**Assessment Matrix Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit Name and Code:** CUAWHS312 Apply work health and safety practices | |  | | | |
| **Element 1. Implement safe work practices** | | **Evidence** | | | |
|  | | Knowledge Questions | Observation Demonstration – Hazardous manual tasks | Observation Demonstration – Emergency procedure observation  Task 1: Building fire Task 2: Telephone threat (bomb)  Task 3: Injury: Case Study/Role Play | Hazard Reports  – 3 reports  Two physical hazard reports  1 psychological/ mental health reports |
| 1.1 | **Develop** and **maintain** own knowledge of WHS legislation, codes of practice and workplace policies and procedures | **WHS legislation**  Q1, Q2, Q3, Q4, Q5, Q6  **Code of practice**  Q21  **Workplace**  **policies and procedures**  Q12, Q13, Q14, Q17, Q18, Q19 |  |  |  |
| 1.2 | **Apply** legislative requirements, safety documentation and signage to work tasks |  |  | **Task 1**: Follow evacuation routes as per **legislative** **requirements**  Follow safety **signage** i.e., fire exits during evacuation  Task 2:  Ensuring **safety** through completion of bomb threat **documentation** (checklist) | Task 1,2: Hazard forms are **safety documentation** |
| 1.3 | **Comply** with duty of care requirements relevant to work tasks | Q5 |  |  |  |
| 1.4 | **Use** personal protective equipment and other measures as required to prevent injury or impairment |  | Task required usage of PPE and other measures |  |  |
| 1.5 | **Use** tools, equipment and materials according to safe work practices |  | **Tools**  - hand trolley  **Equipment**  - PPE  **Materials**  - boxes you are moving |  |  |
| 1.6 | **Participate** in WHS consultative activities |  |  | **Task 2**: Debriefing after bomb threat as per of **WHS consultative activities** | Task 1, 2,3 Who are you going to report this to? |
| **Element 2 - Participate in hazard identification and risk assessment and control** | | **Evidence** | | | |
| 2.1 | **Identify** and **report** hazards or WHS issues in the workplace to required personnel |  |  | **Task 2:** **Identify** and **report** bomb threat (WHS issue) to personnel  Task 3: identify and report WHS issue to Stage Manager | Task 1,2, 3: **What was the hazard?**  I**dentify** and describe any equipment, tools, people involved etc  Who are you going to submit this **report** to? |
| 2.2 | **Assess** and **control** risks in line with workplace procedures |  |  |  | Task 1,2, 3  What was the risk (what could happen)? Explain  What did you do to immediately lower and **control** the risk of harm? |
| 2.3 | **Document** risk control actions as required according to workplace procedures |  |  |  | Task 1,2, 3 Hazard report documents the risk control actions |
| 2.4 | Contribute to **reporting** workplace WHS, hazard, accident and incident reports as required |  |  | **WHS: All**  **Task 2:** Write **incident** (bomb threat) report  **Task 3:** Write **accident report** after injury | Task 1, 2, 3:  Write **Hazard** reports,  Who are you going to submit this report to? |
| **Element 3. Follow emergency procedures** | | | | | |
| 3.1 | **Report** emergencies and incidents promptly to required personnel or authorities according to workplace procedures |  |  | **Task 2:** Report bomb threat **incident** to personnel  **Task 3**: - report injury (**emergency**) to personnel |  |
| 3.2 | **Respond** to emergencies in line with own level of responsibility |  |  | **Task 1, 2, ,3** – **Responding** to three **emergencies** are the tasks. |  |
| 3.3 | **Implement** evacuation procedures as required |  |  | **Task 1:** **Evacuating** building (fire) |  |
| **Performance Evidence:** | | | | | |
| The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to: | | | | | |
| PE1 | Apply work health and safety (WHS) practices on at least three occasions, including:   * **completing** work tasks according to WHS legislative and workplace requirements, including: |  |  |  |  |
|  | * + **using** personal protective equipment (PPE) |  | Complete tasks (moving stuff in storage area) whilst wearing:  1/ long pants  2/ covered shoes  3/ sunscreen | **Task 1:**  Evacuate for building fire wearing face masks/hat  **Task 3:** Wear face mask |  |
|  | * + **following** safety signs and symbols | Q8, Q9, Q10, Q11 | **Task 1:** Following safety signs including fire exit signs in case of emergency | **Task 1:** Responding to safety signage  **Task 2:** Evacuate building as directed following fire exit signs |  |
|  | * + **communicating** WHS issues to required personnel |  | **Task 1:** Debrief any WHS issues during the task | **Task 2:** Communicating WHS issues in debrief  **Task 3:** Communicating issue to First Aid Officer/Stage Manager (alerting stage manager) |  |
| PE2 | **Identifying** and **reporting** risks to physical and mental wellbeing |  |  |  | Task 1,2: Identify and report **physical** wellbeing risk  Task 3: Identify and report **mental** wellbeing risk |
| PE3 | **Assessing** and controlling risks and documenting risk control measures |  |  |  | Task 1,2, 3 What was the risk that could happen?  What did you do to immediately lower and control the risk of harm? |
| PE4 | **Following** procedures for responding to incidents and emergencies. |  |  | **Task 1:** Following fire evacuation **emergency** procedure  **Task 2**: Following bomb threat i**ncident** procedure  Task 3: Following injury **emergency** **accident** procedure |  |
| **Knowledge Evidence** | | | | | |
| The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of: | | | | | |
| KE1 | WHS rights and responsibilities as they apply to own role | Q1, Q2, Q3 |  |  |  |
| KE2 | Duty of care requirements relevant to own role | Q4, Q5 |  |  |  |
| KE3 | Typical workplace health and safety roles | Q6, Q7 |  |  |  |
| KE4 | Common safety signs and symbols | Q8, Q9, Q10, Q11 |  |  |  |
| KE5 | Procedures for reporting hazards, risks, incidents and accidents | Q12, Q13, Q14 |  |  |  |
| KE6 | Common hazards and major causes of accidents in workplace | Q15, Q16 |  |  |  |
| KE7 | Common risks to physical and mental wellbeing of self and others in the workplace | Q15, Q16 |  |  |  |
| KE8 | Risk control procedures relevant to own role | Q12 |  |  |  |
| KE9 | Evacuation procedures | Q17, Q18, Q19 |  |  |  |
| KE10 | Potential emergency situations and response procedures. | Q13, Q14, Q17. Q18. Q19 |  |  |  |
| **Foundation Skills** | | | | | |
| Oral communication | * Uses clear and direct words to relay information to others * Uses questioning and listening techniques to identify and clarity requirements |  |  | Task 2: Demonstrated during debriefing  Task 3: Alerting stage manager uses questioning and listening techniques |  |
| Reading | Interprets textual information from a range of sources |  |  | All tasks involve interpreting procedure information |  |
| Writing | Completes workplace documentation according to requirements |  |  | Documentation includes bomb threat and injury reports | Documentation includes hazard reports |
| Initiative and enterprise | Assesses situations to decide on action required |  |  | Assessing emergencies e.g., bomb threat and injuries to decide on action required | Assessing risks for hazards and deciding on controls |
| Planning and organising | Plans and completes a range of routine tasks in logical order |  |  | Follows procedures – all tasks | Follows documentation and process – all hazard reports |
| Self-management | * Understands and complies with legislative and organisational requirements * Understands own WHS responsibilities |  |  | Emergency evac procedures are legislative and organisational requirements | Hazard reports are legislative and organisational requirements |
| Teamwork | Works collaboratively with colleagues to keep workplace safe |  |  | Task 1: Works with colleagues to keep team safe during a fire drill  Task 2: Collaborates with colleagues during a bomb threat (passes note and debriefs) |  |
| **Assessment Conditions** | | | | | |
| Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to: | | | | | |
| AC1 | * workplace instructions and information relating to safe work practices * case studies and, where possible, real situations * interaction with others required to demonstrate the performance evidence. |  | Yes | Yes | Yes |