# HLTWHS003 Maintain work health and safety

Table 2 Assessment instructions

| Assessment details | Instructions |
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| **Specific assessment conditions** | *Skills must be demonstrated in the workplace.*  *In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.*  *Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.* |
| **Assessment overview** | *The objective of this assessment is to assess your knowledge and performance as would be required to maintain work health and safety.* |
| **The Assessment Event number** | *3 of 3* |
| **Companion documents** | *Workplace Portfolio*  *Workplace Log Book* |
| **Instructions for this assessment** | *This assessment is in two parts and also includes a Demonstration Report, Third-Party Verification, Evidence Guide and final Assessment Feedback:*  *Safety Checklist and Risk Assessment*  *Practical Demonstration*  *Detailed instruction for each assessment part is contained at the beginning of each assessment part and includes:*   * *Assessment task introduction* * *When the assessment task must take place* * *Where the assessment task will take place* * *Resources and equipment required to complete the assessment task* * *Specific assessment conditions (where required)*   *You must read the entire document before commencing your assessment so you are aware of all requirements.* |
| **Submission instructions** | *On completion of this assessment, you are required to upload* ***your response and any marking tools as they appear in this assessment workbook*** *as per the instructions on your online platform or hand it to your assessor for marking*  *Ensure you have written your name at the bottom of each page of this assessment.*  *It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment.* |
| **Confidentiality Instructions** | *Where an assessment task requires the recording of child observation and/or development of a plan for a child, the child must only be identified by:*   * *Their first name* * *Age in years and months – for example 5 years 3 months*   *Where a student is required to collect and provide evidence of documentation from an Education and Care Centre, each document must be de-identified to protect the child’s right to privacy and confidentiality.*  *Prior to undertaking any observation:*   * *parental/guardian consent must be obtained and a copy included in the submitted assessment; and* * *Students must also request the child’s permission prior to commencing an observation.*   *Where an assessment requires video recording of adults, each participant must provide* ***written consent*** *and this consent must be included in the student’s assessment submission.* |
| **What do I need to do to achieve a satisfactory result?** | *To achieve a satisfactory result for this assessment you must complete each part of your assessment to a satisfactory standard.*  *You must ensure your assessment responses are written in your own words (unless otherwise specified), include* [*APA*](https://tafensw.libguides.com/research/referencing) *references where required and adhere to the word count requirements where specified.* |
| **What do I need to provide?** | *Pens to complete documentation. You will need to self-source observational tools and planning templates or use the service formats.* |
| **What the assessor will provide?** | *Nil* |
| **Due date and time allowed** | ***Due Date****:*  ***The time allowed****: To be completed during the work placement.*  ***Venue****: Parts of this assessment will need to be completed during attendance at a regulated education and care service however written tasks may be completed outside of the service in the classroom, home or online environment.* |
| **Assessment feedback, review or appeals** | *In accordance with the TAFE NSW policy Manage Assessment Appeals, all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within* ***14 working days*** *of the formal notification of the result of the* *assessment.*  *If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.*  *Contact your Head Teacher for the assessment appeals procedures at your college/campus.* |

Part 1 – Outdoor Safety Checklist, Risk Assessment & Consultation

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| **INSTRUCTIONS** | **(Part 1)** |
| **Introduction** | |
| *To complete this part of the assessment, you are required to participate in the completion of an outdoor safety checklist and risk assessment.*  *This practical demonstration will be observed by the workplace supervisor and feedback will be documented on the Evidence Guide under workplace supervisor feedback.*  *You will then need to reflect on the activity by answering the questions below.* | |
| **When will the assessment take place?** | |
| *This task will be completed in attendance at a regulated education and care setting. The written questions of the assessment task may be completed outside of work placement hours so as not to disrupt engagement in work placement.* | |
| **Where will the assessment take place?** | |
| *Must be completed during the required hours of work placement in a regulated education and care service* | |
| **What resources and equipment do I need?** | |
| *Access to the service’s outdoor safety checklist.*  *Policy and procedure relating the WHS and completion of risk assessment* | |
| **Specific assessment conditions** | |
| *Skills must be demonstrated in a regulated education and care service.* | |

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| **TASK 1** | **(Part 1)** |
| In order to complete this task, you will need to speak with your workplace supervisor and obtain a copy of the service’s outdoor safety checklist.   1. You will complete this outdoor safety checklist on a day that has been negotiated with your workplace supervisor. 2. Complete the **outdoor safety checklist** according to the centre's policies and procedures and include a copy of the checklist with your assessment. 3. During the completion of this checklist, your workplace supervisor will watch and verify that you have completed the checklist following the service’s policies and procedures accurately. | |
| *Attach your completed (and Supervisor signed) Safety Checklist to this task.*  *Note: I will submit Centre Outdoor Safety Checklist in my final submission. I have completed my assessment in hard copy centre checklist.* | |

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| **TASK 2** | **(Part 1)** |
| On the Risk Assessment Record below, document two (2) hazards that you identified.  For each hazard, use the Hierarchy of Controls to manage the risk including:  Elimination  Substitution  Engineering  Administrative  Behaviour  Personal Protective Equipment (PPE)  In the Risk Assessment Record, indicate who you would report the risk to and when. Use the risk matrix located below the Risk Assessment Record to identify the level of risk.  NOTE: If no hazards are identified discuss with your supervisor about three previous hazards that have been identified at the service. | |

**Risk Assessment Record**

| **Student’s name:** | *Wahida Moon* | **Date:** | *17-Nov-20* |
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| Risk assessment | | | | | |
| **Activity** | **Hazard identified** | **Risk assessment**  **(use matrix)** | **Elimination/control measures**  **(list which of the Hierarchy of control/s to be used & describe action to be taken)** | **Who will report to?** | **When will you report the hazard?** |
| *Toys on the floor* | *tripping* | *moderate* | *Use the toys in organised way. Educators and children should put toys in the certain place. Strong supervision is needed in outdoor areas.* | *Educators* | *Outdoor play time* |
| *Wet surface near water based play areas* | *Slipping and fall down* | *low* | *Put wet safety sign*  *Make it dry with towels*  *Strong supervision is needed until dry* | *Educators* | *When playing outdoor near water based play area* |
| *Sand on the outdoor walk area* | *Slipping and fall down* | *moderate* | *Put slippery surface sign nearby sandpit area (there is a slope path). Clean sand from the path and near sandpit area. Strong supervision needed until fully clean.* | *Educators* | *Outdoor play time near sandpit area* |

**Risk Matrix**

This matrix is to be used when assessing the risk of an actual or potential hazard.

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| Risk Matrix | | |
|  | | **Consequence** |
| **Likelihood** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Insignificant | Minor | Moderate | Major | Catastrophic | | Almost certain | Moderate | High | High | Extreme | Extreme | | Likely | Moderate | Moderate | High | Extreme | Extreme | | Possible | Low | Moderate | High | High | Extreme | | Unlikely | Low | Low | Moderate | High | High | | Rare | Low | Low | Low | Moderate | High | | |

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| **TASK 3** | **(Part 1)** |
| 1. You are required to discuss your Outdoor Safety Checklist and Risk Assessment form that you completed in tasks 1 and 2 with your workplace supervisor and one other staff member. 2. Describe the strategies you have used for implementing the risk controls and how this is relevant to the service’s workplace policies and procedures. 3. Document this discussion by completing the **Consultative Activity Record** below | |

**Consultative Activity Record**

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| Hazard Identified | Recommended risk control and housekeeping strategies to ensure that WHS policies are followed | Is there a Residual Risk? Explain if YES | Link to WHS policy and procedure | Discussed with (names of staff members and their positions – must be at least 2): |
| *Spot (e.g. drop of blood less than the size of a 50-cent coin)* | *Wear gloves*  *• Wipe up blood immediately with a damp cloth, tissue or paper towel*  *• Place the cloth, tissue or paper towel in a plastic bag or alternative; seal the bag and put it in the rubbish bin*  *• Remove gloves and put them in the rubbish bin*  *• Wash surface with detergent and warm water*  *• Wash your hands with soap and water* | ☐ Yes NO | *2. the work environment*  *WHS regulation clause-40*  *Duty in relation to general work-place facilities*  *2.6 House Keeping* | *Joshllyn Singh-Khan (Centre Manager)*  *Martina Borsetto (Room Leader)*  *Rhiannon Hoese (Educator)* |
| *Faeces, vomit and urine* | *When cleaning up faeces, vomit or urine, the following procedures should be used:*  *•Wear gloves.*  *•Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place it in a plastic bag or alternative, seal the bag and put it in the rubbish bin.*  *•Clean the surface with warm water and detergent and allow to dry*  *.•If the spill came from a person who is known or suspected to have an infectious disease (e.g. diarrhoea or vomit from a child with gastroenteritis), use a disinfectant on the surface after cleaning it with detergent and warm water .*  *•Wash hands thoroughly with soap and running water (preferably warm water).* | ☐ Yes NO | *2. the work environment*  *WHS regulation clause-40*  *Duty in relation to general work-place facilities*  *2.6 House Keeping* | *Joshllyn Singh-Khan (Centre Manager)*  *Martina Borsetto (Room Leader)*  *Rhiannon Hoese (Educator)* |
| *Bathroom* | *Bathrooms-wash tap handles, toilet seats and door knobs. Check the bathroom during the day and clean if visibly dirty*  *Wash after every use.*  *Wash daily plus when visibly dirty.*  *Wash weekly plus when visibly dirty.* | ☐ Yes NO | *2. the work environment*  *WHS regulation clause-40*  *Duty in relation to general work-place facilities*  *3.3 toilets* | *Joshllyn Singh-Khan (Centre Manager)*  *Martina Borsetto (Room Leader)*  *Rhiannon Hoese (Educator)* |

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| **TASK 4** | | **(Part 1)** |
| Describe two occasions where you have provided accurate information to workers and explained relevant WHS policies and procedures. Explain what happened and what strategies you used and how it related to the WHS policies and procedures in the service.  1. One strategy must be an explanation about the correct use of one type of Personal Protective Equipment (PPE).  2. The other must relate to safe housekeeping practices | | |
| **1** | *Gloves: In early childhood education program, we use gloves for different working times. We use gloves for safe food handling, gardening, nappy changing time, while putting sunscreen on children’s skin, nose cleaning time and any type of cleaning activities.* | |
| **2** | *Floor Mop: We follow WHS policy. We put on gloves before starting mop.*  *We use certain colour of bucket and mop for surface cleaning/mopping floor.*  *When we clean floor, we put on wet safety sign and keep mop and bucket out of the room in a certain place. Strong supervision is needed until dry.* | |

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| **TASK 5** | **(Part 1)** |
| Record one (1) strategy that you have used to encourage educators and staff to participate in WHS consultative activities. | |
| *3.4. Hand washing :*  *Hand washing facilities must be provided to enable workers to maintain a good standard of personal hygiene. Workers may need to wash their hands at different times, for example after visiting the toilet, before and after eating meals, after handling chemicals or handling greasy machinery.*  *Design of hand washing facilities Hand washing facilities should*  *:− be accessible at all times to work areas, eating areas and the toilets*  *− be separate from troughs or sinks used in connection with the work process*  *− contain both hot and cold water taps or temperature mixers*  *− be protected from the weather*  *− be supplied with non-irritating soap preferably from a soap dispenser, and*  *− contain hygienic hand drying facilities, for example automatic air dryers or paper towels. Where a business engages in activities such as food preparation or health care, there are also duties under health legislation in relation to hand washing facilities.*  *We all staff try to follow WHS handing policy and procedure.* | |

Part 2 – Housekeeping and safety procedures

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| **INSTRUCTIONS** | **(Part 2)** |
| **Introduction** | |
| *You are required to complete a record of the ways that you have monitored and demonstrated housekeeping practices and safety procedures during your work or work placement. This will be verified by your supervisor by your TAFE Assessor.* | |
| **When will the assessment take place?** | |
| *This part will be completed in a regulated education and care service during work or work placement hours. The written questions of the task may be completed outside of work placement hours.* | |
| **Where will the assessment take place?** | |
| *Must be completed in a regulated education and care service.* | |
| **What resources and equipment do I need?** | |
| *Access to service policies and procedures* | |
| **Specific assessment conditions** | |
| *Skills must be demonstrated in a regulated education and care service.* | |

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| **QUESTION 1** | **(Part 2)** |
| Explain how you consistently monitored and demonstrated housekeeping practices and safety procedures in the day-to-day work activities required by your job role.  Explain how you ensure that WHS policies and procedures are followed.  List the policies and procedures you followed and how what you did reflects the policy and/or procedures that you have included. (Your response should be at least 75 – 100 words) | |
| *An untidy workplace can cause injuries, in particular injuries resulting from slips and trips,*  *therefore good housekeeping practices are essential for all workplaces. For example:*  *− spills on floors should be cleaned up immediately*  *− walkways should be kept clear of obstructions*  *− work materials should be neatly stored, and*  *− waste should be regularly removed.*  *This is WHS housekeeping policy. So, in our workplace we follow this policy and centre policy related to this.*  *We follow supervision centre policy, health and safety policy, dealing with infectious disease policy, cleaning policy, food handling and safety policy, hand hygiene and usage of gloves policy. We follow our every day to day house keeping practice and safety procedure activities.* | |