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| **This document must be read in conjunction with your Student Unit Guide as it provides instructions regarding this assessment task including the required evidence.** |
| Assessor Guide v4.3 BSBWHS304 |
| **Student Details** |
| Student Name | Click or tap here to enter text. | Student No. | Click or tap here to enter text. |
| Student contact email | Click or tap here to enter text. |
| Student phone contact | Click or tap here to enter text. |
| **Submission Record** |
| VET Lecturer Name | Click or tap here to enter text. |
| Date student submitted | Click or tap to enter a date. | Date assessed | Click or tap to enter a date. |

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| **Assessment Details** |
| Task Title | Project |
| Task Description | This assessment project requires you to complete 7 WHS tasks. To be deemed satisfactory, student must successfully complete all 7 items. |
| Assessment Method | Structured activities - Project/s |
| Assessment Instrument | AT1 Project BSBWHS304 v1.1 |
| Context of Assessment | [ ]  Simulated workplace [ ]  Active workplace [x]  Training Room[x]  Own Environment  |
| If simulated, describe how the simulated workplace will be achieved | N/A |
| Location of the Assessment | Darwin Students: CDU Casuarina Campus Alice Springs Students: CDU Alice Springs Campus Student’s own Study Environment |

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| Evidence to be submitted | An electronic zipped folder containing all documents associated with this assessment task.

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| Item 1 | 4 x Documents (associated with the information pack) |
| Item 2 | 3 x Hazard Identification Tools1 x Risk Register |
| Item 3 | 1 x Meeting Agenda |
| Item 4 | 1 x List of Expected Behaviours |
| Item 5 | 1 x WHS Report  |
| Item 6 | To be completed by Assessor |
| Item 7 | 3 x Documents for Information Board |
| Assessment Instrument | A completed electronic copy of the Assessment Instrument which incorporates the coversheet. |

Submitted to ICT.submit@cdu.edu.au. The submission must be from student CDU student email account.The subject must include student number, course code, unit code, assessment title and the assessor name, for example: s123456, ICT30118, BSBWHS304, Assessment Task 1.1, assessor name |

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| **Project Details** |
| You have recently been employed as a full time Work Health and Safety Officer for a large office-based sales company. On your first day, you decide to take stock and see what you are dealing with. Your first walk around the floor reveals a number of glaring hazards and risks that have obviously not been managed. Further investigation finds:* There is no effective signage (they cost too much)
* Staff are not aware of their WHS obligations (not enough time)
* There have been three workplace injuries in the last month ("they should have been more careful")

On your first approach to management, you are told that you were employed "because someone from the Government told them to" and they did not want to be fined. You realise that a culture change is required. |
| **Item 1** |
| Provide an information pack to each employee which includes the following items:* 1. A document which:
	+ Outlines the responsibilities of PCBU, Officer and Worker
	+ Provides information relevant to legislative requirements and governing bodies
	+ Provides information relevant to other appropriate policies, procedures or legislations
	1. A document containing fire evacuation procedures
	2. Incident and/or accident form
	3. Hazard or Issue reporting form
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| **Item 2** |
| Create a hazard identification tool and undertake a risk assessment of your work area highlighting any current and/or potential hazards.* Determine at least three potential risks and outline proposed solutions as a means of removing or controlling these risks.
* Sources of information where assistance with the controlling of these risks could be located.
* Record these risks in a risk register
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| **Item 3** |
| Create an agenda for your first committee meeting outlining relevant information from exercises 1 and 2 above as well as your findings outlined within the case study. |
| **Item 4** |
| Create a "requirements" list outlining the expected behaviours of the committee. |
| **Item 5** |
| Create a report to be tabled within the committee meeting outlining how you plan to gain, disseminate, and report on workplace issues. |
| **Item 6** |
| Conduct a WHSC meeting. |
| **Item 7** |
| Create three pieces of WHS information that you would place on an information board. |

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| **Feedback and overall assessment outcome of the task** |
| **Result Attempt 1** | [ ]  Satisfactory [ ]  Unsatisfactory |
| Enter student feedback here for attempt  |
| VET Lecturer Name |  |
| VET Lecturer Signature |  | Date | Click for date |
| **Result Attempt 2** | [ ]  Satisfactory [ ]  Unsatisfactory |
| Enter student feedback here for attempt |
| VET Lecturer Name |  |
| VET Lecturer Signature |  | Date | Click for date |