Assessment Resource

AWE3 ICT50615 Diploma of Website Development
Semester 1 / 2018

ASSESSMENT 2:

Report - Ensuring a safe workplace at BizOps Enterprises

Purpose

You will demonstrate your skills and knowledge by completing a scenario-based project.

Task overview and context

You receive an email from Rose Hargreaves, Chief Executive Officer. Subject: Work health and safety management system

Hello,

As you are aware, BizOps Enterprise's main office that fronts the main road is about to undergo a major refurbishment. Before any work can commence, I need you to establish a work health and safety management system (WHSMS) that meets legislative requirements.

You will have to evaluate some of our current WHS policies and procedures. You may need to develop other procedures and a record-keeping system that ensures the work area (and therefore the organisation) complies with WHS legislation. Throughout the life of the project, you will be responsible for maintaining and evaluating the WHSMS. Please refer to the project background, provided below, for more information.

For further details on what I require you to include in your report, please refer to the 'Instructions to the candidate' section that follows. I look forward to receiving your final report.

Kind regards, Rose Hargreaves

Chief Executive Officer

Project background

Due to growth at BizOps Enterprises, we have decided to look at how we can expand our head office by refurbishing and fitting out the front building.

We will need to employ workers across a range of occupations and trades, including engineers, plumbers, electricians, carpenters and cabinet-makers, and painters. Nail guns, jackhammers, power tools, elevated work platforms and scaffolding, and a range of other building and construction equipment will be used extensively.

The building being renovated fronts a busy street; construction activities will need to ensure vehicle and pedestrian traffic is safe and uninterrupted.

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WHS system implementation and maintenance tasks over the corning weeks leading up to commencement of work include:

- confirming legislative requirements
- identifying relevant roles and responsibilities resourcing the WHS management system
- establishing appropriate induction and training
- providing participation and consultation arrangements for establishing the WHS management system
- developing processes for identifying and resolving issues
- implementing hazard and risk control procedures that ensure legislative compliance.

The work health and safety management system (WHSMS) must also provide a mechanism for evaluating the effectiveness of the processes, which you and your WHSMS team will put in place.

Instructions to the candidate

You will need to access and read the following BizOps Enterprises templates, forms, policies and procedures:

- Document style guide
- Company profile
- Company business plan
- Vision, mission and values statement
- Organisational charts
- Organisation operational plan
- Project scope template
- Project implementation template
- Staff meeting agenda template
- Report template
- Induction plan template
- WHS policy
- Risk management policy
- Risk management procedures
- WHS hazard identification form
- WHS hazard report form

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- Risk management plan template

See the 'Resources required' section for how to access these documents. "

Read the information you have been given. Prepare a project report that demonstrates, describes and evaluates the WHS legislative compliance of the BizOps work area. You are advised to follow the style guide when completing your report.

Address the following in your final report.

1. Describe how you critiqued ideas and information from WHS legislation, policies, procedures and programs.
2. Explain how you identified duty holders and defined WHS responsibilities for all workplace personnel in the work area·according to WHS legislation, policies, procedures and programs.
3. Explain how you established, implemented, maintained and evaluated effective and compliant participation arrangements for managing WHS.
4. Describe methods used to monitor adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS.
5. Explain how you identified and approved financial and human resources required by the WHSMS.
6. Explain your strategies for working with contractors and their representatives to set up and maintain participation arrangements according to relevant WHS legislation.
7. Explain how you used consultative or collaborative processes as an integral part of the decision-making process.
8. What was your process for developing procedures for ongoing hazard identification, and assessment and control of associated risks?
9. Describe why it was essential that you included hazard identification at the planning stage.
10. How have you designed and evaluated stages of any change in the BizOps workplace to ensure that new hazards are not created by the proposed changes and existing hazards are controlled?
11. How did you establish, implement, maintain and evaluate procedures for effectively identifying hazards?
12. Describe strategies deployed to assess and control BizOps risks using the hierarchy of risk control.
13. How did you select and implement BizOps risk controls according to the hierarchy of control and WHS legislative requirements?
14. Describe who in the BizOps workplace took responsibility for developing, implementing and reviewing policies, procedures and processes in accordance with organisational and legislative requirements.

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15. Describe how you identified inadequacies in existing risk. controls according to the hierarchy of control and WHS legislative requirements.

16. Explain the objective for promptly supplying resources to enable implementation of new measures.

17. What systematic analytical processes assisted you in gathering relevant BizOps information?

18. Describe how you used identifying and evaluating options against agreed criteria.

19. Identify requirements for requesting expert WHS advice, and how you would request this advice.

20. Develop a suitable WHS induction and training program for all workers in a work area as part of the organisation's training program.

21. How did you establish, implement, maintain and evaluate effective and compliant participation arrangements for managing WHS, including identifying duty holders, identifying and approving the required resources, and developing and implementing a training program?

22. Explain the system for WHS record keeping that you used and how you allowed for the identification of patterns of occupational injury and disease.

23. Describe how you would record WHS decisions according to organisational requirements.

24. How did you measure and evaluate the WHSMS in line with the organisation's quality systems framework?

25. Describe the methods used to establish, implement, maintain and evaluate a WHSMS for a work area of BizOps Enterprises in accordance with WHS legislation, including policies, procedures and record keeping.

26. What improvements did you develop and implement into the WHSMS to achieve organisational WHS objectives?

27. Describe the plans you developed or processes you used to manage relatively complex WHS management tasks with an awareness of how they may contribute to longer-term operational and strategic goals.

28. Explain how you ensured compliance with the WHS legislative framework to achieve, as a minimum, WHS legal requirements.

The final documents you submit for assessment will be assessed using the project criteria provided.

All project criteria outlined must be covered satisfactorily for Part B to be completed satisfactorily.

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You must complete the project unassisted by the assessor or other personnel, but may refer to reference material as needed

The following materials are required for this project to be completed:
- Business technology, including a computer and internet access
- BizOps Enterprises templates, forms, policies and procedures (these can be accessed in blackboard download with the assignment) and include the following list available in the zip file.

1. document-style-guide. Pdf
2. company-profile.pdf
3. company-business- plan.pdf
4. vision-mission-values. Pdf
5. organisational-charts. Pdf
6. organisation- operational-plan.pdf
7. project-scope-template.docx
8. report-template.docx
9. risk-management- policy.pdf
10. project- implementation- template.docx
11. induction-plan- template.docx
12. risk-management- procedures.pdf
13. staff-meeting-agenda- template.docx
14. whs-policy. pdf
15. whs-hazard- identification-form. docx
16. whs-hazard-report- form.docx
17. risk-management- plan-template.docx