

ASSESSMENTS

SITXWHS001 Participate in safe work practices

Trainee/Student Name:	
Assessor Name:	
School/Venue:	
Year Group (if applicable):	
Date unit started:	

Unit Completion

This section below is only to be signed off when the trainee/student has achieved competency in all elements of this unit

1. Work Safely
2. Follow procedures for emergency situations
3. Participate in organisational WHS practices

UNIT OF COMPETENCE		
Trainee/student Declaration: I declare I have completed this unit myself and not copied from others, except where due credit has been given.		
Overall assessment outcome:	Competent: <input type="checkbox"/>	Not Yet Competent: <input type="checkbox"/>
Trainee/Student Signature:		Date:
Employer/Supervisor Signature: (where appropriate)		Date:
Assessor Signature:		Date

RESULTS

KBT	
Overall, the trainee/student responses were: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>	
Notes about the trainee/student answers: (Please use this space to provide feedback to the trainee/student on any questions answered incorrectly)	
Assessor:	Date of assessment:

Projects	
Overall, the trainee/student responses were: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>	
Notes about the trainee/student answers: (Please use this space to provide feedback to the trainee/student on any questions answered incorrectly)	
P1	
P2	
P3	
P4	
Assessor:	Date of assessment:

Practical Demonstration

Overall, the trainee/student responses were:

Satisfactory ☐ Not satisfactory ☐

Notes about the trainee/student answers:

(Please use this space to provide feedback to the trainee/student on any questions answered incorrectly)

Assessor:

Date of assessment:

Knowledge based test (KBT) SITXWHS001 Participate in safe work practices
Trainee/Student instructions
<p>Complete this assessment independently/ on your own.</p> <p>Read through each question carefully and provide your answer in the space below each question in black or blue pen.</p> <p>All questions should be answered in full, please ensure that where questions have multiple parts or request multiple examples, that all are provided or answered.</p> <p>If you are unsure of a question or do not understand please ask for help from your assessor.</p> <p>When you have completed the assessment give it to your assessor to mark</p>
Assessor Instructions
<p>This assessment has been designed to be completed in writing however, allowing the trainee/student to complete it orally could be a reasonable adjustment. In this case the assessor should write the answers provided by the trainee/student in the space below and initial and date, next to the answer.</p> <p>For matters such as dyslexia or other learning difficulty it may be possible for the trainee/student to type their answers. (Please consult with HGT prior to applying any reasonable adjustment)</p> <p>Sample answers have been prepared for this assessment activity. The trainee/student's answers should reflect these answers, but as the industry specialist, you the assessor may accept other answers you consider suitable.</p> <p>The assessor can rephrase any question that the trainee/student doesn't understand. All questions need to be answered correctly to achieve a satisfactory result. Answers should be written in pen, and whiteout should not be used.</p> <p>If the trainee/student answers between 1-3 questions incorrectly, the assessor must discuss the incorrect responses with the candidate and give them an opportunity to re attempt those questions. If the candidate has answered more than 3 questions incorrectly, they will be required to undertake further training before being reassessed</p>

1. Name two organisational health and safety procedures in your hospitality environment
 1. _____
 2. _____

2. Using your answers to Q1, how do you follow the procedures in your hospitality environment to maintain safe work practices?

3. List the Personal Protective Equipment (PPE) and the designated uniform you wear in your workplace (at least 4 items)
 1. _____
 2. _____
 3. _____
 4. _____

4. What is a hazard and give an example of one within your hospitality environment
Hazard:

Example:

5. Name the three-step process for a risk assessment
 1. _____
 2. _____
 3. _____

6. If an accident/incident occurs in the workplace why is it important to report it, who do you report it to and how?

Why?

Who

How

7. If you notice a hazard in your workplace how do you do the following:
Remove:

Report:

8. Sort the following emergency and potential emergency situations in the table below:

1. Frayed electrical cords
2. Armed hold up
3. Fire in guest area
4. Bomb threat
5. Water on floor
6. Boxes in corridor

Emergency	Potential Emergency

9. Who and how do you seek assistance from in an emergency:

Who:

How:

10. List four employer and employee workplace responsibilities to ensure WHS standards in the workplace as stated in the Occupational Safety and Health Act 1984

Employer Responsibilities	Employee Responsibilities

11. How do you securely manage the following in your workplace?

Cash	
Documents & Information	
Equipment	
Keys	
Personnel	

12. List the correct procedures to follow if you are involved in an armed hold-up in your hospitality environment

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

13. Give three examples of information that should be included in a WHS Induction?

1. _____
2. _____
3. _____

14. Describe the procedure for evacuation of staff and customers from your hospitality environment in an emergency.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



15. List three potential consequences of not following OHS legislation and organisational policies and procedures

1. _____
2. _____
3. _____

Project SITXWHS001 Participate in safe work practices				
Project title and overview / description				
1. Safety Signs 2. First Aid – Accident report Form 3. Hazards Report 4. Evacuation plan Read the top of each project for details and instructions for completion				
Trainee/Student and assessor instructions				
The projects are to be completed in your own time after some discussion and direction from the assessor allocating timeframes for completion. All aspects of this project should be attempted. If the evidence is not satisfactory you will have the chance to complete again or redo sections requiring further evidence Assessor is to ensure candidate understands the Evacuation Workplace procedure and must sign off Once completed the candidate should submit it to their assessor				
Materials, equipment and resources required				
Current plain English regulatory documents distributed by the local WHS government regulator Codes of practice and standards issued by government regulators or industry groups WHS information and business management manuals issued by industry associations or commercial publishers Current commercial policies, procedures and template documents used for managing WHS practices.				
Requirements for a satisfactory result				
For a satisfactory result overall, all items must be completed to the required standard as listed in the following checklist.				
Checklist				
Items to submit	Evaluation criteria	S	NYS	
1 Project Part 1: Workplace Safety Signs See attached document	Ensure both columns are filled out with the correct information.			
2 Project Part 2: Accident/Incident Report Form See attached document	Ensure form is filled out to match scenario at the top of the project			
3 Project Part 2: Participate in a work health and safety (WHS) consultation activity	Demonstrated involvement in a workplace consultation discussion and recorded details appropriately.			
4 Project Part 3: Workplace risk assessment to identify hazards including unsafe work practices	Hazard report document is filled out with industry realistic examples/hazards			
5 Project part 4: Interpret evacuation plan for staff and customers	Evacuation plan is interpreted correctly, and all questions answered.			

Project 1

Explain the meaning of the Workplace Safety Signs below in the spaces provided.

Safety Sign	Where would this sign be placed?	What does it mean?
		
		
		
		
		

Project 2

Your colleague has cut their finger quite badly whilst completing a task at your workplace.

1. Complete the accident form below with the necessary details.
2. As a group and/or with your Assessor, discuss and record any actions that need to be taken to reduce the risk of this type of injury occurring in the future.

Name _____ Occupation: _____

ACCIDENT/INCIDENT DETAILS

Date: _____ Time: _____

Location: _____ Witness: _____

Report to: _____

Nature of injury

- | | | | |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Contusion/crush | <input type="checkbox"/> Burn | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Amputation |
| <input type="checkbox"/> Lacerated/open wound | <input type="checkbox"/> Superficial injury | <input type="checkbox"/> Foreign body | <input type="checkbox"/> Internal injury |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Sprain/Strain | <input type="checkbox"/> Fracture | <input type="checkbox"/> Dermatitis |

Location of injury

- | | | | |
|---------------------------------------|----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Head/Face | <input type="checkbox"/> Eye | <input type="checkbox"/> Internal organ | <input type="checkbox"/> Hand/finger |
| <input type="checkbox"/> Shoulder/arm | <input type="checkbox"/> Hip/leg | <input type="checkbox"/> Foot/Toe | <input type="checkbox"/> Back |

Other _____

Result of Accident

Lost time injury: Y / N No of days: 0 Workers Compensation Y / N

Treatment Received: ☐ First Aid ☐ Doctor ☐ Hospital

Workplace consultation discussion record:

Details discussed:

Project 3

Carry out a workplace risk assessment to identify hazards including unsafe work practices and any breaches of health, safety and security procedures and record on the form attached.

The process for completing the Part 3 form is described below:

Hazard Identified

List six (6) hazards you have identified in your workplace/school and record on the form attached. Using the headings, classify the hazard.

Examples: faulty equipment, insufficient workspace, slippery floors, obstructions e.g. equipment in the wrong place/boxes lying in the way), naked flames, damaged carpets, faulty switches, naked flames, leaking gas, unsuitable chemical storage etc.

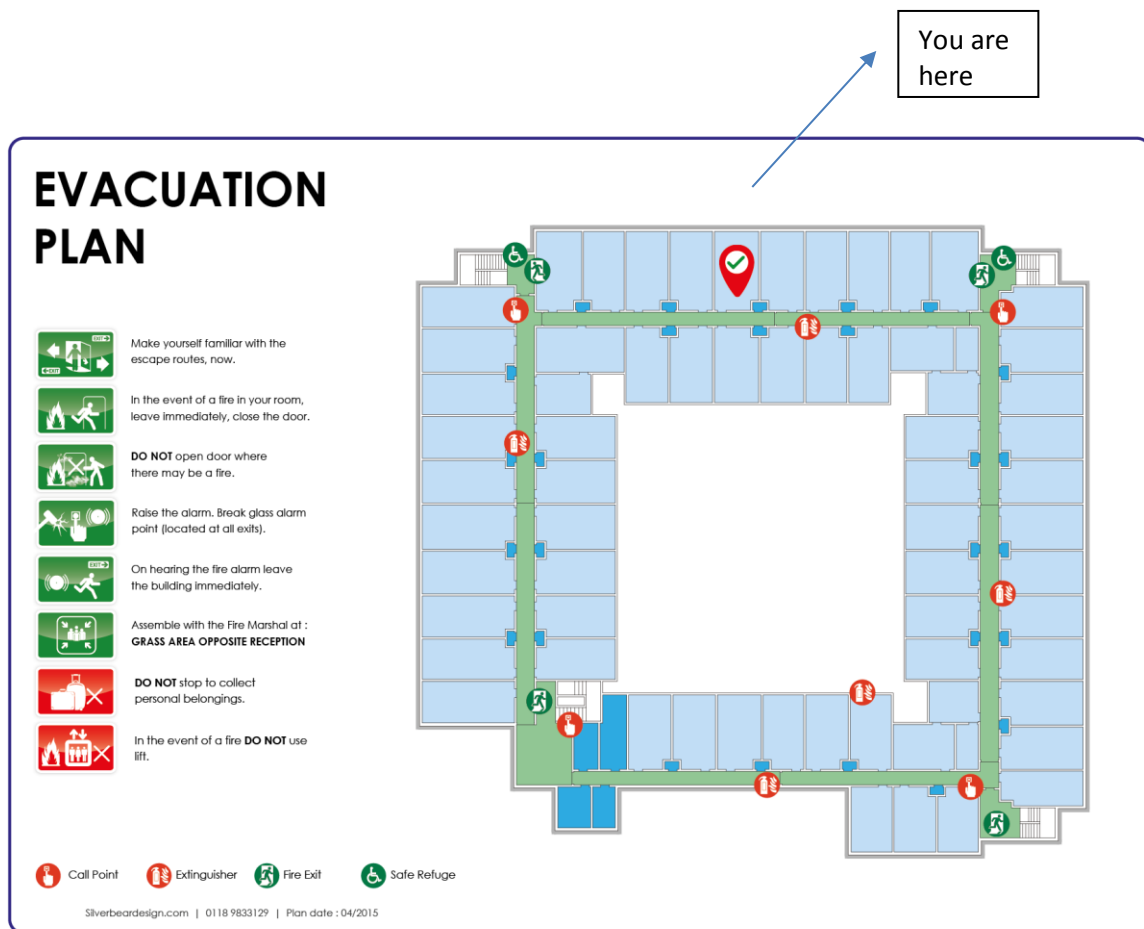
(Refer to your workbook for the explanation of the risk assessment tool)

Project 3

HAZARD IDENTIFIED	LIKELIHOOD Almost certain Likely Possible Unlikely Rare	CONSEQUENCE Minor First aid Long term injury Serious injury Fatality	RISK RATING High Medium Low	SOLUTION	BREACH OF PROCEDURE (tick)	REPORT TO
<i>Example: Knives left in the sink</i>	<i>Likely</i>	<i>First aid or long-term injury</i>	<i>Medium-High</i>	<i>Introduce procedure to place knives in separate place.</i>	<i>Possibly</i>	<i>Manager/Head Chef</i>

Project 4

Look at the evacuation plan and follow the instructions below:



1. Highlight where you are located?
2. Draw the route to your nearest emergency exit?
3. Where is the designated assembly area?

Practical Demonstration SITXWHS001 Participate in Safe work practices
Details of what is to be observed.
<p>The student is to demonstrate all criteria on the Practical demonstration on three different occasions.</p> <p>Not all criteria is needed to be covered on each occasion but must be covered at least once within the assessment.</p>
Instructions for Assessor & Trainee/Student
<p>The assessment must be completed in front of the assessor at a time set by them, in the workplace or simulated work environment.</p> <p>All sections of the attached practical demonstration checklist must be completed by the assessor with supporting detailed notes, prior to the student/trainee being deemed satisfactory.</p> <p>If a skill is demonstrated on an assessment date the box should be marked, if not covered through observation then the trainee/student should then be either verbally assessed or a simulation designed to cover criteria.</p> <p>The student/trainee must correctly demonstrate all items in the attached checklist to achieve a satisfactory result. If the evidence submitted is not to a satisfactory standard, then the assessor will arrange a re-assessment or further training where required to help the student/trainee to achieve a competent result. All details should be documented in the feedback section of this assessment.</p> <p>The trainee/student must follow correct organisational policies and procedures, which includes PPE throughout the assessment. If at any time the trainee/student is working in a manner which may endanger their own safety or the safety of others, then the assessor must terminate the assessment immediately.</p> <p>This assessment will take place once the assessor feels that the student/trainee has completed adequate training to be able to competently complete the task.</p>
Materials and equipment required
<p>Current plain English regulatory documents distributed by the local WHS government regulator</p> <p>Codes of practice and standards issued by government regulators or industry groups</p> <p>WHS information and business management manuals issued by industry associations or commercial publishers</p> <p>Current commercial policies, procedures and template documents used for managing WHS practices</p>
Assessment conditions
<p>Skills must be demonstrated in an operational business environment. This can be:</p> <ul style="list-style-type: none"> • an industry workplace • a simulated industry environment. <p>Assessor must complete the details section where requested</p>

PRACTICAL DEMONSTRATION

	Date	Date	Date
Follow organisational Health and Safety procedures Details:			
Incorporate safe work practices into own workplace activities			
Follow safety directions of: <input type="checkbox"/> Supervisors/managers and, <input type="checkbox"/> workplace safety warning signs Details:			
Use the following PPE and clothing or designated uniform: <input type="checkbox"/> Apron <input type="checkbox"/> Long pants <input type="checkbox"/> Hat <input type="checkbox"/> Hairnet if required <input type="checkbox"/> Jacket <input type="checkbox"/> Enclosed shoes <input type="checkbox"/> Other _____			
Promptly report unsafe work practices, issues and breaches within workplace through the correct procedure Details:			
Identify and remove hazards from workplace area and report to supervisor? Details:			
Follow workplace organisational security and emergency procedures – If not able to be seen this can be simulated using the scenario on page 19. Details:			

Seek assistance from colleagues or authorities during emergency situations - If not able to be seen this can be simulated using the scenario on page 19.

Details:

Foundation skills

Oral skills to report hazards and emergency incidents according to organisational procedures

Scenario

Instructions for Assessor & Trainee/Student

The assessor must record the trainee/student **oral** responses to the Practical demonstration scenario below to cover the following criteria:

- Follow workplace organisational security and emergency situations
- Seek assistance from colleagues or authorities during emergency situations

Details:

Assessor signature:

[illegible]