

# Assessment 22260/01

## BSBOHS201A Participate in OHS processes

### Assessment Task 1 – Procedures Project

#### Instructions

Once you feel confident that you have covered the learning materials for this unit, you are ready to attempt this assessment.

To complete the assessment, please create a new Microsoft Word document and type your answers to each question or task in this document, noting the question number from the assessment.

To help Open Colleges manage your assessment, please use the following file naming convention when you save your Microsoft Word document. Your file should be named and saved to your computer's hard drive using your: [student number]\_[assessment]\_[assessment number].doc for example 12345678\_21850a\_01.docx.

#### Assessment Submission

When you are ready to submit your assessment, upload the file in OpenSpace using the Assessment Upload links in the relevant Study Period of your course. The **Student Lounge** provides a '**Quick Guide to Uploading Assessments**' if you need further assistance. Uploading assessments in OpenSpace will enable Open Colleges to provide you with the fastest feedback and grade on your assessment.

Alternatively, you can print and post your assessment to Open Colleges, PO Box 1568, Strawberry Hills, NSW 2012. Please ensure that you use the **Open Colleges Assessment Cover Sheet** (available in the **Student Lounge** in OpenSpace). Where assessments are submitted by post, grades and feedback will be released in OpenSpace. Please note that assessments submitted by post may take up to 21 days from the date received by Open Colleges to grade and are reliant on the efficiency of the postal service.

It is important that you keep a copy of all electronic and hardcopy assessments submitted to Open Colleges.

#### Performance objective

To operate effectively and safely in the workplace, you must be able to demonstrate that you can interpret and follow workplace procedures. Your assessor will be looking for evidence that you can follow workplace procedures and contribute to safety action meetings.

### **Assessment description**

Following procedures is a key requirement of operating safely in a workplace.

A number of procedures are listed below you must complete the procedure activities to the standard required.

### **Procedure**

Candidates must choose a workplace whether their own or a workplace that the student has access to through friends or colleagues or any simulated workplace environment.

For each workplace procedure, you must:

1. Identify how you will undertake each of the 4 procedures and modify if necessary
2. Record each of the 4 procedures on the SOP template below
3. Practice each procedure and when ready, have someone observe you undertaking each procedure.
4. Have the observation form filled out and signed by you and your observer.

### **Specifications**

Completion of the following four procedures / activities is essential:

1. Evacuation procedure
2. Pre-start work procedure
3. Manual handling procedure
4. Control of a hazard using the hazard hierarchy

For each of the above, you must provide:

- > Procedure uses template provided (MS-Word format)
- > Written statement filled out from your observer that you have carried out these procedures.

Your assessor will be looking for:

- > Procedures that are written clearly, concisely and is easily understandable
- > Procedures that complies with template. i.e : required elements are in correct columns
- > Demonstration (by written and signed observer statement) that you followed the written procedure.

### Appendix 1 – Standard Operating Procedure

SOP#:			
TASK DESCRIPTION:			
DEPARTMENT:		SOP#:	
APPROVED BY:		DATE:	

**Procedure:**

#	ACTION	DESCRIPTION	STANDARD REQUIRED	WHO

**If successful, sign and date:**

JOB TITLE	NAME	SIGNATURE	DATE
Employee/Candidate			
Supervisor/Assessor			

## Appendix 2 – Supervisor /marker’s observation report

OBSERVATION REPORT	
Candidate’s name	
Student number	
Observer’s name	
Observer’s position	
Relationship of observer to student (cannot be a relative)	
Observer’s contact details (phone and email)	
<b>Instructions:</b> 1. Observe the candidate undertaking an evacuation procedure 2. Observe the candidate undertaking a pre start work procedure. 3. Observe the candidate undertaking a manual handling procedure 4. The candidate has explained and demonstrated control of a hazard using the hazard hierarchy.	
Date and location of observation:	
Equipment used:	

FEEDBACK :	PERFORMANCE YES/NO
The candidate was successful with an evacuation procedure:	
The candidate was successful with a pre start work procedure:	
The candidate was successful with a manual handling procedure	
The candidate was successful in explaining the control of a hazard using the hazard hierarchy.	
Observer’s Signature	<b>Date:</b> ____/ ____/ ____
Candidate’s Signature	<b>Date:</b> ____/ ____/ ____

# Assessment 22260/02

## BSBOHS201A Participate in OHS processes

### Assessment Task 2 – OHS processes

#### Performance objective

The following scenarios and questions are designed to require the candidate to demonstrate an understanding of the principles underlying the different occupational health and safety legislation from around Australia. Additionally, the candidate is required to demonstrate competency to participate in the OHS processes workplaces employed to comply with these legal requirements.

#### Assessment description

Read the following scenarios and questions and write your response in the space provided.

#### Procedure

Answer the questions and submit to your assessor.

#### Specifications

- > Your assessor will be looking for:
  - all answers completed correctly
  - correct spelling, grammar and written communication.

### Questions

#### Question 1

##### Consider the following scenario

Your organisation has moved into a multi story office block. Your new workstation consists of a desk sited directly facing an open glass window which has no coverings. The computer is a laptop without any attachments which you will be using extensively when you are at your desk.

In accordance with pre-start procedures supplied in Appendix 1, describe any further requirements your new workstation will need to ensure it is operated in accordance with workplace safety procedures.

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**Question 2**

Closely sited to your new workstation is a large office printer. On the first day at your new workstation you notice that this printer is constantly running, the noise is very annoying and you find that you quickly become fatigued. You complain to your supervisor about this noise and request that the printer be 'moved or something'. Your supervisor returns and tells you that the printer cannot be moved and hands you a set of ear plugs.

- a. With reference to the hierarchy of controls, what level of hazard control is the supervisor proposing to use to address this hazard by supplying you with ear plugs?

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- b. If this measure is intended to be implemented on a long-term or permanent basis, is this an acceptable control for this hazard. Why?

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- d. Fill in the hazard report supplied in Appendix 2 of this Assessment Task to reflect the details outlined in the scenario. Your assessor – in addition to an accurate description of the hazard and what has occurred as outlined in the scenario – will also be looking for a corrective action from a higher level on the hierarchy of control.

**Question 3**

- a. In your own words describe what is an OHS policy?

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- b. In your own words describe what is an OHS procedure?

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**Question 4**

Under federal and state health and safety legislation, a duty of care is applicable to both employers and employees.

In your own words, summarise the obligations of each of the following:

a. Employer:

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b. Employee:

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**Question 5**

Select which action you must **not** take in the event of a fire emergency.

- a. Alert people in the area
- b. Evacuate to designated emergency area
- c. Call fire brigade
- d. Follow directions from fire warden
- e. Return to the building when you feel it is safe to do so

**Question 6**

If you are involved in an accident, you are required to fill out an injury report that includes:

- a. Your name and job title
- b. The date and time of your injury or illness
- c. Your exact location when you were injured or became ill
- d. How the injury or illness happened
- e. The nature of the injury or illness and what parts of your body were affected

- f. Any witnesses to the injury or illness
- g. The date you notified your employer
- h. All of the above

**Question 7**

OHS meetings should be regular and scheduled. At these meetings the OHS committees and management should:

- a. review all OHS issues that have arisen from previous meetings
- b. speak about any incidents and accidents since last meeting
- c. review the organisational structure to keep staff informed
- d. a & b
- e. a, b & c

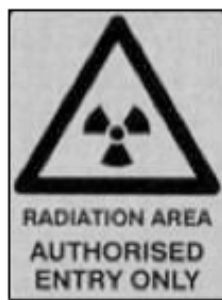
**Question 8**

Typical psychosocial hazards include:

- a. drug & alcohol abuse
- b. stress & overwork
- c. poor eye sight
- d. bullying & harassment
- e. a & b
- f. a, b & d
- g. none of the above

**Question 9**

What 'type' of sign is each of the following?



- a. \_\_\_\_\_
- b. \_\_\_\_\_



**Question 10****Consider the following scenario**

The office kettle was getting on a bit, it didn't turn itself off anymore but it still worked, one just had to watch it. Bill filled it up and put it on, and thought that it will be a while before it boiled, so he returned to his desk to finish going through his emails.

Later while Bill was on the phone the evacuation tone sounded. Everyone looked up from their work and waited for the voice to come over the office Public address system that the tone was just a test of the system like it always did. When it didn't some people tried to ignore it and get on with what they were doing. Others kept looking at each other wondering what they should do. Steven asked, 'How do we turn that damn thing off?' Mary the receptionist picked up her handbag and said, 'Well, I have had enough of this' and walked to the elevator.

Someone said, 'Can you smell smoke?' Just then, Sarah, the Customer Service Officer, came from the kitchen area screaming, 'the kitchen's on fire!' The deafening evacuation tone made it difficult to talk but Sarah kept on pointing to the kitchen area. Abdul, the new IT person who had only been with the firm for three weeks, remembered the regular evacuation drills from his last office and started waving his arms and screaming, 'Evacuate!' The smell of smoke started moving through the office. People started picking up their belongings and moving to the elevator. Abdul stood in front of the elevator and pointed to the stairwell door. 'Use the stairs,' he tried to shout over the evacuation tone. Some people moved to the stairwell, while others still wanted to use the lift, saying, 'But we're on the tenth floor!'

Abdul successfully directed everyone to the stairs. Some became concerned and pushing started as people tried to move through the door. Stanley the Manager was now out of his office and calmed people, helping to get everyone out down the stairwell. They both had a quick look around and were pretty sure that everyone was out. The office was starting to fill with smoke and Abdul was becoming concerned for his own safety. It seemed like the siren had been going on for ages. Halfway down the stairs Stanley and Abdul were relieved to see members of the City Fire Brigade coming up the stairs and told them about the smoke on the tenth floor.

On arrival to street level Abdul asked Stanley where the assembly point was. Stanley replied that he did not know, he couldn't remember there ever being an evacuation drill.

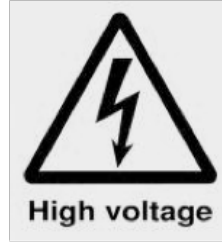
After this event Abdul became very concerned about the potential that he saw for a serious injury or fatality occurring and decided to include his suggestion on an incident report.

**Instructions**

Adopting Abdul's identity and view point during this incident complete the incident report at Appendix 3. Your assessor will be looking for your summary of events and your suggestions for corrective actions to reduce the potential for injuries in the future.

**Question 11**

Write down the meaning of the following signs:



a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

## Appendix 1 – System Pre-Start Procedure

### **Purpose**

All employees who are issued with a computer workstation as a requirement of their employment will ensure that items of the desktop or laptop Computer are set up correctly to facilitate correct posture of the user. Correct setup will ensure that the computer is operated safely and without harm to the operator.

### **Set-up procedure**

1. Adjust the height of the chair so that the keys (A–L) are in line with your hands and forearms.
2. The screen should be at a distance that allows you to focus easily. Usually this is within an arm's length, with the top of the screen at eye level.
3. Wrists should be held in a neutral or straight position. Prolonged upwards or downwards bending can lead to injury.
4. Position the workstation so that glare and reflection are minimised it is advisable to place monitors perpendicular to window.
5. Where this is not possible, an anti-glare filter placed over the screen may be helpful.
6. Add a mouse, keyboard and monitor to your laptop if you use it extensively.
7. Always, when referring to a source document, use an adjustable document holder.
8. Control natural light from the windows, e.g. install and use Venetian blinds (these usually work best when angled up rather than down).
9. Reposition the workstation to reduce light falling on the work surface. A suggested solution may include positioning the monitor screen side on or perpendicular to the main light source.

## Appendix 2 – Hazard report

**Where is the hazard?**

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**What is the hazard?**

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**Hazard class:** (Please tick)

- a. (Potential to cause death, serious injury, permanent disability or illness)
- b. (Potential to cause injury or illness requiring time off work)
- c. (Potential to cause an injury or illness requiring first aid attention)

What is your estimate of the level of risk?

**Risk likelihood:** (Please tick)

- Very Likely     Likely     Unlikely     Very Unlikely

**Has this hazard been reported to a supervisor or manager?**

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**Has a corrective action been suggested or undertaken?**

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**Is this corrective action considered satisfactory by the employees affected, if not why not?**

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Reported By: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix 3 – Emergency evacuation procedure

### **Purpose**

The purpose of this evacuation procedure is to ensure that all staff members respond promptly to the evacuation siren being sounded and effect immediate and orderly evacuation.

### **Procedure**

#### **1. If an evacuation is called:**

- a. On hearing the evacuation tone evacuate the building. Follow the Emergency Evacuation Plan and assemble at the designated area.
- b. Follow all directions from the wardens.
- c. Do not take personal belongings or bags as these may slow your departure from the building.
- d. Do not use lifts.
- e. Do not run, push or overtake.
- f. Fire brigade personnel will declare when the building is safe for people to return, no one should return until the building is declared safe.

#### **2. Evacuation Wardens will:**

- a. Determine nature of emergency and ensure alarm has been raised.
- b. Evacuate personnel via stairways from the danger area to the assembly point.
- c. Direct all personnel to observe the evacuation procedure outlined above.
- d. Check all areas including offices, toilets, change rooms etc. Close all doors after check.
- e. Move to assembly point.
- f. Check that all personnel are accounted for.
- g. Report to Chief Warden immediately if any persons are not accounted for.

