# Project assessment: WHS Induction

## Criteria

### Unit code, name and release number

BSBWHS501 Ensure a Safe Workplace

### Qualification/Course code, name and release number

ICT40615 Diploma of Website Development

## Student details

### Student number

807135473

### Student name

Alex Goulden

## Assessment Declaration

* + This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
  + No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
  + I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 20190613

Date created: 8 November 2018

Date modified: 27 February 2019

For queries, please contact:

Technology and Business Services SkillsPoint

Ultimo

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance to evaluate and maintain a work area WHS management system |
| **Assessment Event number** | 1 of 4 |
| **Instructions for this assessment** | This is a knowledge assessment and will be assessing you on your knowledge of the unit.  This assessment has two parts and includes:   * Part 1: Write a WHS Induction Procedure * Part 2: Create a WHS Induction Checklist   **Check the Assessment Checklist to ensure that you’ve covered all the required tasks.** |
| **Submission instructions** | On completion of this assessment, you are required to submit it on Moodle for marking.  Submit the following documents in the submission folder:   * + **Induction Procedure**   + **Induction Checklist**   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. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a competent result for this assessment all tasks must be completed satisfactorily. |
| **What do I need to provide?** | Access to computer and Internet. |
| **What will the assessor provide?** | * Access to the Learning Management System (Moodle) * Supporting documents:   + - **Learning resources on Moodle** |
| **Due date and time allowed** | This assessment is to be completed outside class. It is due on the **15th of March 2020.**  Your assessor may ask for additional evidence to verify the authenticity of your submission and confirm that the assessment task was completed by you. |
| **Assessment location** | Assessment is to be completed out of class. |
| **Supervision** | This is an unsupervised, take-home assessment. |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Every Student’s Guide to Assessment](https://www.tafensw.edu.au/documents/60140/76288/Every+Students+Guide+to+Assessment+in+TAFE+NSW.pdf/cc2b5417-89a6-08f7-9a67-a0c2ff1e26ee) in TAFE NSW. |

## Specific task instructions

This assessment consists of two parts and requires you to develop a health and safety induction for new workers.

## Part 1: WHS Induction Procedure

Familiarise yourself with the elements of an effective WHS management system and the contents of an induction program. Then develop a WHS Induction Procedure for the following scenario:

You are the owner of a small web development company that is operating at Ultimo TAFE. You are about to employ two new staff members who have never worked on your premises before. The two new workers will need to learn about the workplace, work processes, policies and procedures, potential hazards and risks before they can commence working.

Write up a **WHS Induction Procedure** and detail what steps you would follow to ensure the new staff members are familiar with the environment and safety requirements of your workplace. Please comment on which areas of your workplace (Ultimo TAFE campus) you would show your employees and what information you would give them as part of their induction (this may relate to work processes as well as existing policies and procedures). You can write this up in point form in a Word document or create a PowerPoint presentation. Save your work as YOUR NAME\_Induction.docx or YOUR NAME\_Induction.pptx.

## Part 2: WHS Induction Checklist

Create a WHS Induction Checklist that you would use for this induction session. Please inspect the samples provided on Moodle for ideas on how to compose the checklist. Save your work as YOUR NAME\_Checklist.docx and submit both documents on Moodle by the due date.

## Part 3: Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission/presentation. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission is taking place or if appropriate directly after the task has been submitted.

Table 2: Assessment Checklist

| Task | Instructions | S | U/S | Assessor Comments |
| --- | --- | --- | --- | --- |
| **1** | Identifies the requirements of WHS management system and induction procedure |  |  |  |
| **2** | Develops documentation to identify work processes, hazards and risks that new workers need to be aware of |  |  |  |
| **3** | Develop documentation to identify work processes, hazards and risks that new workers need to be aware of |  |  |  |
| **4** | Develop comprehensive checklist to ensure induction process is carried out effectively |  |  |  |

## Part 4: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor feedback

Has the Assessment Declaration on page 1 been signed and dated by the student?

Are you assured that the evidence presented for assessment is the student’s own work?

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***