UNSW Course Outline

AVIA3013 Workplace Safety - 2024

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General Course Information

Course Code : AVIA3013
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

<u>Useful Links</u>

<u>Handbook</u> <u>Class Timetable</u>

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 is jointly taught with GENS5013, with Science students required to take the AVIA3013 version of the course.

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 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 workplace health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
CLO5 : Contextualise personal experiences 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.	• Video Assignment • Group assignment • Final Exam
CLO2 : Outline the general requirements and foundations of workplace safety legislation, and elements of best practice in workplace safety	• Video Assignment • Group assignment • Final Exam
CLO3 : Apply the generic process of hazard identification, risk assessment, risk control and review to a range of workplace scenarios and case studies.	• Video Assignment • Group assignment • Final Exam
CLO4 : Outline systems and strategies to help manage and promote workplace health and safety, including the hierarchy of controls, safety management systems and improving safety culture.	• Video Assignment • Group assignment • Final Exam
CLO5 : Contextualise personal experiences of workplace safety in wider events relevant to safety at work, including recent incidents, case studies, court cases, and other students' experiences.	• Video Assignment • Group assignment • Final Exam
CLO6 : Locate and evaluate information and statistics relevant to workplace hazards and risks in a range of industries.	• Video Assignment • Group assignment • Final Exam

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

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

Assessment Details

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 workplace health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
- CLO5 : Contextualise personal experiences 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

Please see Moodle for more information.

Submission notes

Submitted on Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

Group assignment

Assessment Overview

This assessment task requires you to work in a group of 4 students 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. Please note that your group is not required to deliver a presentation using the slides, However, it is expected that you will design your slides in the way that you would with the intent of presenting them. Also note that you will only be marked on information within the slides and no additional information will be considered. You will be assessed on your ability to communicate ideas clearly and succinctly, and in a way that engages the intended audience.

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 workplace health and safety, including the hierarchy of controls, safety management systems and improving safety culture.
- CLO5 : Contextualise personal experiences 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

Please see Moodle for more information.

Assessment Length

20 PowerPoint slides

Submission notes

Submitted by ONE group member via Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

Final Exam

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 35 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 workplace health and safety, including the hierarchy of controls, safety management systems and improving safety

culture.
- CLO5 : Contextualise personal experiences 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.

<u>Detailed Assessment Description</u>

Please see Moodle for more information.

<u>Assessment Length</u>

25 minutes

<u>Assignment submission Turnitin type</u>

This is not a Turnitin assignment

General Assessment Information

<u>Grading Basis</u>

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Module	Topic: Introduction Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 2 : 3 June - 9 June	Module	Topic: Risk Management Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 3 : 10 June - 16 June	Module	Topic: OHS Management Systems and Safety Culture Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 4 : 17 June - 23 June	Module	Topic: Chemical hazards Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
	Assessment	Video Assignment : Submitted on Moodle
Week 5 : 24 June - 30 June	Module	Topic: Biohazards Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 6 : 1 July - 7 July	Module	Topic: Law Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 7 : 8 July - 14 July	Module	Topic: Physical hazards Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 8 : 15 July - 21 July	Module	Topic: Ergonomics, human factors and manual handling Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
	Assessment	Group assignment: Submitted by ONE group member via Moodle
Week 9 : 22 July - 28 July	Module	Topic: Airborne Contaminants Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous modules
Week 10 : 29 July - 4 August	Module	Topic: Psychosocial hazards Activity [Learning opportunity]: Activities with adaptive feedback in self-paced, asynchronous 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.

Course Evaluation and Development

Students enrolled in AVIA3013/GENS5013 are given the opportunity to actively engage in the course as collaborators and drivers of their learning experience. In addition to the MyExperience

survey, opportunities for informal and formal feedback via Moodle feedback surveys and Blackboard Collaborate sessions are provided to students throughout the course, as a way for the convenor to both proactively receive and respond to student enquiries in real-time where possible, as well as implement improvements in future iterations of the course.

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
	Carlo Capone cchia					No	No

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 Plagarism

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:

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Telephone:

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

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