Text

Description automatically generated with medium confidence

**ASSESSMENT TASK 2**

**Mural Design and WHS Workbook**

**Due week: 8**

Student name:

Student number:

Email address:

**The Design Workplace**

**COURSE TITLE**

CUA30720 Certificate III in Design Fundamentals

**SUBJECT TITLE**

A10157 The Design Workplace

**TRAINING UNITS**

A: CUADES304 Source and apply design industry knowledge

B: CUAWHS312 Apply work health and safety practices

C: CUAPPR314 Participate in collaborative creative projects

**ASSESSMENT TASK 2**

**MURAL DESIGN AND WHS WORKBOOK**

Assessment Task 2 is a continuation of Assessment Task 1. In this Assessment Task students will develop and finalise their Mural Design and work through a series of questions and activities relating to workplace safety in the design workplace, specifically relating to the ‘Team Up’ case study. Students must use the Case Study provided, alongside their own experience and research to answer the questions.

**ASSESSMENT SUBMISSION**

Students must complete *all activities* in the workbook.

All sources of information must be referenced following standard referencing conventions.

Supporting documentation may be added as additional pages to the back of the workbook.

\*\* Please ensure all additional pages are labelled accordingly \*\*

**Where to submit this task:**   
Go to the Submissions Area and select ASSESSMENT TASK 2. Submit your work clearly labelled using this naming convention: FirstLast\_A10157\_AT2\_DDMMYY

**CONTENTS**

1. Mural Development
2. Mural Design
3. Case Study: Workplace Health and Safety: Responsibilities
4. Case Study: Workplace Health and Safety: Hazards and Risks
5. Case Study: Workplace Health and Safety: Responding to an Incident
6. Case Study: Workplace Health and Safety: Maintaining WHS Knowledge
7. References
8. Appendix
9. **Mural Development (INDEPENDENT ACTIVITY)**

Begin developing design ideas for a mural using the theme and colour direction that was decided upon in your team.

You can use the following pages to insert images, mood boards, examples of other artists or designers work that you find inspiring, your own drawings and sketches, notes or photographs from a sketchbook.

You may insert as many pages as you need to show the development of your ideas.

1. **Mural Design**

Present your Mural Design on a digital image that shows how it will look in place.

You can use the image provided in the subject resources or source your own image to show your Mural Design.

Your Mural Design must be two (2) metres tall by five (5) metres wide. You can work on your design at 25% or 50%.

1. **Case Study**

**Workplace Health and Safety - Responsibilities**

Refer to *WHS Acts, regulations,* and *Codes of Practice* to answer the following questions. Students should also refer to the case study and the Team Up handbook.

* 1. What are Frances’s responsibilities as the Team Up Location Manager in ensuring the safety of her staff, clients, and others on the premises?

|  |
| --- |
|  |

* 1. What are Simone’s responsibilities as a client of Team Up in ensuring her own safety and the safety of others on the premises?

|  |
| --- |
|  |

* 1. What are the responsibilities of other people conducting business on the premises in ensuring their own safety and the safety of others on the premises? Other people conducting business on the premises might be gallery visitors or couriers for example.

|  |
| --- |
|  |

* 1. At Team Up who would Simone speak with regarding any concerns she might have regarding safety on the premises?

|  |
| --- |
|  |

* 1. At Team Up who would Simone speak with regarding an accident, incident or near miss on the premises?

|  |
| --- |
|  |

* 1. Look at the form titled *Induction Checklist*. Read the case study and complete the checklist with the induction items that Frances has completed with Simone. Attach the Induction Checklist in the appendix of this workbook.

|  |
| --- |
|  |

* 1. Did Frances complete the Induction with Simone properly? Explain your answer using 2-3 short sentences.

|  |
| --- |
|  |

* 1. What could Frances have done differently to improve this induction process? List at least one (1) thing.

|  |
| --- |
|  |

1. **Case Study**

**Workplace Health and Safety: Hazards and Risks**

* 1. What is a hazard?

|  |
| --- |
|  |

* 1. What is a risk?

|  |
| --- |
|  |

* 1. What is a risk assessment?

|  |
| --- |
|  |

* 1. Think about the case study and Team Up as a place of work.

What sorts of hazards might be present in this sort of workplace? What sort of harm might they cause and how does this harm occur?

Carry out a risk assessment by completing the *Risk Management Matrix* listing at least five (5) hazards that might be present at Team Up and attach it in the appendix of this workbook.

|  |
| --- |
|  |

* 1. Incorrect office ergonomics are a hazard that create the risk of an injury that occurs over time, such as RSI (Repetitive Strain Injury), now more commonly referred to as OOS (Occupational Overuse Syndrome).

Describe the correct ergonomics for an office workstation that would limit the risk of OOS.

|  |
| --- |
|  |

* 1. List at least one (1) safety measure that can be taken to ensure mental well-being in the workplace.

|  |
| --- |
|  |

* 1. List at least one (1) risk if the above safety measure is not taken to ensure mental well-being in the workplace.

|  |
| --- |
|  |

* 1. PPE or Personal Protective Equipment is sometimes required to ensure we are working safely and minimizing the risk of an accident or injury. Simone is working with spray adhesive in her studio. What sort of PPE might she require to use this safely?

|  |
| --- |
|  |

* 1. Find the appropriate safety sign that would be required to notify a worker of the PPE required in question 4.8 above. Insert it here.

|  |
| --- |
|  |

* 1. Regulatory signs in the workplace are divided into seven categories. List three of these categories below.

1)

2)

3)

* 1. Have a look at the hazard signs and safety symbols below. Select the correct meaning from the multiple-choice options.

|  |  |
| --- | --- |
| A yellow triangle sign  Description automatically generated with low confidence | What hazard is this sign warning?   1. Trip hazard sign 2. Slippery surface hazard sign 3. Playground sign |
| Icon  Description automatically generated | What is the purpose of this mandatory sign?   1. Wear sunglasses mandatory sign 2. Sunny day warning sign 3. Wear eye protection mandatory sign |
| Text  Description automatically generated | What category does this sign fall into?   1. Fire safety sign 2. Mandatory equipment required sign 3. Hazard warning sign |
| download (1) | Is this sign:   1. A warning sign? 2. An emergency sign? 3. A prohibition sign? |
| A picture containing text, clipart, sign  Description automatically generated | What does this sign mean?   1. Exit this way 2. Emergency Exit 3. Emergency Assembly Point |
| download (1) | Where would you find this sign?   1. In the bathrooms 2. Next to the elevators 3. At the location of firefighting equipment |

1. **Case Study**

**Workplace Health and Safety. Responding to an Incident.**

On Tuesday 18th February at 10.00am Simone comes into the studio using her fob. She enters the communal kitchen and as she does so, she trips on a loose tile and twists her ankle. She contacts the First Aid Officer who administers first aid. Simone sits with an ice pack on her ankle for twenty minutes. Her ankle is a bit sore, but she can move it about, and it is not overly swollen. She does not require hospitalisation, nor does she require any time off work.

* 1. Using bullet points, describe the procedure for recording this accident?

|  |
| --- |
|  |

* 1. Complete the *Incident Report Form* and attach it in the appendix of this workbook.

|  |
| --- |
|  |

* 1. Describe the workplace procedure for a staff member responding to an emergency evacuation at Team Up.

|  |
| --- |
|  |

1. **Case Study**

**Workplace Health and Safety. Maintaining WHS Knowledge**

Us the Task Two Case Study. Follow the links to the codes of practice in your state or territory and answer the questions below.

6.1. What is the primary legislation that governs health and safety in the workplace?

|  |
| --- |
|  |

6.2. What is the purpose of Codes of Practice? Answer in 1-2 short sentences.

|  |
| --- |
|  |

6.3. Consider the Team Up business. Which codes of practice would apply to that place of work? List at least one (1) example.

|  |
| --- |
|  |

6.4 Where would you go to ensure you maintained knowledge of the most current WHS legislation? List one (1) website.

|  |
| --- |
|  |

**7. References**

You must list *all*sources of information in the ‘references’ section of this workbook. Include books, websites, magazines, or any other sources of information you have gathered in order to complete your assessment task using the *Harvard Referencing Style* ([www.citethisforme.com](http://www.citethisforme.com)).

See additional resource for referencing requirements.

**8. Appendix**

Insert additional pages in support of your assessment task here.

Additional pages you must include are:

* TEMPLATE\_Incident-Report-Form
* TEMPLATE\_Induction-Checklist
* TEMPLATE\_Risk Management Matrix