

Student Resource

BSBOHS201A Participate in OHS Processes

Version 1.0
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Assessment Tool – Student Resource

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.
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Pre-requisite Units	Nil
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Assessment Methods	Project Case Study Observation and Critical Questions Questions and Answers
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STUDENT DETAILS

Name

ID

Signature

Date

SUBMISSION REQUIREMENTS

Assessment Task 1 - Project	Due Date:
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Assessment Task 2 - Case Study	Due Date:
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Assessment Task 3 – Observation	Due Date:
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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

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 photocopy machine 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?

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?
3. Who should the incident be reported to?

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:
Surname:	First Name:	
Address		
Telephone No:	Mobile No:	
Date of Injury:		
Time of Injury:		
Details of Injury		
Where on the body did the injury occur?		
Provide a brief description of how the incident/accident happened		
Signature of injured party:		Date:
Were there any witnesses: Yes/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

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:

Signature:

Date:

Assessment Task 3 – Observation

Your assessor will observe you participating in OHS processes in your workplace or college. They will use the following checklist to assess your ability to complete the task.

When you feel you are ready to complete your demonstration you should make a time with your assessor to observe you

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)

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"/>	

Date for observation 1:.....

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

1

2

3

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



POISON





- 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

Hazard	Associated Risk	Action (What to do)
Handling dangerous chemicals		
Lifting heavy boxes		
Spilt drink on the floor		

- 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

Duties of the employer

Concept of Duty of Care

Code of Practice

Involving team members in OHS

Date questions to be submitted by:

SAMPLE

Assessment Cover Sheet

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

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

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

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: