

Observation/Demonstration

Throughout this unit, you will be expected to show your competency of the elements through observations or demonstrations. Your instructor will have a list of demonstrations you must complete or tasks to be observed. The observations and demonstrations will be completed as well as the activities found in this workbook. An explanation of demonstrations and observations:

Demonstration is off-the-job

A demonstration will require:

- Performing a skill or task that is asked of you
- Undertaking a simulation exercise

Observation is on-the-job

The observation will usually require:

- Performing a work based skill or task
- Interaction with colleagues and/or customers

The observation/demonstration will take place either in the workplace or the training environment, depending on the task to be undertaken and whether it is an observation or demonstration. Your instructor will ensure you are provided with the correct equipment and/or materials to complete the task. They will also inform you of how long you have to complete the task.

You should be able to demonstrate you can:

- Establish a WHS management system in a work area
- Establish and maintain effective and compliant participation arrangements for managing WHS in a work area
- Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area
- Evaluate and maintain a work area WHS management system.

You should also demonstrate the following skills:

- ❖ Reading
- ❖ Writing
- ❖ Oral communication
- ❖ Numeracy
- ❖ Navigate the world of work
- ❖ Interact with others
- ❖ Get the work done

Activity 2A

Estimated Time	30 Minutes														
Objective	To provide you with an opportunity to work with workers and their representatives to set up and maintain participation arrangements according to relevant WHS legislation; and appropriately resolve issues raised through participation and consultation arrangements according to relevant WHS legislation.														
Activity	List possible WHS Hazards at a workplace and provide suitable solutions.														
	<table><tr><td></td><td>WHS Hazards</td><td>Solutions</td></tr><tr><td>1</td><td>Electricity joints, connections, plugs can be fatal</td><td> ❖ Safe the plugs by locking them ❖ Cover them with plastic so it won't spread any harm </td></tr><tr><td>2</td><td>Shorter Distance among passing aisles for staff and customers or clients</td><td> ❖ Try to minimize the traffic in and outflow, ❖ Highlight for maximum people's capacity at premises permitted by the government department </td></tr><tr><td>3</td><td>Water Hose</td><td> ❖ While using water hose, sometimes, the hose is opened from its main source and water spread everywhere and cause floor slippery and electrocuted. Solution can be to bring yellow signs for avoiding movement and mopping to over the slippery floor. </td></tr></table>				WHS Hazards	Solutions	1	Electricity joints, connections, plugs can be fatal	❖ Safe the plugs by locking them ❖ Cover them with plastic so it won't spread any harm	2	Shorter Distance among passing aisles for staff and customers or clients	❖ Try to minimize the traffic in and outflow, ❖ Highlight for maximum people's capacity at premises permitted by the government department	3	Water Hose	❖ While using water hose, sometimes, the hose is opened from its main source and water spread everywhere and cause floor slippery and electrocuted. Solution can be to bring yellow signs for avoiding movement and mopping to over the slippery floor.
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	Key dates, time frames and deadlines for communicating	Reports of the past which have shown the communication procedures.	Were specified details were followed on time or went due on expiries and inspections,

Activity 4D

Estimated Time	15 Minutes																																														
Objective	To provide you with an opportunity to develop and implement improvements to the WHSMS to achieve organizational WHS objectives.																																														
Activity	Identify ways in which the WHSMS does not meet current organisational WHS objectives and suggests ways in which it could. Consider quality improvement and key performance indicators (KPIs). We can check whether WHM does not meet current organisational WHS objectives or not by assessing the following chart <table border="1"> <thead> <tr> <th>Serial Number</th><th>Areas to Assess</th><th>Yes</th><th>No</th></tr> </thead> <tbody> <tr> <td>01</td><td>Safety Management System</td><td></td><td></td></tr> <tr> <td>02</td><td>Responsibilities and Accountabilities</td><td></td><td></td></tr> <tr> <td>03</td><td>Consultation</td><td></td><td></td></tr> <tr> <td>04</td><td>Risk Management</td><td></td><td></td></tr> <tr> <td>05</td><td>Information, instruction and training</td><td></td><td></td></tr> <tr> <td>06</td><td>Managing injuries</td><td></td><td></td></tr> <tr> <td>07</td><td>Record keeping</td><td></td><td></td></tr> <tr> <td>08</td><td>Monitoring, review and improvement</td><td></td><td></td></tr> <tr> <td>09</td><td>Resource Management</td><td></td><td></td></tr> <tr> <td>10</td><td>Corporate risk</td><td></td><td></td></tr> </tbody> </table>			Serial Number	Areas to Assess	Yes	No	01	Safety Management System			02	Responsibilities and Accountabilities			03	Consultation			04	Risk Management			05	Information, instruction and training			06	Managing injuries			07	Record keeping			08	Monitoring, review and improvement			09	Resource Management			10	Corporate risk		
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Activity 4E

Estimated Time	15 Minutes
Objective	To provide you with an opportunity to ensure compliance with the WHS legislative framework to achieve, as a minimum, WHS legal requirements.
Activity	Use the WHS compliance self-assessment form located at the back of the learner guide to evaluate your organisation's compliance to the legislation. WHS Compliance Self-Assessment WHS Policy Do you understand your company's legal WHS obligations? YES Do you have a WHS policy? YES Do you have WHS objectives and targets? YES Do you review and evaluate your WHS effectiveness? YES Are your WHS policies and procedures documented? YES Are your WHS systems regularly reviewed and kept up to date? YES Do you provide financial, physical and human resources for WHS? YES Are WHS responsibilities outlined in your position descriptions? YES Process and Systems Do you have a senior manager who is responsible for WHS? YES Do you keep a register of injuries and first aid treatment? YES Do you have a system for reporting & investigating accidents? YES Do you conduct regular WHS inspections of your workplace? YES Do you have an induction program for new staff? YES Do you have a WHS Committee in place that meets regularly? YES Are signs/notices displayed in accordance with legal requirements? YES Do you have a documented WHS training program in place? YES Do you have emergency procedures and an evacuation plan in place? YES Do you have documented procedures in place for resolving disputes? YES Do you have documented work procedures for all hazardous tasks? YES Are your first aid resources adequate? YES Do you have a documented process for risk assessment & control? YES Do you keep a register of your plant and equipment? YES Do you have a maintenance schedule for plant & equipment? YES Are material safety data sheets for all chemicals used on site?

Individual Activity

The answers to the following questions will enable you to demonstrate your knowledge of:

- ❖ Reading
- ❖ Writing
- ❖ Oral communication
- ❖ Numeracy
- ❖ Navigate the world of work
- ❖ Interact with others
- ❖ Get the work done
- ❖ Relevant WHS Acts, regulations and codes of practice
- ❖ Relevant WHS organisational policies, procedures, programs and practices
- ❖ 00Hazard identification and risk-management processes
- ❖ The hierarchy of risk control and how it is applied in the workplace
- ❖ In-house and WHS legislative reporting requirements.

Answer each question in as much detail as possible, considering your organisational requirements for each one.

Scenario:

Your organisation has been advised that an auditor from the WorkSafe/Work Cover Office will be in the office for three weeks. The aim of the audit is to ensure that your organisation has continuously improved their processes in the last twelve months.

1. You have been delegated with the task of reviewing WHS policy and procedures within an organisation. The first column shows tasks related to WHS policies. In the second column you need to briefly outline the current practices to complete these tasks. In the third column make recommendations to improve current procedures/methods.

Tasks	Current procedure/practice	Recommendation
1. Ongoing hazard identification , assessment and control of associated risks.	❖ Find out what could cause harm ❖ If necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.	It is the best method to control a danger in light of the fact that the risk is not, at this point present. It is the favoured method to control a danger and ought to be utilized at whatever point conceivable.

Major Activity

Estimated Time	2 Hour
Objective	To provide you with an opportunity to demonstrate your knowledge of the entire unit.
Individual Activity	<i>You must individually, answer the following questions in full to show your competency of each element:</i> <i>1. Establish a WHS management system in a work area</i> <i>2. Establish and maintain effective and compliant participation arrangements for managing WHS in a work area</i> <i>3. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area</i> <i>4. Evaluate and maintain a work area WHS management system</i> 1. Explain in your own words, what does the Work and Safety Act 2011 seek to ensure? The Work Health and Safety Act 2011 (NSW) (the Act) gives a system to ensure the wellbeing, security and government assistance, everything being equal, and others comparable to NSW working environments and work exercises. Surveys are planned once at regular intervals. This is the first since the Act was presented. 2. What does Section 28 of the WHS require of the worker? Section 28 of the WHS Act forces four explicit obligations on a specialist. While at work, the specialist must: 1. Take sensible consideration for their own wellbeing and security 2. Take sensible consideration that their demonstrations or oversights 3. Don't antagonistically influence the wellbeing 4. Security of different people. 3. How will you justify approval for a resource for WHS equipment? Approval for a resource for WHS equipment incorporates the contraptions that are utilized (worn, utilized, suspended and so on) for the assurance of life and to stay away from wounds or losses. By and large, security gear is the insurance that is utilized by labourers to evade wounds, losses, perilous circumstances and so on 4. Read Section 16 of the Commonwealth WHS Act 1991 and write, what must an employer ensure? An employer must find a way to secure the wellbeing and security at work of the business' representatives. DEEWR (n.d.). <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>. [online] www.legislation.gov.au. Available at: https://www.legislation.gov.au/Details/C2004A04105#:~:text=their%20employees%20etc.- [Accessed 10 Nov. 2020].

5. What are the benefits of stakeholders' participation in WHS policies development and implementation?

These partners can be significant assets and furthermore offer expected:

- Help to plan and
- Start novel thoughts.

The main partners, who are essential to the achievement of any vital improvement in work related medical care, are the ones

1: With high force and

2: With high interest

6. How could an organisation provide WHS information to its employees?

- ❖ Organization Notice Boards
- ❖ Messages and Internal Intranet Systems
- ❖ Registers – Incident/Accident Registers
- ❖ Every day Pre-Start Meetings
- ❖ Danger/Near Miss Report Forms
- ❖ Organization Newsletter
- ❖ WHS counsel gatherings with HSRs/HSCs (Health and Safety Committees)

7. What are the stages of the hierarchy of controls?

- ❖ Eliminate the risk. The most effective control measure involves eliminating the hazard and its associated risk.
- ❖ Reduce the risk through substitution, isolation or engineering controls.
- ❖ Reduce the risk using administrative controls
- ❖ Reduce the risk using personal protective equipment (PPE)

Worksafe Victoria (2020). *The Hierarchy of Control*. [online] www.worksafe.vic.gov.au.

Available at: <https://www.worksafe.vic.gov.au/hierarchy-control>

8. In brief, what are the eight steps of Kotter's model of change?

- Step One: Create Urgency
- Step Two: Form a Powerful Coalition
- Step Three: Create a Vision for Change
- Step Four: Communicate the Vision
- Step Five: Remove Obstacles
- Step Six: Create Short-Term Wins
- Step Seven: Build on the Change
- Step Eight: Anchor the Changes in Corporate Culture