



HLTWHS002(Follow safe work practices for direct client care)&HLTINF006(Apply basic principles and practices of infection prevention and control)

Safe work practices and infection control

Assessment 3 of 3(Clustered Module)

Project and Role Play



Assessment Instructions

Task overview

This task consists of the following three (3) task

- Task 1.1 : read the scenario and answer the questions.
- Task 1.2 : Complete risk and hazard assessment form, incident report based on the scenario
- Task 1.3: undertake a role play and participate in a WHS session, reflect on own safe work practices and participate in debrief session.

To complete this task you will require following additional documents

Additional resources and supporting documents

- Access to LMS learning content
- Access to Happyville Compassionate Care Handbook which includes the following policies and procedures:
 - Health, safety and wellbeing
 - Incidents, injury, trauma and illness
 - Manual handling procedures
 - Emergency response
 - Environment policy
 - Accident, Illness and injury policy
 - Hazard management Policy
 - Infection control policy
- Access to a student to play the role of the colleague in the room
- Access to the following templates:
- Risk assessment template (provided in this document)

Submission requirements

To be eligible to be deemed competent in this assessment, you are required to complete and submit this assessment document. Word documents will not be accepted. Please save any Word documents as PDF files before submitting.

Most modern web browsers can open and display a PDF file. However, if you have an older operating system, you may need a PDF reader installed on your device, such as the Acrobat Reader, available from Adobe.

Windows: Word 2013 and newer

Choose **File > Export > Create PDF/XPS**.

Windows: Word 2010

1. Click the File tab
2. Click Save As
 - To see the Save As dialog box in Word 2013 and Word 2016, you have to choose a location and folder
3. In the File Name box, enter a name for the file, if you haven't already
4. In the Save as type list, click PDF (*.pdf).
 - If you want the file to open in the selected format after saving, select the Open file after publishing check box.
 - If the document requires high print quality, click Standard (publishing online and printing).
 - If the file size is more important than print quality, click Minimum size (publishing online).
5. Click Options to set the page to be printed, to choose whether markup should be printed, and to select output options. Click OK when finished.
6. Click Save.

macOS: Office for Mac

To save your file as a PDF in Office for Mac follow these easy steps:

1. Click the File
2. Click Save As
3. Click File Format towards the bottom of the window
4. Select PDF from the list of available file formats
5. Give your file a name, if it doesn't already have one, then click Export

For more detailed instructions refer to [Microsoft Support](#)

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.

Instructions

Task 1 – Students instructions

1.1 To complete this task you are required to read the case study provided below and refer to Happyville Compassionate Care Handbook and procedures and answer the questions.

1.2 Complete a hazard and risk assessment form, record them and report to a designated person

- Identify two(2) client related risk factors and report them
- Identify two(2) control measures to minimise risk
- Complete an incident and injury report

1.3 Participate in role play and complete the following activities:

- Raise WHS issues with designated persons according to organisational procedures
- Participate in workplace safety meetings, inspections and consultative activities
- Contribute to the development and implementation of safe workplace policies and procedures in own work area
- Identify ways to maintain currency of safe work practices in regards to workplace systems, equipment and processes in own work role
- Reflect on own levels of stress and fatigue, and report to designated persons according to workplace procedures
- Participate in workplace debriefing to address individual needs

Case study

CASE STUDY 1:

Richard is an 82-year-old person with onset of dementia. He lives in an aged care home where you work as a carer. Whilst you have often met Richard and he has always gently greeted you; you are not his regular caretaker. His regular caretaker is on leave and your supervisor has asked you to cover for their shift.

At your shift you notice that Richard has accidentally cut himself with a sharp object and the open wound now that needs to be cleaned and dressings applied. You get the first aid box and when you arrive to attend to his injury and apply dressing you notice he hasn't been himself today and is quite angry. You find this unusual – he is usually a gentle person.

You go inside and say hello to Richard. You explain and introduce yourself explaining who you are and that you are there to clean up the open wound and apply dressing.

Richard tells you to go away because he doesn't want any milk today. You explain again that you are there to clean up the open wound and apply dressing. You get prepared to do this.

Richard becomes very angry and throws all your first aid box materials on the ground. He yells at you to not touch him. In the process one small tray falls on your foot.

1.1 To complete this task you are required to read the case study provided below and refer to Happyville Compassionate Care Handbook and procedures and answer the questions.

a) Refer to the Happyville Compassionate Care Handbook and Identify and write the workplace policy you would refer to in this situation.	
b) Identify and list three (3) the relevant workplace procedures that you must follow to ensure health and safety of the worker	1.
	2.
	3.
c) As a carer identify one (1) state/territory WHS regulations, relevant codes of practice relevant to this scenario as applicable to the worker. (for this part you can research for relevant state/territory legislations that is applicable as per where you are located)	

1.2 Complete a hazard and risk assessment form, record them and report to a designated person

- Identify two(2) client related risk factors and report them
- Identify two(2) control measures to minimise risk
- Complete an incident and injury report

RISK ASSESSMENT RATING MATRIX

Use this table to determine the current risk for each identified hazard.

		LIKELIHOOD				
		Rare The event will only occur in exceptional circumstances	Unlikely The event is not likely to occur in a year	Possible The event may occur within a year	Likely The event is likely to occur within a year	Almost certain The event is almost certain to occur within a year
CONSEQUENCE	Severe/Catastrophic (Accidental death/serious injury)	MEDIUM	HIGH	EXTREME	EXTREME	EXTREME
	Major (serious injury)	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	Moderate (Lost time due to workplace injury)	LOW	MEDIUM	HIGH	HIGH	HIGH
	Minor (Minor workplace injury – no lost time)	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	Minimal (no injury)	LOW	LOW	LOW	LOW	LOW

RISK LEVELS

Resolution at each level involves reducing the risk level to a lower level of risk

- **Extreme** – requires immediate assessment with management consideration. A detailed plan, regular monitoring and reporting is required with a target resolution within 1 month timeframe
- **High** – requires immediate assessment with senior staff consideration, planning and reporting. Target resolution should ideally be within 3 months
- **Medium** – reviewing of existing controls and planning required. Resolution timeframe should be within 1 year
- **Low** – the risk may be tolerable and controlled if managed with high quality process and procedures

RISK ASSESSMENT CONTROL FORM – HAPPYVILLE HOME CARE SERVICE

Site supervisor/manager		Date	
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Name of person completing risk assessment	
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Hazard identification and initial risk rating					Control measures and actions	
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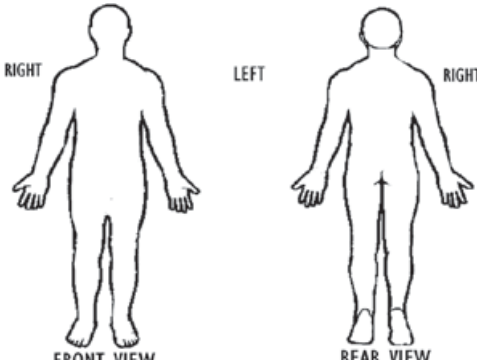
Hazard (current and existing)	Potential risk/harm	Likelihood of harm occurring	Consequence level	Risk level rating	control measures & effectiveness	Report to
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Incident and Injury report form

Details of injury (e.g., to a worker or visitor) and treatment			
Date of incident	XX/ XX/XXXX	Time of incident	XX.XX am
Nature of incident	Near miss	First aid	Medical treatment/doctor
Name of injured person	Student name		
Address	(address of place where injury occurred)		
Occupation	N/A		
Date of birth			
Telephone	XXXXXXXXXX		
Employer	N/A		
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – e.g., fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)			
Treatment given on site		Name of treating person	
Referral for further treatment? Yes No	Name of doctor or hospital	SafeWork NSW medical certificate received? Yes No	Attach copies
Injury management requirement? Yes No	Notify return to work coordinator	Name of return to work coordinator	
Witness to incident (each witness may need to provide an account of what happened)			
Witness name		Witness contact	
Witness name		Witness contact	

This meeting must include at least one(1) participant, must not exceed 15 minutes duration and must address all elements of the Observation checklist.

In this task, you will participate in WHS meeting, raise WHS issues in line with task 1, participate in consultative activities, contribute to improving safety at workplace with the student who will play the role of a WHS representative who works with you in the same aged care facility. Participants may be resourced using one of the following options:

Your role play participant may be resourced using one of the following options:

1. Peer/s who you are already working with, in the industry your qualification relates to.
2. Peers/family members or friends supportive of your studies who will play the role of each character. It is recommended that you share the context of the activity and role play expectations with them before conducting your role play.
3. Fellow student/s who will play the role of each character. Please contact your fellow student/s via the Discussion Forum and coordinate your role play with them directly.

If you are unable to find participants to play the role of your executive team, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

Option 1: Peers

Should you complete this task with your peers, you must fully brief all participants, providing them with the context of the presentation, Appendix 2 – Audience instructions and a copy of the observation checklist so that they can prepare for the recording.

Your peers will need to state their name and job title at the start of the recording to inform consent.

Option 2: Fellow students

Fellow students participating in the recording must be provided with *Appendix 2 – Audience instructions* for context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist to prepare for the recording.

Students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions

Your meeting must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

“This meeting is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my assessor for grading. All participants in this session indicate their consent to be included in this recording by stating their name and job title.”

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Student name: Click or tap here to enter text

Student number: Click or tap here to enter text



Include this recording as part of your assessment submission.

Conduct a role play, participate in the safety meeting with your fellow student (who will play a role of WHS representative working in the same aged care home) and discuss the following:

Role play Task

Brief your WHS member about the situation including your findings that you have completed in the table above (Task 1) by completing the following task:

- a) Consult with your WHS representative about one (1) safety issue and manage safety issue based on the hazard identified above.
- b) Identify and suggests two ways you would contribute to the development and implementation of the policies based on what you think could be best practice to enhance current policies as applicable.
- c) Reflecting on your own practice identify three (3) ways you would maintain currency of safe work practices with regards to workplace systems , equipment’s and processes. You can refer to your workplace policies and procedures or learning materials to identify ways of maintaining safe work practices.
- d) Reflecting on your work practices identify three(3) possible causes of stress and fatigue and who will you report these too. You can refer to your workplace policies and procedures and learning content to identify possible causes of stress.
- e) Participate in the team meeting, consult with your co-worker and debrief your team member on addressing individual needs as identified during the task

Assessment checklist:

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

Part A		
1	Completed the tasks requirements	<input type="checkbox"/>
Part B		
1	Completed All Templates	<input type="checkbox"/>
Part C		
1	Completed Role Play	<input type="checkbox"/>



Congratulations you have reached the end of Assessment 3!

Student name: Click or tap here to enter text

Student number: Click or tap here to enter text



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Student name: Click or tap here to enter text

Student number: Click or tap here to enter text

