- Regular face mask

To be advised:

- Hard Hat
- Mid-height thick socks
- P-2 Mask (or Q-Fever immune)
- Other

You may also like to bring:

- Laptop, thumb drive, camera/phone, pen, and paper.

## Assessment Tasks

### 1 Proposal & Pitch

#### Assessment Type

Written Assessment

#### Task Description

This assessment provides the opportunity to scope and develop a project to solve a problem (or contribute to the resolution of a problem) in OHS practice. This assignment forms part of the preparation for your next unit OCHS13021 Future Paradigms in OHS B where you will undertake a minimum of 120 hours of industry placement.

The assessment is in two parts. You are required to submit:

1. A project proposal (including full approval in Sonia) & pitch slides
2. Deliver an online 5-minute pitch on your placement project

**1. The project proposal** is to document the results of your negotiations with an industry sponsor (client) for the project work that you will undertake during OCHS13021 Future Paradigms in OHS B. The project proposal must clearly document the problem to be solved, the project aims, objectives, timing, methodological approach, and anticipated outcomes for both the student and the industry sponsor, including return on investment (client).

#### Preparations include:

- Consider project topics that you are interested in and those that would extend your learning.
- Secure an industry sponsor (client) as per 'suitable host criteria' available on Moodle.
- With your industry sponsor, negotiate the details of your project. Decide on the problem to be solved, and the scope, methodology, and logistics of the project. The purpose of this industry placement is to extend your learning while meeting an industry need.
- Complete the Work Integration Learning (WIL) Student Placement Agreement Form in Sonia.
- Keep the Unit Coordinator informed of the progress of your negotiations.

#### The project proposal document requirements:

Document the completed negotiations as a project proposal suitable for submission to your industry sponsor (client) for approval. Your project proposal must include the following:

- The problem that is to be addressed
- Scope
- Problem solving approach, i.e. methodology
- Project Management Schedule, Gantt Chart (or similar visual plan)
- Logistical considerations

- Anticipated benefits
- Reference list supports claims and contains peer-reviewed articles
- Appendix
  - Evidence that the WIL Form in Sonia is complete
  - 5-minute pitch slides (3 slides only)
- Formatting
  - Professional formatting
  - Professional written expression
  - Sources and referencing

**2. The 5-minute pitch** will be delivered via Zoom to your peers and include:

- Introduction
- Tagline (grab attention)
- The problem
- Your proposed solution
- Your unique value proposition
- Thank you
- Three (3) slides

Further information will be provided throughout the term via Moodle, class discussions, and during tutorials.

### **Assessment Due Date**

Week 9 Friday (13 May 2022) 11:59 pm AEST

### **Return Date to Students**

Week 11 Friday (27 May 2022)

### **Weighting**

25%

### **Assessment Criteria**

#### **1. Placement Project Proposal (20%)**

The proposal will be assessed according to the extent to which the following criteria are met:

- The problem, aims and objectives of the project are explained
- The scope of the project is outlined
- The methodology is fully detailed (enables repeatability), is justified and demonstrates critical thinking
- The Project Management Schedule (Gantt chart or similar) demonstrates an understanding of task planning, order of steps and milestones.
- The logistics demonstrate how logistical issues are to be managed
- Anticipated benefits are anticipated for both the student and sponsor and consider return on investment
- Project Proposal is signed by the student and industry sponsor signifying agreement
- Evidence that the Work Integrated Learning (WIL) Placement Agreement form in Sonia is complete
- Formatting is professionally presented (structure, written expression, grammar)
- The reference list is consistent with the CQUni Harvard Referencing style, and contains relevant, scholarly and authoritative sources

#### **2. 5-Minute Pitch (5%)**

The following criteria will be assessed:

- Logical structure
- Message is clear and compelling
- Delivery is confident and engaging
- Project extends your skills in OHS practice
- Delivered within 5 minutes

### **Referencing Style**

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

### **Submission**

Online

### **Submission Instructions**

Append the Pitch Slides to the Proposal and submit as one document, in PDF format.



## Learning Outcomes Assessed

- Evaluate the usefulness of futures methods to OHS related domains
- Discuss contemporary problems and issues related to professional practice in OHS contexts and consider how applied research methods might be utilised to help solve the problem or issue

## Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Ethical practice

# 2 Human Factors Report

## Assessment Type

Portfolio

## Task Description

### Residential School Portfolio

During the residential school you will be working in teams to complete several activities on industrial worksites that contribute to your residential school portfolio. A team report and personal reflection is to be submitted for each of the subject areas: human factors, risk management, and occupational hygiene. For each activity, as an individual, you must also critically reflect on your leadership performance. The word range for each team report is 1500 - 2000 words, and 100 words for the leadership reflection. Note that each leadership reflection must cover a different aspect of leadership. Together the three team reports and three individual reflections form your Residential School Portfolio.

### Assessment Item 2 (25% of overall grade)

- Team Human Factors Report (20 marks)
- Individual leadership reflection (5 marks)

## Human Factors Report

During residential school, as a team member, you will conduct a cognitive task analysis using several human factors analytical tools. While on site you have limited time and hence must work as a team to gather the necessary data required in a professional manner. During residential school you will be guided by an Ergonomist. Support resources and information about the tasks are available on Moodle.

### The team report (20 marks)

For submission, your team is to compile a technical report. Photographs, tables and figures should be included in the body of the report; while worksheets, interview questions, data analysis tables, and the like should be appended.

For university purposes, please add the following front matter to your report(s):

- Cover page (Details of the assignment, team identification, student names, due date...)
- Brief letter of transmittal (Directed to the host in appreciation for this learning opportunity)

### Conventional Format of Human Factors Reports

- Title Page
- Executive Summary
- Table of Contents
- Introduction
- Method
- Results
- Discussion and Conclusions
- Recommendations
- References
- Appendices

### Individual Leadership Reflection (5 marks)

- As a team member you are to submit a 100-word critical reflection of one aspect of your leadership performance that you will improve upon, and how you plan to do this. Note that for each leadership reflection, across the three subject areas, a different aspect of your leadership must be addressed.

## Assessment Due Date

Week 11 Friday (27 May 2022) 11:59 pm AEST

**Return Date to Students**

Review/Exam Week Friday (10 June 2022)

**Weighting**

25%

**Assessment Criteria****Team Report (20 marks)**

The report will be assessed according to the following criteria:

- Introduction and background
- Methodology
- Results and appendices
- Discussion and conclusion
- Recommendations
- Referencing
- Front matter, written expression, and formatting

**Individual Leadership Reflection (5 marks)**

- Depth of critical reflection
- Suitable action for improvement or growth offered
- Action offered is supported by the literature
- Leadership topic is different to the other two portfolio reports

**Referencing Style**

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

**Submission**

Online Group

**Submission Instructions**

Submit one report on behalf of the team in PDF format. As an individual submit your leadership reflection in PDF format.

**Learning Outcomes Assessed**

- Select and apply tools and techniques used to investigate and analyse human factors, occupational hygiene, accidents and other complex problems
- Design risk management strategies for a variety of settings and communicate 'return on prevention' effectiveness
- Discuss contemporary problems and issues related to professional practice in OHS contexts and consider how applied research methods might be utilised to help solve the problem or issue
- Lead professional OHS practice through effective project management and facilitation of teams.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Social Innovation

### 3 Occupational Hygiene Portfolio

**Assessment Type**

Portfolio

**Task Description****Residential School Portfolio**

During the residential school you will be working in teams to complete several activities on industrial worksites that contribute to your residential school portfolio. A team report and personal reflection is to be submitted for each of the subject areas: human factors, risk management, and occupational hygiene. For each activity, as an individual, you must also critically reflect on your leadership performance. The word range for each team report is 1500 - 2000 words, and 100 words for the leadership reflection. Note that each leadership reflection must cover a different aspect of leadership. Together the three team reports and three individual reflections form your Residential School Portfolio.

### **Assessment Item 3 (25% of overall grade)**

- Team Occupational Hygiene Report (20 marks)
- Individual leadership reflection (5 marks)

#### **Occupational Hygiene Report**

During residential school, as a team member, you will conduct various occupational hygiene activities. While on site you have limited time and hence must work as a team to gather the necessary data required in a professional manner. During residential school you will be guided by an Occupational Hygienist to understand how to use the monitoring equipment and how to take measurements as per the relevant Australian Standards. Support resources and information about the tasks are available on Moodle.

##### **The team report (20 marks)**

For submission, your team is to compile a single technical report which includes each occupational hygiene activity. The report must be set out in a logical structure like the format recommended by the Australian Institute of Occupational Hygiene (AIOH). Photographs, tables, and figures should be included in the body of the report; while worksheets, interview questions, data analyses, and the like should be appended.

For university purposes, please add the following front matter to your report(s):

- Cover page (Details of the assignment, team identification, student names, due date...)
- Brief letter of transmittal (Directed to the host in appreciation for this learning opportunity)

##### Conventional Format of Occupational Hygiene Reports

- Title Page
- Executive Summary
- Table of Contents
- Introduction
- Method
- Results
- Discussion and Conclusions
- Recommendations
- References
- Appendices

##### **Individual Leadership Reflection (5 marks)**

- As a team member you are to submit a 100-word critical reflection of one aspect of your leadership performance that you will improve upon, and how you plan to do this. Note that for each leadership reflection, across the three subject areas, a different aspect of your leadership must be addressed.

##### **Assessment Due Date**

Review/Exam Week Friday (10 June 2022) 11:59 pm AEST  
Submit in PDF format only.

##### **Return Date to Students**

Exam Week Friday (17 June 2022)

##### **Weighting**

25%

##### **Assessment Criteria**

###### **Team Report (20 marks)**

The report will be assessed according to the following criteria:

- Introduction and background
- Methodology
- Results and appendices
- Discussion and conclusion
- Recommendations
- Referencing
- Front matter, written expression, and formatting

###### **Individual Leadership Reflection (5 marks)**

- Depth of critical reflection
- Suitable action for improvement or growth offered

- Action offered is supported by the literature
- Leadership topic is different to the other two portfolio reports

### Referencing Style

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

### Submission

Online Group

### Submission Instructions

Submit one report on behalf of the team in PDF format. As an individual submit your leadership reflection in PDF format.

### Learning Outcomes Assessed

- Select and apply tools and techniques used to investigate and analyse human factors, occupational hygiene, accidents and other complex problems
- Design risk management strategies for a variety of settings and communicate 'return on prevention' effectiveness
- Discuss contemporary problems and issues related to professional practice in OHS contexts and consider how applied research methods might be utilised to help solve the problem or issue
- Lead professional OHS practice through effective project management and facilitation of teams.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Social Innovation

## 4 Risk Management Report

### Assessment Type

Portfolio

### Task Description

#### Residential School Portfolio

During the residential school you will be working in teams to complete several activities on industrial worksites that contribute to your residential school portfolio. A team report and personal reflection is to be submitted for each of the subject areas: human factors, risk management, and occupational hygiene. For each activity, as an individual, you must also critically reflect on your leadership performance. The word range for each team report is 1500 - 2000 words, and 100 words for the leadership reflection. Note that each leadership reflection must cover a different aspect of leadership. Together the three team reports and three individual reflections form your Residential School Portfolio.

#### Assessment Item 4 (25% of overall grade)

- Team Risk Management Report (20 marks)
- Individual leadership reflection (5 marks)

### Risk Management Report

During residential school, as a team member, you will undertake risk management activities including the use of an advanced risk assessment tool. While on site you have limited time and hence must work as a team to gather the necessary data required in a professional manner. During residential school you will be guided by a safety professional. Support resources and information about the tasks are available on Moodle.

#### The team report (20 marks)

For submission, your team is to compile a technical report. Photographs, tables and figures should be included in the body of the report; while the worksheet is to be appended.

For university purposes, please add the following front matter to your report(s):

- Cover page (Details of the assignment, team identification, student names, due date...)
- Brief letter of transmittal (Directed to the host in appreciation for this learning opportunity)

#### Conventional Format of Risk Management Reports

- Title Page

- Executive Summary
- Table of Contents
- Introduction
- Method
- Results
- Discussion and Conclusions
- Recommendations
- References
- Appendix (the worksheet)

### **Individual Leadership Reflection (5 marks)**

- As a team member you are to submit a 100-word critical reflection of one aspect of your leadership performance that you will improve upon, and how you plan to do this. Note that for each leadership reflection, across the three subject areas, a different aspect of your leadership must be addressed.

### **Assessment Due Date**

Week 12 Friday (3 June 2022) 11:59 pm AEST

### **Return Date to Students**

Exam Week Friday (17 June 2022)

### **Weighting**

25%

### **Assessment Criteria**

#### **Team Report (20 marks)**

The report will be assessed according to the following criteria:

- Introduction and background
- Methodology
- Results and appendices
- Discussion and conclusion
- Recommendations
- Referencing
- Front matter, written expression, and formatting

### **Individual Leadership Reflection (5 marks)**

- Depth of critical reflection
- Suitable action for improvement or growth offered
- Action offered is supported by the literature
- Leadership topic is different to the other two portfolio reports

### **Referencing Style**

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

### **Submission**

Online Group

### **Submission Instructions**

Submit one report on behalf of the team in PDF format. As an individual submit your leadership reflection in PDF format.

### **Learning Outcomes Assessed**

- Select and apply tools and techniques used to investigate and analyse human factors, occupational hygiene, accidents and other complex problems
- Design risk management strategies for a variety of settings and communicate 'return on prevention' effectiveness
- Discuss contemporary problems and issues related to professional practice in OHS contexts and consider how applied research methods might be utilised to help solve the problem or issue
- Lead professional OHS practice through effective project management and facilitation of teams.

### **Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking

- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Social Innovation

## 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