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| Assessment Title | BSBCRT404 – ASI - Assessment 1 - Incident Risk Analysis |

# Competency Details

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| Unit code/s and title/s | BSBCRT404 Apply advanced critical thinking to work processes |
| Qualification code/s and title/s | ICT40120 Certificate IV in Information Technology. |
| Business unit/Work group | Information Technology |

# Instructions

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| Method/s of assessment | Written Questioning |
| Overview of assessment | Given a workplace scenario, you will critically analyse an incident and identify the risks and hazards with the view to prevent future occurrences. You will analyse related legislation including Acts and recommendations from Regulations, Code of Practice and Fact Sheets. You are adopting a critical mindset with a view to create new procedures in a following assessment. |
| Task/s to be assessed | Answers to the following written questions should be written in the space after each question.   * Written Answers to questions 1-13 |
| Time allowed | The submission dates for each assessment are provided in the Study Schedule in the **Home** section in LEARN. |
| Location of assessment | Assessment can be completed anywhere with access to the resources required. |
| Decision making rules | To receive a satisfactory outcome for this assessment you must complete all parts correctly. Word Counts are provided as a guide only. |
| Assessment conditions | Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation – critical thinking field of work.  This is an unsupervised assessment, and you may access any required resources.  This is not group work and must be completed as an individual. |
| Resources required | To complete these activities, you will require the following   * BSBCRT404 – ASDS – ITWorks Evacuation Scenario – Incident Risk Analysis.docx, * BSBCRT404 – ASDS – Assessment 1 Evacuation Procedures.zip, * BSBCRT404 – ASDS – Legislation Documents.zip * MS Word |
| Result notification and reassessment information | You will be provided feedback and the result for your assignment on TAFESA Learn. You will be and given the chance to resubmit with required corrections only once.  Refer to the TAFE SA [Assessment Policy](https://students.tafesa.edu.au/docs/default-source/apply_enrol/assessment-policy.pdf?sfvrsn=112c415_16) for more information. |

# Scenario

Read the document named BSBCRT404 - ASDS - ITWorks Evacuation Scenario - Incident Risk Analysis, available in the assessment section in Learn.

Download the folders from the assessment section in Learn, which are needed for this assessment.

* BSBCRT404 – ASDS – Assessment 1 Evacuation Procedures
* BSBCRT404 – ASDS – Legislation Documents

After the hazardous evacuation of ITWorks recently, the Manager has assigned you to improve the evacuation plans including the evacuation diagram and evacuation procedure. You will start with the third floor of the ITWorks building. The Manager has also stated that he wants everything “done by the book” meaning everything should be implemented with legality. You have many questions about this. Reading the ITWorks Evacuation Scenario was the first step in understanding the problem and symptoms of the problem. You will now continue your process evaluation using your critical thinking skills.

# Q1

Within the South Australian Workplace Health and Safety Act 2012, what is stated in Division 2, section 19(3) Primary Duty of Care under the following subsections a, c, e.

## Write your answers below:

Subsection a: the provision and maintenance of a work environment without risks to health and safety; and

Subsection c: the provision and maintenance of safe systems of work; and

Subsection e: the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities

# Q2

Within the Model-WHS-Regulations-1January2021.pdf find and state the title Division 4 **and** the title of Section 43 relating to Evacuations in the workplace

## Write your answers below:

1) Emergency plans

2) Duty to prepare, maintain and implement emergency plan

# Q3

Following on from Question 2 copy the **sub sections 1, 2, 3 and 4** below.

## Copy and paste your answer below:

1. A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:
   1. emergency procedures, including:
      1. an effective response to an emergency; and
      2. evacuation procedures; and
      3. notifying emergency service organisations at the earliest opportunity; and
      4. medical treatment and assistance; and
      5. effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace;
   2. testing of the emergency procedures, including the frequency of testing;
   3. information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Maximum penalty:

* + 1. In the case of an individual—$6 000.
    2. In the case of a body corporate—$30 000.

1. A person conducting a business or undertaking at a workplace must maintain the emergency plan for the workplace so that it remains effective.

Maximum penalty:

In the case of an individual—$6 000.

In the case of a body corporate—$30 000.

1. For the purposes of sub-regulations (1) and (2), the person conducting the business or undertaking must have regard to all relevant matters, including the following:
   1. The nature of the work being carried out at the workplace;
   2. The nature of the hazards at the workplace;
   3. The size and location of the workplace;
   4. the number and composition of the workers and other persons at the workplace.
2. A person conducting a business or undertaking at a workplace must implement the emergency plan for the workplace in the event of an emergency.

Maximum penalty:

In the case of an individual—$6 000.

In the case of a body corporate—$30 000.

# Q4

The Manager has given you the task to create new evacuation procedures. Critically read **BSBCRT404 - ASDS - IT Works Evacuation Scenario - Incident Risk Analysis** and list all the events that you can identify that are a problem and could be eliminated with improved evacuation procedures.

Using a copy of the scenario document, highlight the events in yellow as you find them, keep your highlighted document as you will need to submit it.

List **at least 10** problems below that could be eliminated with improved procedures:

## Write your answers below:

## 1) hearing impaired worker was not accounted for and left in a bathroom

## 2) firefighters were not notified the staff member on a wheelchair.

## 3) no organisation when the alarm went off.

## 4) staff had left to go to lunch and went on a lift during a fire alarm

## 5)child care is located on the 4th floor and had trouble taking the children down

## 6)first aid kit was not stocked, also the staff member had to rely on his own kit.

## 7)staff started to leave and some went to lunch

## 8)sandwich press was left on and appeared to be unsupervised

## 9)the decent down the stairs was uncorded causing a staff member to fall and hit their head hard

## 10) no staff had helped the member who had fallen.

# Q5

From your answer to Q3 copy subsection 1 including (a), (i) through to and including (v), also (b) and (c) below. Then highlight **two** most important statements that were not provided to the workplace in the evacuation scenario.

## Copy, paste and then highlight your two answers below:

1. A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following:
   1. emergency procedures, including:
      1. an effective response to an emergency; and
      2. evacuation procedures; and
      3. notifying emergency service organisations at the earliest opportunity; and
      4. medical treatment and assistance; and
      5. effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace;
   2. testing of the emergency procedures, including the frequency of testing;
   3. information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Maximum penalty:

* + 1. In the case of an individual—$6 000.
    2. In the case of a body corporate—$30 000.

# Q6

According to the Safe Work Australia Emergency Plans Fact Sheet, list the 3 key personnel that is recommended for inclusion in an emergency plan.

## 1)Fire wardens

## 2)Floor wardens

## 3)First aid officers

# Q7

Below are two concepts of critical thinking that you have used so far in the incident risk analysis, state one characteristics of each technique. (5 – 10 words each)

a) Close Reading Analysis

## Write your answer below:

## 1) very in-depth, careful analysis of a short text

b) Identifying the problem/s

## Write your answer below:

## 1)

c) Analysing legislative requirements – In what order would you analyse legislative requirements and recommendations for workplace procedures? Rearrange the following:

* + Fact sheets, Regulations, Code of Practice, Acts

Regulations, Code of Practice, Fact sheets, Acts

# Q8

a) What are **two** benefits to the workplace of using critical thinking to analyse the evacuation incident? (5 – 10 words each)

## Write your answers below:

## 1)It encourages you to observe different situations and weigh all possible results before making a decision.

## 2)It helps you move past the familiar or routine

b) What are **two** risks to the workplace if the evacuation procedure is not changed by critical thinking and improvements? (5 – 10 words each)

## Write your answers below:

## 1)someone could die

## 2)liabilities and the chance to get sued/fined.

# Q9

According to the First Aid code of Practice, how many First Aid officers are recommended for low and high-risk workplaces?

## Write your answers below:

## Low Risk - one first aider for every 50 workers

## High Risk - one first aider for every 25 workers

# Q10

Refer to the IT Works Evacuation Diagram – Third Floor and count how many staff could be on the floor if every chair were occupied, excluding the kitchen area.

How many First Aiders should be trained for the 3rd floor?

## Write your answer below:

## 1

# Q11

Compare the ITWorks Evacuation Diagram – Third Floor to any of the TAFE SA Evacuation Diagrams provided.

Choose **at least 5** features that you could add to improve the ITWorks Evacuation Diagram – Third Floor? (Maximum 10 words each feature)

## Write your answers below:

## 1)what fire extinguishers are available and where.

## 2)Emergency assembly point

## 3)disabled refuge point

## 4)fire blanket

## 5)emergency exit points

# Q12

State **two** other ideas that you could implement to improve procedures that you have recognised are needed for ITWorks. (Maximum 30 words each idea)

## Write your answers below:

## 1) walk calmly down the stairs, do not use the lift

## 2)do not leave the assembly point util told by the warden

# Q13

Comparing the TAFE SA Adelaide City Campus Evacuation Instruction for Staff and Students against the TAFE SA Evacuation Diagram, which document do you think would be more informative from the perspectives of the following people and why?

* A visitor or staff member with English as a second language

Write your answer below:

1)evacuation diagram

* + Explain one reason? (Maximum 30 words)

Write your answer below:

1)because the instructions are only provided in English and might be hard to understand for people who are learning English

* A person who will attend the campus for the first time but not sure where in the campus they will be and are looking for evacuation information.

Write your answer below:

1)Diagram

* + Explain one reason? (Maximum 30 words)

Write your answer below:

1)because the diagrams are located in every room and are generally easier to follow as it has a map included with exits.

* A person trained in the use of Fire Extinguishers.

Write your answer below:

1)diagram

* + Explain one reason? (Maximum 30 words)

Write your answer below:

1)the diagram has all the extinguishers shown on the map

# Q14)

Imagine you were not at the workplace and therefore not involved in the evacuation from the scenario on that day and you did not have an incident report to read later. The next day your staff individually came to you and told you about their version from their perspective. How does this compare to having an incident report to close read and analyse?

State one similarity (Maximum 10 words)

1. You can get the idea that something went wrong

State one difference (Maximum 10 words)

2)you don’t get the entire picture as a person is biased.

In Assessment 2 – Recommend and Implement Solutions you will be presenting and discussing your answers to Questions 11 and 12 from above.

Upload this assessment to Learn together with the BSBCRT404 - ASDS - ITWorks Evacuation Scenario - Incident Risk Analysis that you completed with your highlights in question 4.

You must submit all completed required documents and questions for Assessment 1. Questions 11 and 12 must be completed, if you leave them blank and then organise the Assessment 2 Task 1 Interview with the Manager, you will be asked to resubmit this assessment and your interview will need to be rescheduled.