



## UNSW Course Outline

# GENS5013 Workplace Safety - 2024

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## General Course Information

**Course Code :** GENS5013

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

**Is a multi-term course? :** No

**Faculty :** Faculty of Science

**Academic Unit :** School of Aviation

**Delivery Mode :** Online

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The ways in which work can affect people's health, safety and well-being are important considerations for all organisations. Accordingly, an understanding of workplace safety issues is important for students pursuing careers in any industry. This course explores current methodologies, frameworks and issues of best practice in the prevention and management of

workplace hazards. The course uses a variety of media for course material and assessment, including websites, videos and case studies, and builds on students' own workplace experiences. It is anticipated that students will gain an appreciation of current legislation and codes of practice, identify different types of workplace hazards and understand how they can affect people; and be able to apply the risk management approach to workplace hazards.

#### **Important notes:**

This course has two course codes: GENS5013 and AVIA3013. Some students will be enrolled in GENS5013, while others will be enrolled in AVIA3013. AVIA3013 exists in order to allow Faculty of Science students to learn about workplace safety, as they would normally be excluded from taking a general education course from their home faculty. This is essentially an enrolment issue: the assessments and requirements of the two courses are the same.

## **Course Aims**

The aim of this course is to provide students with an introduction to issues in workplace health and safety. The course will cover basic principles regarding how incidents occur, and how they can be controlled, as well as developing students' awareness of risk management practices. The course aims to increase awareness of the relevance of workplace safety to all industrial domains in which students currently work, or may work in the future, by encouraging them to evaluate recent incidents, and incorporate their own workplace experiences into their consideration of the course material.

## **Course Learning Outcomes**

Course Learning Outcomes
CLO1 : Differentiate and describe the basic concepts of hazard and risk, and identify relevant examples.
CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety.
CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.
CLO4 : Outline systems and strategies to help manage and promote occupational health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
CLO5 : Contextualise their own experience of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.
CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.

Course Learning Outcomes	Assessment Item
CLO1 : Differentiate and describe the basic concepts of hazard and risk, and identify relevant examples.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>
CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>
CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>
CLO4 : Outline systems and strategies to help manage and promote occupational health and safety, including the hierarchy of controls, safety management systems and improving safety culture.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>
CLO5 : Contextualise their own experience of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>
CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.	<ul style="list-style-type: none"> <li>• Group assignment</li> <li>• Video Assignment</li> <li>• “Test Your Knowledge” Final Test</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
Group assignment Assessment Format: Group	30%	Start Date: Not Applicable Due Date: 30/10/2023 11:59 PM
Video Assignment Assessment Format: Individual	35%	Due Date: 03/10/2023 11:59 PM
“Test Your Knowledge” Final Test Assessment Format: Individual	35%	Start Date: 20/11/2023 09:00 AM Due Date: 20/11/2023 11:55 PM

# **Assessment Details**

## **Group assignment**

### Assessment Overview

This assessment task requires you to work in a group to identify and analyse an important Australian workplace safety scenario. Specific assignment information will be released in Week 5 of the course.

As a group, you are required to create a set of up to 20 PowerPoint slides. The slides are to be submitted for assessment in Week 8.

The assessment will evaluate your ability to work cohesively as a team to identify and analyse an incident scenario and demonstrate what other industries can learn from this incident. The task also challenges you to identify key elements of the scenario which translate across industry borders, while using key concepts from the course to analyse the events.

Written feedback and marks will be provided within 10 working days after the submission deadline.

### Course Learning Outcomes

- CLO1 : Differentiate and describe the basic concepts of hazard and risk, and identify relevant examples.
- CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety.
- CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.
- CLO4 : Outline systems and strategies to help manage and promote occupational health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
- CLO5 : Contextualise their own experience of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.
- CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.

### Detailed Assessment Description

**Type:** Groupwork

**Length:** 20 PowerPoint slides

**Feedback Details:** Written feedback will be provided on the assignment 2 weeks after the

submission.

**Aligned CLOs:** 2,3,4,5,6

### Rationale

This assessment task asks you to work in groups to identify and analyse an incident scenario from one industry, and demonstrate what other industries can learn from this incident. The task challenges you to identify key elements of the scenario which translate across industry borders, while using key concepts from the course to analyse the events.

PowerPoint is being used for this task to facilitate the use of graphics and diagrams, along with text, which may be useful for communicating about some scenarios. It is also intended that the use of PowerPoint can help your group to focus on the most important ideas and arguments, and communicate them effectively on the slides.

### Task description

Your group works as a consultancy team contracted to a medium to large sized business.

You can choose the industry of your client from the Division level of the Australia New Zealand Standard Industrial Classification.

Your client is keen to learn from *other* industries about workplace health and safety practices.

The client has asked your team to research and present on an important Australian workplace safety scenario (an incident, near miss, injury or fatality etc) that occurred in an industry different to your client's industry, from which your client can learn.

Briefly describe what happened in the scenario and explain why it is important and interesting.

Analyse the factors that contributed to the scenario using frameworks from theory/literature, as well as what systematic improvements could be implemented to make similar incidents less likely to occur in the future.

Present a compelling argument for *why* this incident is something from which your clients should learn. You might consider: why you chose to present this incident to your clients, rather than any of the other incidents you could have considered; what are the key themes of the incident that are relevant to your client's business, or other businesses in general.

## Requirements

- Develop your response to the task as a set of PowerPoint slides.
- You will not be presenting the slides. Do not write speakers' notes (they will not be marked).
- The incident should have occurred since 1990, in an industry other than your client's industry. For example, if your client is in the Health-care and social assistance industry classification, you might choose an incident from Agriculture, Forestry and Fishing.
- The primary source of information about the incident should NOT be a news or media report.
- You will need to use the UNSW Library to find scholarly resources to support your response.
- You will need to use PowerPoint to prepare slides.
- You have a maximum of 24 slides in landscape orientation, and your text must use Size 20 Arial or Times New Roman font. The 24 slide limit does not include a references slide, nor the title slide.
- References **must** still be provided throughout your response using an Author-date format, including images. (see the [Course FAQs](#) in Course Information section, and tips under the Assignment section)
- State all group members, and their zIDs on the front slide. You must also state the industry of your client.
- You will need to nominate one of your group members to upload the assignment to Moodle on the group's behalf (i.e. only one assignment submission per group) by the submission due date and time. It is expected that on the assignment cover page, all group members' names (as formally listed in UNSW records) and zIDs will be clearly stated. In addition, you will be required to complete a survey in Moodle specifically detailing your individual contributions to the group assignment. To be awarded an individual assignment mark, both the group assignment and individual survey must be completed by the assigned due date and time.

## Resources

1. All scenarios chosen should include a significant contribution to the scenario by the workplace environment, work organisation or equipment. If you choose an aviation incident (such as a crash or runway excursion) then you need to remember to look at the issue from a WHS perspective, rather than an operational perspective.
2. Information about the chosen scenario should be publically available, and there should be enough information available to you to complete the assignment. For example, you might find information about the scenario from a range of sources, including legal report/prosecution summaries, media coverage, case study reports, investigation reports, royal commissions, public inquiries, coroner's reports etc. Choosing a recent incident which has only been reported in media coverage is unlikely to provide you with enough information to complete the task successfully. **You will need to consult a range of sources, and ensure there is enough information available on factors that contributed to the incident/scenario.**
3. You will need to refer to the research literature, and relevant guidance material and/or legislation in formulating your response.

## **Assessment Criteria:**

Issues considered in marking include:

- Extent to which the response answers all parts of the task, including making a compelling argument about why your client should learn from this incident.
- Degree of integration of group members' work
- Appropriate use of theory, statistics and other materials
- Clarity and effectiveness of presentation of ideas
- Demonstration of critical analysis of scenarios and control strategies, and application of core concepts from the course
- Appropriate referencing of scholarly and other reference material

## **Assessment Length**

20 PowerPoint slides

## **Submission notes**

Submitted by ONE group member via Moodle

## **Assignment submission Turnitin type**

This is not a Turnitin assignment

## **Video Assignment**

### **Assessment Overview**

For this assignment, you are required to design, script and create a 3-minute video commenting on aspects of a workplace hazard and its controls based on your experience in a workplace, or a workplace with which you are familiar (e.g., workplace of a family member or friend). Your choice of hazard will need to be justified with reference to relevant literature.

This task is to be completed by Week 4. Written or audio feedback will be provided by 10 working days after the submission deadline.

### **Course Learning Outcomes**

- CLO1 : Differentiate and describe the basic concepts of hazard and risk, and identify relevant examples.
- CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety.
- CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.
- CLO4 : Outline systems and strategies to help manage and promote occupational health and safety, including the hierarchy of controls, safety management systems and improving safety culture.

- CLO5 : Contextualise their own experience of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.
- CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.

## **"Test Your Knowledge" Final Test**

### **Assessment Overview**

This assessment requires you to complete an online multiple-choice test that tests your understanding of all content covered in the course.

The test will be available to complete during the Official final examination period with details of the date and time to be provided in Week 1 of the course. You will be allocated 25 minutes to complete the test.

Marks will be provided online once the allocated time for the test has expired.

### **Course Learning Outcomes**

- CLO1 : Differentiate and describe the basic concepts of hazard and risk, and identify relevant examples.
- CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety.
- CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.
- CLO4 : Outline systems and strategies to help manage and promote occupational health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
- CLO5 : Contextualise their own experience of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.
- CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.

### **Detailed Assessment Description**

**Type:** Individual work - online quiz

**Weighting:** 35%

**Length:** 25 minutes

**Submission Details:** Via Moodle quiz interface. You will have **one attempt** at the quiz.

**Feedback Details:** Feedback will be provided after the quiz has closed.

**Aligned CLOs:** CLO 1, 2, 3, 4, 5, 6

**Rationale:** The quiz is intended as an overall assessment of your learning throughout the course.

### **Task description**

Multiple choice questions are presented online, based on the course modules, readings, activities, videos and other course materials.

### **Requirements**

The quiz comprises 20 questions that cover all elements of the course materials, including the concepts explored in the modules, readings, podcasts and links.

### **Resources**

You will need access to Moodle, good internet connection, and a quiet space in which to complete your quiz. Please also check that you are using the optimum browser and additional system requirements for Moodle via this link: <https://student.unsw.edu.au/moodle-system-requirements>

#### **Assessment Length**

25 minutes

#### **Assignment submission Turnitin type**

This is not a Turnitin assignment

## **General Assessment Information**

#### **Grading Basis**

Standard

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Module	Topic: Introduction Activity [Learning opportunity]: Activities presented within modules
Week 2 : 3 June - 9 June	Module	Topic: Risk Management Activity [Learning opportunity]: Activities presented within modules
Week 3 : 10 June - 16 June	Module	Topic: OHS Management Systems and Safety Culture Activity [Learning opportunity]: Activities presented within modules
Week 4 : 17 June - 23 June	Module	Topic: Chemical hazards Activity [Learning opportunity]: Activities presented within modules
Week 5 : 24 June - 30 June	Module	Topic: Biohazards Activity [Learning opportunity]: Activities presented within modules
Week 6 : 1 July - 7 July	Module	Topic: Law Activity [Learning opportunity]: Activities presented within modules
Week 7 : 8 July - 14 July	Module	Topic: Physical hazards Activity [Learning opportunity]: Activities presented within modules
Week 8 : 15 July - 21 July	Module	Topic: Ergonomics, human factors and manual handling Activity [Learning opportunity]: Activities presented within modules
Week 9 : 22 July - 28 July	Module	Topic: Airborne Contaminants Activity [Learning opportunity]: Activities presented within modules
Week 10 : 29 July - 4 August	Module	Topic: Psychosocial hazards Activity [Learning opportunity]: Activities presented within modules

## Attendance Requirements

Not Applicable - as no class attendance is required

## Course Resources

### Prescribed Resources

Readings will be provided along with each unit via the UNSW Library Leganto system, which collates all relevant reading materials and makes them available online. This will be linked on the Moodle site (Course Readings). There are no required textbooks for this course, but students must access and use the readings as listed on the Course Readings link.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Carlo Capone cchia		Level 2, Old Main Building			No	Yes

# Other Useful Information

## Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

## Academic Honesty and Plagiarism

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity, plagiarism and the use of AI in assessments can be located at:

- The [Current Students site](#),
- The [ELISE training site](#), and
- The [Use of AI for assessments](#) site.

The Student Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>

# Submission of Assessment Tasks

## Penalty for Late Submissions

UNSW has a standard late submission penalty of:

- 5% per day,
- for all assessments where a penalty applies,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

*Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.*

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

## Special Consideration

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

## Faculty-specific Information

### Additional support for students

- [The Current Students Gateway](#)
- [Student Support](#)
- [Academic Skills and Support](#)
- [Student Wellbeing, Health and Safety](#)
- [Equitable Learning Services](#)
- [UNSW IT Service Centre](#)
- Science EDI Student [Initiatives](#), [Offerings](#) and [Guidelines](#)

## School Contact Information

### Email:

aviation@unsw.edu.au

### Telephone:

Undergraduate Courses - +61 2 9385 5756 (Katie Wang)

Postgraduate Courses - +61 2 9385 5787 (Michelle Lee)