# Workplace Assessment Task 3 – Observation Form

*(This form is for the assessor’s use only)*

## **Purpose**

This *Observation Form* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment Task 3.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 3.

## **Task Overview**

For this task, while being observed by the assessor, the candidate is required to do the following according to workplace policies and procedures:

1. Follow safe work practices and contribute to the implementation of safe workplace policies and procedures
2. Minimise risk
3. Follow manual handling procedures and work instructions for minimising manual handling risk
4. Apply workplace safety procedures for hazardous manual tasks in two work activities
5. Apply control measures to minimise manual handling risk
6. Follow standard precautions as part of your work routine to prevent the spread of infection
7. Apply workplace safety procedures for the following in two work activities:
   * Infection control
   * Use of personal protective equipment

In this task, the candidate will be assessed on:

* Their practical knowledge relevant to the following:
  + Safe work practices
  + Manual handling
  + Infection control and personal protective equipment
* Their practical skills relevant to the following:
  + Following safe work practices
  + Minimising risk
  + Following manual handling procedures and work instructions for minimising manual handling risk
  + Following standard precautions as part of your work routine to prevent the spread of infection
  + Applying workplace safety procedures and control measures

## **Instructions to the Assessor**

### Before the assessment

* Provide the candidate with policies and procedures relevant to the following for their reference:
  + Safe work practices
  + Risk minimisation
  + Manual handling procedures and minimising manual handling risk
  + Infection control
* Discuss these policies and procedures with the candidate.
* Organise workplace resources required for the candidate to complete this assessment.
* Contextualise the criteria in this observation form to reflect these procedures.
* Discuss this assessment task with the candidate, including the practical skills they need to demonstrate during this task and the criteria for satisfactorily demonstrating each skill.
* Review this form with the candidate and address any queries or concerns they may have about it.

### During the assessment

* Observe the candidate as they complete the Workplace Assessment Task.
* For each practical skill listed in this observation form:
  + Tick YES if you confirm you have observed the candidate demonstrate/perform the practical skill.
  + Tick NO if you have not observed the candidate demonstrate/perform the practical skill.
* If you ticked YES, provide the date when you observed the candidate demonstrate the skill.
* Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

### After the assessment

* Complete all parts of the *Observation Form*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

## **Candidate Details**

|  |  |
| --- | --- |
| Candidate name |  |
| Title/designation |  |

## **Assessor Details**

|  |  |
| --- | --- |
| Candidate is observed and assessed by |  |
| Training Organisation |  |
| Relevant qualifications held |  |

## **Context of the Assessment**

|  |  |
| --- | --- |
| Workplace/organisation |  |
| The organisation’s policies relevant to safe work practices | Assessor to list relevant policies here |
| The organisation’s procedures relevant to safe work practices | Assessor to list relevant procedures here |
| The organisation’s policies relevant to minimising risk | Assessor to list relevant policies here |
| The organisation’s procedures relevant to minimising risk | Assessor to list relevant procedures here |
| The organisation’s procedures relevant to manual handling procedures | Assessor to list relevant procedures here |
| The organisation’s policies relevant to infection control | Assessor to list relevant policies here |
| The organisation’s procedures relevant to infection control | Assessor to list relevant procedures here |
| Resources required for the assessment | Workplace resources needed for safe work practices, including:  Assessor to list required resources here. Add more lines as needed.  Workplace resources needed for minimising risk, including:  Assessor to list required resources here. Add more lines as needed.  Workplace resources needed for manual handling procedures, including:  Assessor to list required resources here. Add more lines as needed.  Workplace resources needed for infection control, including:  Assessor to list required resources here. Add more lines as needed. |

## **Candidate Assessment Briefing**

|  |  |
| --- | --- |
| Date of assessment briefing |  |

|  |  |
| --- | --- |
| **The assessor confirms:** | **YES/NO** |
| 1. They have discussed with the candidate the workplace task they are required to complete for this assessment. | YES  NO |
| 1. The candidate understands they will be assessed while completing this workplace task, as well as any document(s) they will complete as part of this task. | YES  NO |
| 1. They have discussed with the candidate instructions how they are to undertake the workplace task. | YES  NO |
| 1. They have provided the candidate guidance on how they can satisfactorily complete the task. | YES  NO |
| 1. They have discussed with the candidate the practical skills (listed below) they are required to demonstrate while completing this task. | YES  NO |
| 1. They have addressed the candidate’s questions or concerns about the workplace task and the assessment process. | YES  NO |

# Observation Form

## **Safe Work Practices**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the organisation’s policies and procedures for safe work practices. Adapt or add more criteria below to ensure it reflects the organisation's policies and procedures for safe work practices.

| **During the workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate follows workplace policies for safe work practices. |  |  |  |
| 1. The candidate takes reasonable care for their own safety.   Assessor to specify what the candidate does to comply with this policy:  The candidate wears compliant PPE in the workplace. | YES  NO |  |  |
| 1. The candidate takes reasonable care for the safety of other people.   Assessor to specify what the candidate does to comply with this policy:  The candidate uses the proper assistive equipment to aid clients in moving around. | YES  NO |  |  |
| 1. The candidate follows workplace procedures for safe work practices.   Assessor to specify how the candidate followed procedures for safe work practices. Examples are provided below. |  |  |  |
| 1. The candidate cleans the area around their client to remove any trip or fall hazards. | YES  NO |  |  |
| 1. The candidate checks the client’s food or medication for allergens. | YES  NO |  |  |

| **During the workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate contributes to the implementation of safe workplace policies in their own work area.   Assessor to specify the ways in which the candidate contributes to the implementation below. |  |  |  |
| 1. The candidate checks their work area and removes any potential hazards. | YES  NO |  |  |
| 1. The candidate talks to their colleagues to suggest ways to improve the safety of their work environment. | YES  NO |  |  |
| 1. The candidate contributes to the implementation of safe workplace procedures in their own work area.   Assessor to specify the ways in which the candidate contributes to the implementation below. |  |  |  |
| 1. The candidate reports hazards and risks following the organisation's procedures. | YES  NO |  |  |
| 1. The candidate accessses and reviews operation manuals before operating assistive aids and equipment for clients. | YES  NO |  |  |

## **Risk Minimisation**

|  |  |
| --- | --- |
| Risk | Assessor to specify the risk that the candidate is to address for this assessment |

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the risk identified above and the organisation’s policies and procedures for minimising risk. Adapt or add more criteria below to ensure it reflects the risk identified above and the organisation's policies and procedures for minimising risk.

| **During the workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate follows workplace policies to minimise risk.   Assessor to specify how the candidate follows workplace policies to minimise risk. Examples are provided below. |  |  |  |
| 1. The candidate replaces the risk source with a safer alternative. | YES  NO |  |  |
| 1. The candidate reduces the risk by using administrative methods. | YES  NO |  |  |
| 1. The candidate follows workplace procedures to minimise risk.   Assessor to specify how the candidate follows workplace procedures to minimise risk. Examples are provided below. |  |  |  |
| 1. The candidate distances people in the workplace from the risk source. | YES  NO |  |  |
| 1. The candidate wears the appropriate PPE before addressing the risk. | YES  NO |  |  |

## **Manual Handling Procedures**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the organisation’s procedures for manual handling. Adapt or add more criteria below to ensure it reflects the organisation's procedures for manual handling.

| **During the workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate applies a workplace safety procedure and a work instruction for hazardous manual tasks in the first work activity.   Assessor to specify the work activity that the candidate participated in: Assisting a client with disability in moving from one room to another. |  |  |  |
| 1. Safety procedure:   Use manual handling equipment according to the manufacturer’s instructions. | YES  NO |  |  |
| 1. Work instruction:   Take regular breaks when assisting a client to move over long distances. | YES  NO |  |  |
| 1. The candidate applies workplace safety procedures and work instructions for hazardous manual tasks in the second work activity.   Assessor to specify the work activity that the candidate participated in: |  |  |  |
| 1. Safety procedure:   Assessor to specify the procedure followed by the candidate in relation to the second work activity | YES  NO |  |  |
| 1. Work instruction:   Assessor to specify the work instruction followed by the candidate in relation to the second work activity | YES  NO |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. The candidate applies control measures for minimising manual handling risk.   Assessor to specify how the candidate applies control measures. Examples are provided below. |  |  |  |
| 1. The candidate changes the design or layout of work areas to minimise manual handling risks. | YES  NO |  |  |
| 1. The candidate asks other workers to help them perform their manual handling task. | YES  NO |  |  |

## **Infection Control**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the organisation’s standard precautions and procedures for infection control. Adapt or add more criteria below to ensure it reflects the organisation's standard precautions and procedures for infection control.

| **During the workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate applies workplace safety procedures for infection control, including the use of PPE, and a standard precaution for infection control in the first work activity.   Assessor to specify the work activity that the candidate participated in: |  |  |  |
| 1. Safety procedure for infection control:   Wash hands with soap and water before and after client contact. | YES  NO |  |  |
| 1. Safety procedure related to the use of PPE:   Wear PPE before performing care activities that would involve contact with human body fluids. | YES  NO |  |  |
| 1. Standard precaution for infection control:   Ensure that nails are kept short and clean before coming into contact with clients. | YES  NO |  |  |
| 1. The candidate applies workplace safety procedures for infection control, including the use of PPE, and a standard precaution for infection control in the second work activity.   Assessor to specify the work activity that the candidate participated in: |  |  |  |
| 1. Safety procedure for infection control:   Assessor to specify the procedure followed by the candidate in relation to the second work activity | YES  NO |  |  |
| 1. Safety procedure related to the use of PPE:   Assessor to specify the procedure followed by the candidate in relation to the second work activity | YES  NO |  |  |
| 1. Standard precaution for infection control:   Assessor to specify the standard precaution followed by the candidate in relation to the second work activity | YES  NO |  |  |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate, whose name appears above, follow policies and procedures for safe work practices, risk minimisation, manual handling and infection control.  I confirm that the information recorded on this *Observation Form* is true and accurately reflects the candidate’s performance during their completion of the workplace task. | |
| Assessor’s signature |  |
| Assessor’s name |  |
| Date signed |  |

End of Workplace Assessment – Observation Form