



# SAFE20019 Evidence-Informed OHS Practice

## Term 2 - 2018

Profile information current as at 09/04/2024 05:02 pm

All details in this unit profile for SAFE20019 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 provides students with the opportunity to consolidate and practically apply all of the knowledge, skills and attitudes developed during their learning journey in the course, particularly with regard to human factors, occupational health, hygiene, safety science and risk management. The unit also develops theoretical and methodological knowledge to allow students to evaluate the evidence that informs their practice. 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 disciplinary domains in solving complex problems.

#### Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Prerequisites: AINV20006 Safety and Accident Phenomenology, SAFE20017 Human Factors in Complex Systems

Prerequisite or co-requisite: SAFE20011 Exposures and Health Risk

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

#### Offerings For Term 2 - 2018

- 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 Postgraduate 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. **Presentation and Written Assessment**

Weighting: 30%

#### 2. **Portfolio**

Weighting: 70%

### 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**

Assessment tasks presented nothing new from previous studies.

**Recommendation**

As this is a practical unit, assessment tasks involve the application of knowledge gained throughout the course to authentic workplace activities. While experienced students may feel unchallenged by these, they nonetheless provide an AQF level 8 benchmark for emerging and experienced safety professionals.

#### Feedback from Have Your Say

**Feedback**

Time required to complete the reports was definitely not reflected in the 30% allocated to the residential school assessment items

**Recommendation**

Assessment weights for the unit will be re-balanced to provide a greater weighting to residential school activities.

## Unit Learning Outcomes

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

1. Select and apply tools and techniques to analyse human factors, occupational health, hygiene and other complex problems.
2. Design risk management strategies for a variety of settings.
3. Manage and lead OHS professional practice teams.
4. Select, evaluate and apply appropriate research methods to analyse complex problems in safety science.
5. Analyse, critique and present contemporary OHS issues and research in safety science.
6. Evaluate the evidence base to support practice.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Portfolio - 70%	•	•		•	•	•
2 - Presentation and Written Assessment - 30%			•	•		

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Knowledge	○	○	○	○	○	○
2 - Communication	○	○	○	○	○	
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 - Portfolio - 70%	○	○	○	○	○	○	○	
2 - Presentation and Written Assessment - 30%	○	○	○	○	○	○	○	

## Textbooks and Resources

### Textbooks

SAFE20019

#### Prescribed

#### **Doing Your Literature Review - Traditional and Systematic Techniques** (2011)

Authors: Jesson, JJ, Matheson, L & Lacey, FM

Sage Publications

London , UK

ISBN: 9781848601543

Binding: Paperback

#### **Additional Textbook Information**

The textbook should be available as an ebook from the CQU Library

[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 - 09 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to evidence based practice	Textbook: Chapter 1 + additional readings	

### **Week 2 - 16 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Developing a topic proposal	Textbook: Chapters 2 & 3 + additional readings	

### **Week 3 - 23 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
Taking a critical approach	Textbook: Chapter 4 + additional readings	

### **Week 4 - 30 Jul 2018**

Module/Topic	Chapter	Events and Submissions/Topic
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Reviewing the literature	Textbook: Chapter 5 + additional readings
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#### Week 5 - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Writing & presenting the review	Textbook: Chapters 6 & 9 + additional readings	

#### Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
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#### Week 6 - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Risk management review (in preparation for residential school)	Risk management readings and materials	

#### Week 7 - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
Human factors review (in preparation for residential school)	Human factors readings and material	<b>Literature Review</b> Due: Week 7 Monday (27 Aug 2018) 10:00 am AEST

#### Week 8 - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Occupational hygiene review (in preparation for residential school)	Occupational hygiene readings and material	

#### Week 9 - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Residential School (Gladstone)		

#### Week 10 - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Complete residential school practicum reports		

#### Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
Complete residential school practicum reports		

#### Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
Complete residential school practicum reports		

#### Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
		<b>Residential School Practicum Activities</b> Due: Review/Exam Week Monday (8 Oct 2018) 10:00 am AEST

#### Exam Week - 15 Oct 2018

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

# 1 Literature Review

## Assessment Type

Presentation and Written Assessment

## Task Description

Select an OHS topic which you would like to research and undertake a review of relevant literature. Your completed literature review should include the following:

1. Background to the topic, including relevance to industry; and
2. Theoretical base/framework of the topic; and
3. Important national and international studies in the area; and
4. Critical analysis of the topic.

Word length should be between 3 000 - 3 500 words. Submissions should be in **Word or PDF format only**.

## Assessment Due Date

Week 7 Monday (27 Aug 2018) 10:00 am AEST

## Return Date to Students

Week 8 Friday (7 Sept 2018)

## Weighting

30%

## Assessment Criteria

1. Places review in safety science context and demonstrates wide reading as well as a focus on the specific topic - 10%
2. Outlines the theoretical base/framework for the topic and demonstrates a clear understanding of the problem - 20%
3. Analysis, interpretation and evaluation of the relevant literature or evidence is objective - 20%
4. Insights of issues associated with the topic are appropriate and reasonable - 20%
5. Logical and concise conclusions are drawn from the evidence - 20%
6. Presentation is clear and well structured, writing style is clear, logical and scholarly - 5%
7. Appropriate use of quotations and citations that are consistent with Harvard Referencing Style - 5%

## Referencing Style

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

## Submission

Online

## Learning Outcomes Assessed

- Manage and lead OHS professional practice teams.
- Select, evaluate and apply appropriate research methods to analyse complex problems in safety science.

## Graduate Attributes

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

# 2 Residential School Practicum Activities

**Assessment Type**

Portfolio

**Task Description**

You are required to participate in work site visits and undertake risk (20%), human factors (20%) and occupational hygiene (20%) monitoring activities at the residential school. Portfolio requirements will be discussed thoroughly prior to and during the residential school. Results will be submitted in individual technical reports.

In addition, you will present the results of the literature review undertaken in Assessment 1 (10%).

You will submit separate technical reports for each practicum activity as well as your presentation-supporting materials.

**Assessment Due Date**

Review/Exam Week Monday (8 Oct 2018) 10:00 am AEST

**Return Date to Students**

Exam Week Friday (19 Oct 2018)

**Weighting**

70%

**Assessment Criteria****Technical reports**

Each technical report will be assessed in accordance with the following criteria:

1. Describes salient characteristics of work processes and activities - 10%
2. Selects and justifies use of appropriate analysis tools - 20%
3. Demonstrates application of underpinning knowledge - 20%
4. Demonstrates ability to determine strengths and weaknesses in safety science practice - 20%
5. Offers evidence-informed recommendations - 20%
6. Exhibits teamwork skills, communicates effectively and in a manner appropriate to professional context, and exhibits reflective practice skills -5%
7. demonstrates appropriate written expression and proper use of referencing protocols - 5%

**Professionalism**

In addition, your professionalism at the residential school will be assessed (P/F) according to the following criteria:

1. attendance
2. teamwork
3. personal leadership
4. professional and ethical practice.

**Presentation**

The presentation will be assessed in accordance with the following criteria:

1. Organisation and preparation - 10%
2. Introduction - 20%
3. Topic discussion - 30%
4. Conclusion - 20%
5. Audience engagement and learning facilitation - 20%

**Referencing Style**

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

**Submission**

Online

**Learning Outcomes Assessed**

- Select and apply tools and techniques to analyse human factors, occupational health, hygiene and other complex problems.
- Design risk management strategies for a variety of settings.
- Select, evaluate and apply appropriate research methods to analyse complex problems in safety science.
- Analyse, critique and present contemporary OHS issues and research in safety science.
- Evaluate the evidence base to support practice.

**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