**Guidance - Working through the Unit**

**Please note:**

If you access your Blackboard course you have two options

1. login direct in the WestOne site by typing in the address bar

[http://blackboard.westone.wa.gov.au/webapps/portal/frameset.jsp /](http://blackboard.westone.wa.gov.au/webapps/portal/frameset.jsp%20/) or

(b) login through the Central website typing in the address bar

<http://www.centraltafe.wa.edu.au/eLearning/Blackboard9_1/Pages/default.aspx>

Students enrolled in this unit don't need to come to every class but must check the announcement at least once a week for any news that may be important for you.

If you don’t check the *Announcements* frequently you can miss critical information about the unit.

You have accessed the ***Course Overview*** and discovered some general information about this course like Learning Plan, Assessment dates, etc.. The coursed content comprises the learning material indifferent folders.

**Legislation Folder**

This folder deals with the legislative OS&H obligations and provides you with the underpinning knowledge for this unit.

The easiest way to become familiar with the Occupational Safety & Health Legislation is to attempt quizzes. There are two (2) different online quizzes that prepares you for the assessment.

1. Quiz 1 24 Question (most questions refer to the OS&H Regulation and some to OS&H Act)
2. Quiz 2 40 Question (OS&H Act & OS&H Regulation)

You can do the two practice quizzes as often as you want. Please make sure you submit the quiz before you log off.

There is an '**online assessent'** in week 7 which every student has to pass (pass rate 75%). This assessment is done in class (students attendance is compulsary).

If you have completed the assessment you should now study Element 1.

**Element 1 Folder**

This folder covers issues such as access sources of information and data to identify hazards. Sources of information may include industry bodies, unions, OHS specialists, input from stake holders etc. All legislative requirements have been dealt with in previous section. This element has a self-test that must be done. The lecturer will track your progress and will inform you of any short comings.

If you finished the **‘self-test’** and the study of Element 1 and have good grasp of the subject matter you should precede to Element 2.

(**Element 2**) a work environment will be used to identify hazards. The study of WorkSafe resource*Risk Management Process*is also helpful resource for the final WorkSafe Plan assessment. Companies have usually readymade checklists for hazard identification of specific workplaces.   
All hazards should be reported to management.

This element has a **formative hazard/risk identification assessment**. Students who have no access to work places to carry out a hazard inspection may use the college ground/building for your hazard/risk identification assessment. Other arrangements need to be discussed with your lecturer.

The fifth section (**Element 3**) deals with facts of the incident itself. What was the cause of the accident/incident (unskilled workers, lack of employee training, unsafe machinery, inadequate number of staff, etc)? In each case, identify who might be harmed, i.e. what type of injury or ill health could occur.

The sixth section (**Element 4**) draws attention to control the risks. There is a preferred order to control the risk often called the Hierarchy of Control. There are measurements that can be used for taking action to reduce those risks. With the aid of risk rating according to the consequence and likelihood the risk levels can be determined. Make yourself familiar with the WorkSafe Plan assessment requirements. Note that all elements are of significance for the preparation of your final WorkSafe Plan assessment.

This element has a **formative Job Safety Analysis (JSA) assessment.** You need to design a JSA-Form similar to a WorkSafe-Form and prepare a Job Safety Analysis (JSA).

The seventh section (**Element 5**) high-lights the occupational safety and health doctrine of an organisation’s Safety Management System. Take notice of the standard AS/NZS 4360:2004, Risk Management, which deals with all types of risk which an organisation might face. Please note there are other elements of the Risk Management Process. Get familiar with the subject matter and continue working on your major assignment.

The eighth section (**Element 6**) provides information on monitoring and reviewing an OHS risk management process. Reviews should take place at regular intervals to ensure compliance with OHS system requirements. Where the review identifies system gaps they shall be documented and used to ensure continuous improvement of the OHS management system. Employees need to confirm that they are consulted regarding the implementation, monitoring and review of measures in their area of responsibility. Continue working on your major assignment and contact your lecturer if you need additional information.

Having worked through all elements you should be able to  
finish your major assignment the ***'WorkSafe****assessment'.*