



# SAFE20016 Safety Systems and Regulation

## Term 1 - 2017

Profile information current as at 25/04/2024 12:34 am

All details in this unit profile for SAFE20016 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 designed to equip the learner with a comprehensive knowledge of contemporary trends in the regulation and management of health and safety in organisations. Students will explore legal liability for health and safety and examine contemporary statutory developments regarding prevention. In addition, students will become acquainted with modern corporate governance and due diligence requirements which provide the impetus for the implementation of effective risk based health and safety management and its integration with organisational business processes.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2017

- 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 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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: 40%

#### 2. **Portfolio**

Weighting: 10%

#### 3. **Portfolio**

Weighting: 20%

#### 4. **Portfolio**

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

A number of students were dissatisfied with the degree of interaction.

##### Recommendation

Weekly zoom seminar sessions will be introduced to facilitate regular engagement and interaction.

## Unit Learning Outcomes

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

1. Interpret and apply legal concepts, processes and procedures relevant to liability for exposure to risk of fatality, injury and ill-health.
2. Apply the work health and safety regulatory framework to determine legal exposure.
3. Outline the elements of an effective risk based safety management system.
4. Design, develop and implement a risk based safety management system.
5. Evaluate the design, development and implementation of a risk based safety management system.

## 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 - 40%	•	•			
2 - Portfolio - 10%			•		
3 - Portfolio - 20%				•	
4 - Portfolio - 30%					•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge	○	○	○	○	○
2 - Communication	○	○	○	○	○



## Textbooks and Resources

### Textbooks

SAFE20016

#### Prescribed

##### **Safety Management: A Comprehensive Approach to Developing a Sustainable System**

1st edition (2012)

Authors: C Lutchman, R Maharaj & W Ghanem

CRC Press

Philadelphia , PA , USA

Binding: Paperback

SAFE20016

#### Prescribed

##### **Work Health and Safety Law and Policy**

3rd edition (2012)

Authors: R Johnstone, E Bluff & A Clayton

Thomson Reuters

Sydney , New South Wales , Australia

ISBN: 9780455229836

Binding: Paperback

SAFE20016

#### Prescribed

##### **No Textbook Title**

Binding: Other

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Aldo Raineri** Unit Coordinator

[a.raineri@cqu.edu.au](mailto:a.raineri@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Introduction	Johnstone, Bluff & Clayton, Chapter 1 paras 1.05 - 1.170	

### Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Development of the law regulating the prevention of work-related death, injury & disease  
*Work Health and Safety Act* introductory concepts  
 The primary duty of care under the *Work Health and Safety Act*

Johnstone, Bluff & Clayton, Chapter 1 para 1.175  
 Chapter 2 para 2.05 - 2.70 & para 2.175 - 2.240.  
 Chapter 3 para 3.05 - 3.185, para 3.190 - 3.370 & para 3.375 - 3.485  
 Chapter 4  
 Chapter 5 para 5.05 - 5.155  
 Chapter 6

### Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
WHS Regulations 2011	Selected readings	

### Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Other duties of care	Johnstone, Bluff & Clayton, Chapter 5, para 5.165 - 5.250	

### Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Systematic safety management	Lutchman, Maharaj & Ghanem, Chapter 4, pp.41-63	

### Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic

### Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Consultation	Johnstone, Bluff & Clayton, Chapter 7, para 7.40 - 7.330	<b>Compliance investigation</b> Due: Week 6 Monday (17 Apr 2017) 10:00 am AEST

### Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Risk management	Selected readings	

### Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Developing the System	Lutchman, Maharaj & Ghanem, Chapter 6	<b>Needs Analysis and SMS Framework</b> Due: Week 8 Monday (1 May 2017) 10:00 am AEST

### Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Planning (Plan)	Lutchman, Maharaj & Ghanem, Chapter 11, pp.194-198) Chapter 13 Chapter 16 Chapter 20	

### Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Implementation (Do)	Lutchman, Maharaj & Ghanem, Chapter 4, p.64 Chapter 11 Chapter 14 Chapter 19	<b>Consultation and Participation Procedure</b> Due: Week 10 Monday (15 May 2017) 10:00 am AEST

### Week 11 - 22 May 2017

Module/Topic	Chapter	Events and Submissions/Topic

Performance assessment, review and improvement (Check and Act)

Lutchman, Maharaj & Ghanem,  
Chapter 8, pp.130-131  
Chapter 13

### Week 12 - 29 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Review		<b>Safety Improvement Plan</b> Due: Week 12 Monday (29 May 2017) 10:00 am AEST

### Review/Exam Week - 05 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
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### Exam Week - 12 Jun 2017

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

### 1 Compliance investigation

#### Assessment Type

Written Assessment

#### Task Description

Using the scenario provided on the unit moodle site, determine whether any provisions of the *Work Health and Safety Act* (or comparable legislation in Victoria or Western Australia) have been breached.

If so, outline which provisions have been breached, how and by whom (2 000 - 2 500 words)

#### Assessment Due Date

Week 6 Monday (17 Apr 2017) 10:00 am AEST

#### Return Date to Students

Week 8 Friday (5 May 2017)

#### Weighting

40%

#### Assessment Criteria

##### Relevance (30%)

- Depth of understanding in formulating responses to the assigned task
- Alignment of responses to the assigned task
- Connections between discussion and evidence

##### Validity (40%)

- Depth and extent of discussion; ie: understanding of concepts and evidence
- Accuracy and originality of the discussion
- Judgement and reasoning; ie: assertions made based on level of critical thought, analysis and synthesis
- Depth and extent of evidence used

##### Organisation (20%)

- Consideration of required components of the assigned task
- Structure and flow of information
- Coherence and clarity of expression (spelling, grammar, syntax)

##### Presentation (10%)

- Style and formatting in accordance with required academic standards
- Typographical matters
- Referencing protocols
- Length

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Interpret and apply legal concepts, processes and procedures relevant to liability for exposure to risk of fatality, injury and ill-health.
- Apply the work health and safety regulatory framework to determine legal exposure.

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 2 Needs Analysis and SMS Framework

### Assessment Type

Portfolio

### Task Description

Using the scenario provided on the moodle site and your analysis in Portfolio 1, conduct a Needs Analysis to identify the organisation's necessary requirements and outline the framework for a new recommended safety management system (SMS) for the organisation.

### Assessment Due Date

Week 8 Monday (1 May 2017) 10:00 am AEST

All components of Portfolio 2 must be submitted by Monday 10th October 2016.

### Return Date to Students

Week 10 Friday (19 May 2017)

### Weighting

10%

### Assessment Criteria

#### Relevance (30%)

- Depth of understanding in formulating responses to the assigned task
- Alignment of responses to the assigned task
- Connections between discussion and evidence

#### Validity (40%)

- Depth and understanding of discussion; ie: understanding of concepts and evidence
- Accuracy and originality of the discussion
- Judgement and reasoning; ie: assertions made based on level of critical thought, analysis and synthesis
- Depth and extent of evidence used

#### Organisation (20%)

- Consideration of required components of the assigned task
- Structure and flow of information
- Coherence and clarity of expression (spelling, grammar, syntax)

#### Presentation (10%)

- Style and formatting in accordance with required academic standards
- Typographical matters
- Referencing protocols
- Length



## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Outline the elements of an effective risk based safety management system.

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

# 3 Consultation and Participation Procedure

## Assessment Type

Portfolio

## Task Description

Develop a comprehensive Consultation and Participation procedure for the organisation.

## Assessment Due Date

Week 10 Monday (15 May 2017) 10:00 am AEST

## Return Date to Students

Week 12 Friday (2 June 2017)

## Weighting

20%

## Assessment Criteria

### Relevance (30%)

- Depth of understanding in formulating responses to the assigned task
- Alignment of responses to the assigned task
- Connections between discussion and evidence

### Validity (40%)

- Depth and extent of discussion; ie: understanding of concepts and evidence
- Accuracy and originality of the discussion
- Judgement and reasoning; ie: assertions made based on level of critical thought, analysis and synthesis
- Depth and extent of evidence used

### Organisation (20%)

- Consideration of required components of the assigned task
- Structure and flow of information
- Coherence and clarity of expression (spelling, grammar, syntax)

### Presentation (10%)

- Style and formatting in accordance with required academic standards
- Typographical matters
- Referencing protocols
- Length

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Design, develop and implement a risk based safety management system.

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 4 Safety Improvement Plan

### Assessment Type

Portfolio

### Task Description

Develop a Safety Improvement Plan for the organisation. The aim is to effectively implement the new SMS and ensure regulatory compliance after the incident outlined in the scenario.

The Implementation Plan should include time frames, resources, accountabilities and performance indicators.

### Assessment Due Date

Week 12 Monday (29 May 2017) 10:00 am AEST

### Return Date to Students

Exam Week Friday (16 June 2017)

### Weighting

30%

### Assessment Criteria

#### Relevance (30%)

- Depth of understanding in formulating responses to the assigned task
- Alignment of responses to the assigned task
- Connections between discussion and evidence

#### Validity (40%)

- Depth and extent of discussion; ie: understanding of concepts and evidence
- Accuracy and originality of the discussion
- Judgement and reasoning; ie: assertions made based on level of critical thought, analysis and synthesis
- Depth and extent of evidence used

#### Organisation (20%)

- Consideration of required components of the assigned task
- Structure and flow of information
- Coherence and clarity of expression (spelling, grammar, syntax)

#### Presentation (10%)

- Style and formatting in accordance with required academic standards
- Typographical matters
- Referencing protocols
- Length

### Referencing Style

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

### Submission

Online

## Learning Outcomes Assessed

- Evaluate the design, development and implementation of a risk based safety management system.

## Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility
- Leadership

## 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