

# Assessor Resource

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BSBOHS201A Participate in OHS Processes

Version 1.0  
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## Assessment Tool – Assessor Resource

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### BSBOHS201A PARTICIPATE IN OHS PROCESSES

**Unit Descriptor** This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

**Pre-requisite Units** Nil

**Assessment Methods** Project  
Case Study  
Observation and Critical Questions  
Questions and Answers

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### CONTEXT AND RESOURCES REQUIRED FOR ASSESSMENT

Assessment must ensure safety processes, hazards and risk are relevant to the area of work

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### SUBMISSION REQUIREMENTS

**Assessment Task 1 - Project** Due Date:

**Assessment Task 2 - Case Study** Due Date:

**Assessment Task 3 – Observation** Due Date:

**Assessment Task 4 – Written Q & A** Due Date:

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## Assessment Task 1 – Project

### OHS Induction Training

#### Part A –Develop an Induction Package

You have been asked by your supervisor to put together an OHS induction package for new staff members. The package should include, as a minimum:

- Description of existing store OHS policies and procedures relating to:
  - OHS
  - Emergency procedures, including evacuation
  - Unsafe or hazardous goods
  - Waste disposal
  - Bomb threat
  - Keeping workplace clean and tidy
  - Safe manual handling techniques
  - Reporting procedures
  - Issue resolution procedures
- Description of any relevant legislation
- Common hazards found in your workplace/college and possible ways to control the risk (See the table on the following page)
- Information on how employees can contribute to OHS

Date task to be submitted by:.....

*For this project, students should demonstrate in their responses their understanding of:*

- *OHS policies and procedures*
- *Emergency and reporting procedures*
- *Legislative requirements*
- *Risks and hazard identification and control*
- *Participative practices such as OHS committees, ideas boxes etc*

## Workplace Hazards

| Hazard | Associated Risk | Risk Control |
|--------|-----------------|--------------|
|        |                 |              |
|        |                 |              |
|        |                 |              |
|        |                 |              |
|        |                 |              |
|        |                 |              |
|        |                 |              |

## Assessment Task 2 – Case Study

Read the following Case Study and complete the required tasks.

David was given the task of sorting out the new stationery cupboard. This involved:

- Sorting through large boxes of paper and old files
- Unpacking boxes of pens, note pads and other consumables
- Tidying the shelves

As David entered the stationery cupboard he found shelves from floor to ceiling along the left wall, filing cupboards along the right wall and a photocopier at the far wall

When David went to get started he found a lot of the filing boxes piled on top of the filing cabinets, the boxes of new consumables and stationery were stacked in front of the photocopier and there was no step ladder to reach the top shelves.

1. What are the potential risks for David completing this job?

*Student responses could include:*

- *Filing cabinets toppling over with unsteady boxes on top*
- *Boxes falling*
- *Manual handling injury*
- *Falls trying to reach top shelf etc*

David discovered there was no-one around to help him move the boxes, so he grabbed himself a step ladder and started moving the boxes from the pile. Whilst doing this, he felt a twinge in his back.

David gathered the boxes he needed and started to unpack a sufficient supply of consumables on the lower shelf and he placed any remaining stock on the top shelves.

David finished unpacking and stacking the first box and as he reached into the second box, his back twinged again and he couldn't stand up properly. He called for assistance and was helped away.

2. Who should David be taken to for help?

*Depends on workplace, but would probably include:*

- *First aid officer*
- *Manager/supervisor*

3. Who should the incident be reported to?

*Depends on workplace, but would probably include:*

- *OHS representative*
- *Manager/supervisor*

You are required to:

1. Answer the above questions
2. Complete an incident report for David (Use the form on the following page if your workplace/college does not have a standard form in place)

Date task to be submitted by:.....

## Workplace Incident Report

|   |             |                  |
|---|-------------|------------------|
|   |             | Report No: 99999 |
| Surname:  | First Name: | David            |
| Address   |             |                  |
| Telephone No:   | Mobile No:  |                  |
| Date of Injury:   |             |                  |
| Time of Injury:   |             |                  |
| Details of Injury: <i>Back injury</i>   |             |                  |
| Where on the body did the injury occur? <i>Back</i>   |             |                  |
| Provide a brief description of how the incident/accident happened<br><i>Manual handling of boxes caused initial twinge, then continuous bending made it worse</i> |             |                  |
| Signature of injured party:   |             | Date:            |
| Were there any witnesses: <input checked="" type="checkbox"/> Yes/No <input type="checkbox"/> No If yes, Name of Witness:   |             |                  |
| Witness' account of the incident/accident:  |             |                  |
| Signature of Witness  |             | Date:            |

When was the injury reported

Date:

Time:

Who was the injury report to:

Name:

Position:

Details of action by management

*David examined by first aid and if deemed necessary sent to Doctor*

*Required time off work granted*

Date injured party ceased work:

Time injured party ceased work:

Total time lost:

Details of preventative measures taken to prevent such an accident/incident occurring in the future:

*Responses could include:*

*Increased manual handling training*

*Signs erected illustrating correct manual handling techniques*

*Reminders to take regular breaks if undertaking repetitive work – eg. Continual bending*

*Allocate two people to a task when necessary*

Signature:

Date:

### Assessment Task 3 – Observation

Your students will demonstrate their ability to participate in OHS processes. The demonstration should provide the student the opportunity to:

- Follow safety procedures
- Identify risks and hazards
- Complete any reporting requirements
- Consult with you on OHS ideas
- Undertake emergency evacuation procedures

You should use the checklist on the following pages to assess the student's ability to complete the task.

At the conclusion of the demonstration, you should ask the student some critical questions related to their performance. These should be specific to their performance to assist you to:

- Assess their ability to deal with contingencies – E.g. What if...
- Clarify anything you are not sure they demonstrated properly – E.g. Why did you...
- Gather any further information you may need to make your decision

These questions, along with the student's answers should be recorded in the table provided.

## Observation 1

### TASK REQUIREMENTS

You are required to take your assessor on an OHS inspection of your workplace. During this inspection you are required to participate in OHS processes by showing your assessor how to start up the photocopier machine, dealing with any OHS issues or hazards that arise and show your assessor the location of any fire extinguishers and other safety alarms.

At the end of the tour a fire alarm goes off and you are to guide your assessor through the evacuation.

### NUMBER OF OBSERVATIONS

One (1)

### CONTEXT FOR ASSESSMENT

- Demonstrated in the workplace
- Demonstrated in a simulated environment

### SUGGESTED RESOURCES

Relevant documentation, such as:

- policy and procedures manuals
- manufacturer instructions and operation manuals
- OHS regulations
- legislation and statutory requirements
- industry codes of practice

### DATE AND TIME OF OBSERVATION

### OBSERVATION CHECKLIST

| Tasks to be observed according to workplace/college policy and procedures, relevant legislation and Codes of Practice | Yes                      | No                       | Comments/Feedback |
|---|--------------------------|--------------------------|-------------------|
| Follow established safety procedures  | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Carry out pre-start systems and equipment checks  | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Identify existing and potential hazards, report them to the designated person and record them                         | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Identify and implement workplace procedures and work instructions for controlling risks                               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Contribute to workplace meetings, inspections or other consultative activities  | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Take actions to eliminate workplace hazards or to reduce risks  | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Identify and report emergency incidents   | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| Respond to emergency incidents  | <input type="checkbox"/> | <input type="checkbox"/> |                   |

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**CRITICAL QUESTIONS**

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1

2

3

4

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**OBSERVATION 1 OUTCOME**

Competent

Not yet competent

Student Signature.....

Date.....

Assessor Signature .....

Date.....

## Assessment Task 4 – Questions

### Instructions:

The following questions have been designed to check your required knowledge for this unit.

This is an open book assessment and you are to answer all of the following questions. Make sure you ask your assessor if you do not understand a question. Whist your assessor cannot tell you the answer, they may be able to re-word the question for you.

Your assessor will give you a date by when your responses must be submitted.

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1 List three (3) opportunities team members have to contribute to OHS

- *Staff meetings*
- *OHS meetings/committees*
- *Identification of OHS reps*
- *Suggestion box*

6 What does the following OHS signage mean and what effect do they have on what you do?



Toxic materials – cupboard/room should be kept locked at all times



Poisonous materials - cupboard/room should be kept locked at all times



Dangerous goods - cupboard/room should be kept locked at all times



No Smoking- should ensure that staff and customers do not smoke



No entry unless you are authorised



Exit



Emergency Exit – do not stack boxes, stock etc in front of it



Fire extinguisher – should know location and how to use



First Aid – should ensure first aid kit is present and stocked



Slippery when wet – ensure all spills are cleaned up immediately and appropriate signage erected

- 7 For the following hazards, and any you identify that are particular to your workplace, explain the associated risks and what you should do if you are the one to identify the hazard. Under action you should refer to the hierarchy of risk control, as well as provide a description of what action you should take.

You should include three (3) hazards you have identified yourself

| <b>Hazard</b>  | <b>Associated Risk</b>          | <b>Action (What to do)</b>                                |
|--|---------------------------------|---|
| Handling dangerous chemicals                             | <i>Poison<br/>Irritate skin</i> | <i>Keep in locked cupboard<br/>Wear gloves (PPE)</i>      |
| Lifting heavy boxes                                      | <i>Injury - Eg back</i>         | <i>Ask for help<br/>Use lifting equipment</i>             |
| Spilt drink on the floor                                 | <i>Slip resulting in injury</i> | <i>Erect appropriate signage<br/>Clean up immediately</i> |
| <i>Other responses will depend on hazards identified</i> |                                 |   |

- 8 Briefly explain:

- The duties of employees under OHS legislation
- The concept of duty of care
- What a Code of Practice is
- Why is involving team members in OHS important to the hierarchy of control

**Employees duties**

- *Work responsibly*
- *Not endanger self or others*
- *Follow all reasonable instructions*
- *Use PPE when necessary*
- *Report accidents and incidents*
- *Identify and report potential hazards*

**Duty of Care**

*Legal obligation to prevent any foreseeable accidents or illness- failure to do so can result in litigation for the charge of negligence*

**Code of Practice**

*WorkCover Authority has developed code of practice tyo provide employers, and employees with advice on the provision of OHS induction training*

*ARA also has a code of practice which are guidelines to encourage best practice*

**Involving team members**

*Consultation is a condition of the Hierarchy of Control and of OHS legislation*

Date questions to be submitted by: .....

## Assessment Cover Sheet

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### ASSESSMENT TASK 1:

Project

Student Name:

Student ID:

I declare that the Assessment Tasks submitted for this unit is my own work.

Student Signature

Result:       Competent       Not Yet Competent

Feedback to Student:

Assessor Name:

Signature:

Date:

## Assessment Cover Sheet

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### ASSESSMENT TASK 2:

#### Case Study

Student Name:

Student ID:

I declare that the Assessment Tasks submitted for this unit is my own work.

Student Signature

Result:       Competent       Not Yet Competent

Feedback to Student:

Assessor Name:

Signature:

Date:

## Assessment Cover Sheet

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### ASSESSMENT TASK 4:

#### Written Questions

Student Name:

Student ID:

I declare that the Assessment Tasks submitted for this unit is my own work.

Student Signature

Result:       Competent       Not Yet Competent

Feedback to Student:

Assessor Name:

Signature:

Date:

## Assessment Record Sheet

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### BSBOHS201A PARTICIPATE IN OHS PROCESSES

Student Name:

Student ID:

|  |                                    |  |
|--|------------------------------------|--|
| Assessment Task 1 Project                        | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| Assessment Task 2 Case Study                     | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| Assessment Task 3 Observation/Critical Questions | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| Assessment Task 4 Questions                      | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |

**Feedback to Student:**

**Overall assessment result**  Competent  Not Yet Competent

**Assessor Name:**

**Signature:**

**Date:**

**Student Signature**

**Date:**

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