SAFE20016 *Safety Systems and Regulation*
Term 1 - 2021

Profile information current as at 14/12/2025 12:30 pm

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 - 2021

- Online

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: 30%
4. **Portfolio**
Weighting: 20%

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

I don't think there is an easier way to present the significant amount of varied readings, resources and material than how Moodle is currently set up....an option to download a zip of each week to work with offline would help.

Recommendation

Consideration will be given to organising weekly material to be able to be downloaded in a zip file.

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

— N/A Level   ∘ Introductory Level   ∘ Intermediate Level   • Graduate Level   ∘ Professional Level   ∘ Advanced Level

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	∘	∘	∘	∘	∘

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
3 - Cognitive, technical and creative skills	○	○	○	○	○
4 - Research	○	○	○	○	○
5 - Self-management	○	○	○	○	○
6 - Ethical and Professional Responsibility	○	○	○	○	○
7 - Leadership	○	○	○	○	○
8 - 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
1 - Written Assessment - 40%	○	○	○	○	○	○	○	
2 - Portfolio - 10%	○	○	○	○	○	○	○	
3 - Portfolio - 20%	○	○	○	○	○	○	○	
4 - Portfolio - 30%	○	○	○	○	○	○	○	

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

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

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Aldo Raineri Unit Coordinator
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Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to the Unit	• Lutchman, Maharaj & Ghanem, Chapters 7 & 8 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 9th March 2021, 6.00pm AEST)

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
The *Work Health and Safety Act 2011* and the primary duty of care	• Johnstone, Bluff & Clayton, Chapters 1- 4 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 16th March 2021, 6.00pm AEST)

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Compliance and Risk Management	• Jonstone, Bluff & Clayton, Chapter 6 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 23rd March 2021, 6.00pm AEST)

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Workplace Consultation	• Johnstone, Bluff & Clayton, Chapter 7 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 30th March 2021, 6.00pm AEST)

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Other duties of care: - corporate officers - executive officers (Queensland) - workers - other persons at a workplace	• Johnstone, Bluff & Clayton, Chapter 5 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 6th April 2021, 6.00pm AEST)

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Independent study		

Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Systematic safety management	• HSG65 Part 1 • Lutchman, Maharaj & Ghanem, Chapter 4 • AS ISO45001:2018 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 20th April 2021, 6.00pm AEST) **Compliance Investigation** Due: Week 6 Monday (19 Apr 2021) 10:00 am AEST

Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Leadership and culture	• HSG65 Part 2 • Lutchman, Maharaj & Ghanem, Chapters 6 & 18 • AS ISO45001:2018 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 27th April 2021, 6.00pm AEST)

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic

	• HSG65 Part 3 - Plan	Zoom Seminar (Tuesday 4th May 2021, 6.00pm AEST)
Plan (Developing the system)	• Lutchman, Maharaj & Ghanem, Chapters 5, 11 & 17 • AS ISO45001:2018 • Supplementary readings in Moodle	**Safety Improvement Plan** Due: Week 8 Monday (3 May 2021) 10:00 am AEST

Week 9 - 10 May 2021

Module/Topic	**Chapter**	**Events and Submissions/Topic**
Do (Implementation)	• HSG65 Part 3 - Do • Lutchman, Maharaj & Ghanem, Chapters 12, 13 & 14 • AS ISO45001:2018 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 11th May 2021, 6.00pm AEST)

Week 10 - 17 May 2021

Module/Topic	**Chapter**	**Events and Submissions/Topic**
Check (Monitoring and performance evaluation)	• HSG65 Part 3 - Check • Lutchman, Maharaj & Ghanem, Chapters 15 & 16 • AS ISO45001:2018 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 18th May 2021, 6.00pm AEST) **Safety Management System Redesign** Due: Week 10 Monday (17 May 2021) 10:00 am AEST

Week 11 - 24 May 2021

Module/Topic	**Chapter**	**Events and Submissions/Topic**
Act (Improvement)	• HSG65 Part 3 - Act • AS ISO45001:2018 • Supplementary readings in Moodle	Zoom Seminar (Tuesday 25th May 2021, 6.00pm AEST)

Week 12 - 31 May 2021

Module/Topic	**Chapter**	**Events and Submissions/Topic**
Review and independent study	• Supplementary readings in Moodle	Zoom Seminar (Tuesday 1st June 2021, 6.00pm AEST)

Review/Exam Week - 07 Jun 2021

Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Audit Plan & Management Review Due: Review/Exam Week Monday (7 June 2021) 10:00 am AEST

Exam Week - 14 Jun 2021

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

Recommended references:

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

Safety Management: A Comprehensive Approach to Developing a Sustainable System (2012)
Authors: Lutchman, C., Maharaj, R. & Ghanem, E.
CRC Press, Taylor & Francis.
This text is available as an ebook and can be accessed from the CQ University online library.

Students should also refer to:
Successful Health and Safety Management HSG65, 2nd. edition, 1997, HSE,
which is free and downloadable from the following site: http://www.hse.gov.uk/pubns/priced/hsg65.pdf

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 2011* (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)
Your submission should be submitted in word format only.

Assessment Due Date
Week 6 Monday (19 Apr 2021) 10:00 am AEST

Return Date to Students
Week 8 Monday (3 May 2021)

Weighting
40%

Assessment Criteria
Relevance

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

Validity

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

Organisation

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

Presentation

- Style and formatting in accordance with required academic standards

- Typographical precision
- Referencing protocols
- Length

A detailed assessment rubric will be available in Moodle.

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 Safety Improvement Plan

Assessment Type
Portfolio

Task Description
Based on the compliance investigation undertaken in Assessment 1, conduct an Enterprise Needs Analysis and prepare a Safety Improvement Plan for the organisation. The aim is to provide a blueprint for a new/enhanced safety management system (SMS) which will facilitate regulatory compliance and best practice after the incident outlined in the scenario.
In order to secure the necessary resources to implement your plan you will need to justify your proposals to management. The plan should include specific information relating to each proposed implementation action, time frames, resources, accountabilities, performance indicators, targets and evaluation criteria which will support your justification.

Your Plan (incorporating the Needs Analysis) should be submitted in word format and should be between 1 000 - 1 250 words.

Assessment Due Date
Week 8 Monday (3 May 2021) 10:00 am AEST

Return Date to Students
Week 10 Monday (17 May 2021)

Weighting
10%

Assessment Criteria
Relevance

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

Validity

- 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

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

Presentation
5. Style and formatting in accordance with required academic standards
6. Typographical precision
7. Referencing protocols
8. 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 Safety Management System Redesign

Assessment Type
Portfolio

Task Description
The compliance investigation undertaken in Assessment 1 has revealed a number of shortcomings in the organisation's safety management system (SMS), which now requires updating. In Assessment 2 you were asked to develop a Safety Improvement Plan for the organisation. You are now also required to draft the following procedures to update the organisation's safety management system (SMS):
1. Consultation Procedure (10%)
2. Risk Management Procedure (10%)
3. Plant and Machinery Procedure (life cycle integrity) (10%)

Your procedures should be submitted in word format and each should be no longer than 1 000 - 1 250 words.

Assessment Due Date
Week 10 Monday (17 May 2021) 10:00 am AEST

Return Date to Students
Week 12 Monday (31 May 2021)

Weighting
30%

Assessment Criteria
Relevance

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

Validity

- 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

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

Presentation

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

A detailed assessment rubric will be provided in Moodle.

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

4 Audit Plan & Management Review

Assessment Type
Portfolio

Task Description
Checking that the safety management system has been effectively implemented 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 is in two parts
1. Development of an Audit Plan (10%)
This task provides you with an opportunity to develop an audit plan for the organisation.
Based on your reflections of the compliance investigation, the Safety Improvement Plan, the new/enhanced SMS for the organisation and your research on risk controls for the subsystem of operational plant, develop an audit plan for the activity outlined in the scenario.
Notes
1. Your plan should be self-explanatory with an embedded description of the audit scoring criteria and a summary of the context in which the audit will be conducted.
2. Catalogue the auditable criteria in sufficient detail that an auditor will conduct a comprehensive audit.
3. Tailor your audit plan to the scenario and ensure you include the logical evidence-based practice for each criterion (auditable criteria, source reference for each criterion, space for auditor observation, auditor findings and auditor grading for each finding).
4. Auditor 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 plan. A tabulated format (use A3 if necessary) of say 3 pages is suggested.

2. Management Review (10%)
This task provides you with the opportunity to develop your management review skills.
Based on the Safety Improvement Plan, the organisation's new/enhanced SMS, your learnings from the audit plan and

the requirements for management review contained in AS/NZS/ISO 45001:2018, write a report to management for their consideration. This report should outline the process followed, from the needs analysis, creation/upgrading of the organisation's SMS and the audit plan. Document the issues and your recommendations for the relevant management review topics, which may include the following:

- documents and data on the status of the business.
- key management review issues to watch out for.
- key factors to be considered for subcontractor management.
- issues in organisational learning from failure.
- key organisational change strategies.
- your current AS/NZS/ISO 45001:2018 rollout status within the business for elements associated with the scenario.

Use a formal report style format. Length should be between 1 000 - 1 500 words.

Assessment Due Date
Review/Exam Week Monday (7 June 2021) 10:00 am AEST

Return Date to Students
Exam Week Friday (18 June 2021)

Weighting
20%

Assessment Criteria
Relevance

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

Validity

- 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

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

Presentation

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

A detailed assessment matrix will be provided on Moodle.

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

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