# Project assessment: WHS Management System

## 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

Alex Goulden

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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** | 4 of 4 |
| **Instructions for this assessment** | This is a project-based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment has two parts and includes:   * Part 1: Develop a work environment safety checklist * Part 2: Develop a WHS management strategy   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:   * + **Work Environment and Facilities Checklist**   + **WHS management strategy and tools**   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:   + - **Managing the Work Environment and Facilities Code of Practice** |
| **Due date and time allowed** | This assessment is to be completed outside class. It is due on the **14th of June 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 WHS management system for a specific work area. Assume the role of the PCBU and imagine that your workplace is Building G at Ultimo TAFE.

## Part 1: Work Environment Checklist

Using the Managing the Work Environment and Facilities Code of Practice as a guide, create a checklist to help you manage your work environment and facilities. This checklist should help you monitor whether the environment supports safe work practices. Develop this checklist with Building G at Ultimo TAFE in mind. Please make sure your checklist contains criteria that are relevant to the work environment at Building G.

|  |  |  |
| --- | --- | --- |
| Lighting | Yes No | Action to be taken |
| Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see? |  |  |
| Does the working environment minimise the amount of glare, contrast or reflection? |  |  |

|  |  |  |
| --- | --- | --- |
| Air quality |  |  |
| Is the temperature between 20C and 26C? |  |  |
| Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition? |  |  |
| Are rates of air movement in enclosed workplaces between 0.1 m and 0.2 m per second? |  |  |

|  |  |  |
| --- | --- | --- |
| Drinking Water |  |  |
| Are the drinking water outlets accessible to workers? |  |  |
| Are the drinking water outlets separate from toilet and washing facilities? |  |  |
| Is the water clean, cool and hygienically provided? |  |  |

|  |  |  |
| --- | --- | --- |
| Toilets |  |  |
| If the workplace has more than 10 workers, is there at least one male toilet for every 20 men and one female toilet for every 15 women? |  |  |
| Are there adequate toilet facilities for workers with disabilities? |  |  |
| Are toilets clearly marked, and do they have lockable doors, adequate lighting and ventilation? |  |  |
| Are toilets cleaned regularly? |  |  |
| Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal? |  |  |

|  |  |  |
| --- | --- | --- |
| Hand Washing |  |  |
| Are there enough hand washing basins for men and women? |  |  |
| Is hot and cold water, soap or other cleaning product provided? |  |  |
| Is hygienic hand drying provided that does not involve workers sharing towels? |  |  |

|  |  |  |
| --- | --- | --- |
| Emergency plans |  |  |
| Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures? |  |  |
| Is the plan accessible to all workers? |  |  |
| Are workers, managers and supervisors instructed and trained in the procedures? |  |  |
| Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)? |  |  |
| Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan? |  |  |
| If there is a site plan and is it displayed in key locations throughout the workplace? |  |  |
| Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation? |  |  |

## Part 2: WHS Record Keeping System

The Health and Safety Committee at your workplace has been carrying out regular workplace inspections to identify hazards and manage risks. You have observed that while the team has been using a comprehensive inspection checklist for this activity, the outcomes of inspections have only been verbally discussed in the tea room and risk management activities have not been documented or followed up.

Develop a WHS management strategy to ensure that:

1. Workplace inspection findings are formally recorded
2. Risk management actions are documented
3. patterns of occupational injury and disease in the organisation can be identified
4. the tools used to carry out and document inspections are reviewed and improved continually.

Write a description of your strategy to explain how you will manage WHS at your workplace. Develop record-keeping templates that will help you achieve the outcomes described under points a) and b).

Development of an injury and disease document or table would help to categorise workplace risks and issues, expedite identification and help in creating a list of tools required to keep risks managed and improved continually.

To mitigate and remove potential risks in the workplace, development of physical and online forms should be printed and immediately accessible to all employees of the business. This would allow for superiors to investigate the need for risk management actions and to be documented along with carrying out a workplace inspection.

Documentation Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Insignificant - first-aid | Minor - medical professional/hospital | Moderate - significant non-permanent injury, overnight hospitalisation | Major - extensive permanent injury and hospitalisation | Catastrophic - death or permanent disabling injury |
| Almost certain to occur | High | High | Extreme | Extreme | Extreme |
| Frequent occurrence | Medium | High | High | Extreme | Extreme |
| Likely to occur sometimes | Low | Medium | High | Extreme | Extreme |
| Unlikely | Low | Low | Medium | High | Extreme |
| Rare and exceptional | Low | Low | Medium | High | High |

Chance of occurence

|  |  |
| --- | --- |
| Extreme | Immediate action to mitigate, substitute, isolate or implement engineering of risk. |
| High | Immediate action to mitigate, substitute, isolate or implement engineering of risk. If not immediately accessible select appropriate timeframe in relation to risk |
| Medium | Reasonable steps to mitigate, substitute, isolate or implement engineering of risk. Institute administrative or PPE equipment and interim measurements may be taken until permanent solution is implemented |
| Low | Reasonable steps to mitigate, substitute, isolate or implement engineering of risk and institute permanent controls in the long term |

Inspection Findings Form

Risk level: \_\_\_\_\_

Likelihood: \_\_\_\_\_

Action to prevent risk to be taken: \_\_\_\_\_

Time to application: \_\_\_\_\_

Details:

Signed: \_\_\_\_\_

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** | Creates comprehensive checklist to monitor work environment and facilities at workplace |  |  |  |
| **2** | Chooses relevant checklist criteria |  |  |  |
| **3** | Gives written description of WHS management strategy |  |  |  |
| **4** | Develops a document template to record workplace hazard inspections |  |  |  |
| **5** | Develops a document template to record risk management activities |  |  |  |
| **6** | Describes strategies to monitor and continually improve document templates |  |  |  |

## 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.***