



## Assessor Guide

HLTWHS001

# Participate in workplace health and safety

Assessment 3 of 3



## Assessment Instructions

### Task overview

This assessment required you to read the scenario's and complete the tasks associated with the scenario. All forms and questions are attached to this assessment document. Read each question carefully before typing your response in the space provided.



*The following assessment tasks use a simulated childcare centre called Little.ly Early Learning Centre. In order to complete the assessment tasks, you will need to access information, templates, policies and procedures associated with Little.ly. This can be done in one of two ways: either your assessor will provide you with copies of the appropriate documents, or they will provide you with login details for Little.ly's website. Navigate to [www.littlely.eduworks.com.au](http://www.littlely.eduworks.com.au), select 'Log in' and enter your username and password prior to completing your assessment tasks. You should familiarise yourself with what Little.ly does, the services it provides, the employees and organisational structure of the centre.*

*Please also download the Little.Ly Work Health and Safety document that will be found at the beginning of the assessment and on the assessment landing page.*

## Assessment Information

### Submission

You are entitled to three [3] attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Student Name: Click or tap here to enter text.  
Student Number: Click or tap here to enter text.



## Scenario A

Jessie, one of the educators, tripped at work. She was taken to the hospital where it was found that she had broken her foot. She will now be in a 'moon boot' for at least six weeks.

You witnessed the incident. Jessie was walking along the passage between the storeroom and the Willow Oak Room carrying two large boxes of nappies on top of each other. The boxes are not heavy, but they are large and awkward.

A child ran in front of her. Because of the boxes she didn't see the child until the last moment. She fell and, trying to avoid falling on the child, landed awkwardly on her foot.

Jessie was crying from the pain. She said it was her fault because she should have been looking where she was going. She was carrying two boxes at a time because she said she was so tired that she just wanted to get the job done quickly so she could sit down for a while.


You remember that Jessie had told you that with working full-time, studying for her Diploma, and looking after her old Mum at home, she was absolutely exhausted. She was also stressed out about one of the children in her room.

You also remember that at last month's WHS meeting, management had agreed to buy a trolley, but it hasn't been delivered yet.

Your supervisor has asked you to complete an incident report form as Jessie won't be back at work for some time.

## Question 1

You must complete the incident report (located in the below). Use the information in Scenario A to complete the Incident Report Form.

INCIDENT REPORT FORM		
Part A – To be completed by the employee		
Name of employee who was injured: <i>Jessie</i>		
Name of employee completing this form: <i>Student name</i>		
Time of accident/incident: 3 p.m.	Date: 15 October 20XX	
Work area: <i>In corridor between storeroom and toddlers' room.</i>		
Describe the hazard/detail what happened – include area and task, equipment, tools and people involved.		

Include at least three (3) contributing factors from the scenario. Approximate word count (50-80 words)

*I witnessed Jenny returning from the storeroom with two large boxes of nappies. Before I could take one of them from her Johnny came running across the corridor.*

*Jessie didn't see him coming because of the boxes. I think she was worried about falling on Johnny as she twisted away from him as she fell. This made her land very awkwardly on her foot. I heard a crack, then Jessie was crying.*

*She kept saying that it was her fault because she was carrying both boxes instead of one at a time as we are meant to. The boxes are not heavy but very awkward.*

*She said she had been so tired she took short cuts to get the job done quickly.*

Possible solutions/how to prevent recurrence -Do you have any suggestions for fixing the problem or preventing a repeat?)

Include at least three (3) solutions. Approximate word count (40-60 words)

*Children are always reminded that they must not run in the corridor. Children are not meant to be in the corridor. Johnny should have been supervised better.*

*We are already trained in manual handling procedures. We were meant to be given a trolley but that hasn't turned up yet – this should be chased up.*

*Jessie should have told us that she was tired and needed some help.*

### Scenario B

You have been called into a meeting with Hayley the Nominated Supervisor. This month you have been awarded the WH&S monitor. Your first task is to look at the Valley Oak (4-5-year room). We have just had the backyard redesigned. We have added garden beds that are raised. The outside of the garden beds is a metal aluminium material. Hayley has asked if you could please complete the Hazard Risk Assessment below for the garden beds.



## RISK RATING MATRIX

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

[www.cscentral.org.au/Resources/nqf/risk-assessment-tool.pdf](http://www.cscentral.org.au/Resources/nqf/risk-assessment-tool.pdf)

Likelihood		Impact	
<b>Almost certain</b>	Is expected to occur in most circumstances	<b>Insignificant</b>	Injuries not requiring first aid
<b>Likely</b>	Will probably occur in most circumstances	<b>Minor</b>	First aid required
<b>Possible</b>	Could occur at some time	<b>Moderate</b>	Medical treatment required
<b>Unlikely</b>	Not likely to occur in normal circumstances	<b>Major</b>	Hospital admission required
<b>Rare</b>	May occur only in exceptional circumstances	<b>Severe</b>	Death or permanent disability to one or more persons





# EARLY EDUCATION SERVICE RISK ASSESSMENT/HAZARD IDENTIFICATION

Name of service:	<i>Student to add (Little.ly Early Learning Centre)</i>			
Name of person conducting risk assessment:	<i>Student to add (student's name)</i>			
Date of risk assessment:	<i>Student to add (student to add)</i>			
Work activity	Garden Bed in the Outdoor space - Valley Oak Room [4-5 year]			
Hazard	Risk	Control	Monitor	Hazard identified?
Approximate word count (15-30 words)	Approximate word count (40-60 words)	Approximate word count (40-60 words)	Approximate word count (40-60 words)	Approximate word count (40-60 words)
Wet floors around the garden bed	Risk assessment: High Children, staff or parents may slip on the wet floors causing injury to themselves.	Put up 'wet floor signs' in areas where adults are walking; make sure doors are closed or gated off so children cannot access the area where there are wet floors.	Staff to know appropriate times when to mop floors when children are not present. In cases of spills, make sure staff are informed and children moved to another area.	Yes, wet floor has been spotted in the bathroom with no sign up. Report to Supervisor on duty and immediately place a sign there.
<i>Children trip and hit the garden bed</i>	<i>Risk is High Children can fall against the garden bed resulting in scrape, cut, bruise, or broken bones depending on the incident.</i>	<i>Children are explained play rules and how to appropriately play and interact around the garden beds. As well staff will be posted near the garden beds to minimise risk and fall.</i>	<i>Supervision plans and staff monitoring the area whilst children being used</i>	

<i>Garden bed being worn away</i>	<i>Risk is medium. The garden beds could be weathered and cause injury to the children</i>	<i>Regular maintenance to the garden beds. If there is any damage for it to be fixed immediately</i>	<i>Condition to be checked at each inspection.</i>	

Student Name: Click or tap here to enter text.  
 Student Number: Click or tap here to enter text.



### Assessment checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Assessment Tasks		
Scenario A	Completed Incident Form	<input type="checkbox"/>
Scenario B	Completed the Risk Assessment form	<input type="checkbox"/>



**Congratulations you have reached the end of Assessment 3!**

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