ACMWHS301

Contribute to workplace health and safety processes (Animal Care)

Assessment 1 of 1

Short Answer Questions

Assessor Guide

Assessment Instructions

Task Overview

This assessment task is divided into 14 short answer questions. Read each question carefully before typing your response in the space provided.

Additional Resources and Supporting Documents

To complete this assessment, you will need:

– Learning Material

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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 Learning Platform. 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.

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Please consider the environment before printing this assessment.

Module 3: ACMWHS301 - Contribute to workplace health and safety processes

Question 1

Explain the basic hazard identification procedures provided in the table below and provide an example for each one of them.

Assessor instructions: Students must explain the basic hazard identification procedures provided in the table below and provide an example for each one of them.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Hazard Identification Procedure	Explanation [Approximate word count: 20 - 40 words]	Example One [1] example per procedure
Workplace Inspections	Workplace inspections involve regularly examining the physical environment, equipment, and work practices to identify hazards or unsafe conditions. Inspections help ensure that safety measures are in place and that any issues are addressed promptly.	In an animal care facility, a workplace inspection might involve examining animal enclosures to check for any damaged fencing or barriers that could lead to animal escapes. Additionally, inspectors may look for tripping hazards, such as equipment or supplies left in walkways.
Review of Workplace Data	Analysing workplace data, including incident reports, near misses, and injury records, can reveal patterns or trends in workplace hazards. This information helps in proactively addressing recurrent safety issues.	After reviewing incident reports, the animal care facility identifies a pattern of employees being bitten by certain animals during feeding. This prompts a review of feeding protocols and the implementation of additional safety measures, such as using long-handled tools for feeding.
Consulting with Employees	Employees who work directly with animals often have valuable insights into potential hazards. Consulting with them allows for the identification of specific risks they encounter during their daily tasks.	Animal care workers report that they often slip on wet floors in the facility's washing area. Employee feedback leads to the installation of slip-resistant flooring and the implementation of a cleaning schedule to address this hazard.

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Job Safety Analysis (JSA) or Safe Work Method Statements (SWMS)	JSAs or SWMS involve breaking down specific tasks into a series of steps and assessing the potential hazards associated with each step. This helps develop safe work procedures	When handling large or aggressive animals, a JSA might identify the potential hazard of being bitten or kicked. As a control measure, the procedure could include using appropriate restraining equipment and having a colleague nearby for assistance.
Environmental Risk Assessment	Assessing environmental factors, such as weather conditions or natural disasters, is essential in animal care settings where outdoor activities or exposure to the elements are common. Identifying environmental hazards is crucial for the safety of animals and employees.	In a wildlife rehabilitation centre, a risk assessment is conducted to determine the potential impact of extreme weather events, such as storms or bushfires, on the facility. This assessment leads to the development of emergency evacuation plans and secure shelter options for animals.

Question 2

In the table below, explain what the hierarchy of risk control is, list the four (4) ways of controlling risks as described in the Model Code of Practice: How to manage work health and safety risks | Safe Work Australia, and explain which way is the most effective and why.

Assessor instructions: Students must explain what the hierarchy of risk control is and list the four (4 ways of controlling risks as described in the Model Code of Practice: How to manage work health and safety risks | Safe Work Australia and explain which way is the most effective and why.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

What is the hierarchy of risk control?
(Approximate word count: 30 – 40 words)
<<Insert your response here>>
The hierarchy of risk control is a framework that outlines the preferred order of risk control measures to manage workplace hazards effectively. It is a fundamental principle of workplace health and safety management.
List the four (4) ways of controlling risks below:
1. <<Insert your response here>> Elimination 2. <<Insert your response here>> Substitution, isolation and engineering controls 3. <<Insert your response here>> Administrative controls 4. <<Insert your response here>> Personal protective equipment
Explain which way is the most effective and why:

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[Approximate word count: 30 – 40 words]
The most effective control measure involves eliminating the hazard and associated risk. Elimination removes the hazard completely, ensuring a permanent solution to the safety issue. It doesn't rely on ongoing management or maintenance like some other control methods.

Question 3

Describe the common hazards provided in the table below and explain how you would mitigate the risk caused by each hazard.

Assessor instructions: Students must describe the common hazards provided in the table below.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Hazard	Description [Approximate word count: 10 – 40 words]	Mitigation [Approximate word count: 20 – 60 words]
Crush Injuries	<<Insert your description here>> Crush injuries occur when a person or animal is caught between two objects or surfaces. In animal care, this can happen when animals are agitated or frightened, leading to them unexpectedly pressing against or pushing handlers or other objects.	<<Insert your description here>> To mitigate crush injury risks, staff should receive proper training in animal handling techniques. Adequate restraint equipment and safe handling procedures should be used. Animal behaviour should be monitored to anticipate potential stress or aggression.
Chemicals	<<Insert your description here>> Chemical hazards arise from the use of cleaning agents, disinfectants, pesticides, and medications in animal care facilities. Improper handling, storage, or accidental spills can lead to chemical exposure.	<<Insert your description here>> Workers should be trained in the safe handling and storage of chemicals. Proper labelling, storage in well-ventilated areas, and use of personal protective equipment (PPE) like gloves and goggles are essential. Emergency response protocols for chemical spills should be in place.
Bodily Fluids	<<Insert your description here>> Bodily fluids, including blood, urine, faeces, and saliva, can contain pathogens that may pose health risks if there is contact or exposure.	<<Insert your description here>> Workers should practice strict hygiene, including frequent handwashing, and use appropriate PPE when handling animals or cleaning enclosures. Proper waste disposal procedures and biohazard labelling are essential.
Noise	<<Insert your description here>>	<<Insert your description here>>

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	Animal care environments can be noisy, which can lead to hearing damage or stress-related health issues for workers and animals.	Employers should provide hearing protection equipment where necessary. Staff should be educated about noise hazards and encouraged to take regular breaks in quieter areas. Measures to reduce noise levels, such as soundproofing or isolation of equipment, should be considered.
Manual Handling	<<Insert your description here>> Manual handling hazards result from lifting, carrying, or moving animals or heavy objects, which can lead to musculoskeletal injuries, including strains, sprains, and back injuries.	<<Insert your description here>> To prevent manual handling injuries, workers should be trained in proper lifting techniques and encouraged to use mechanical aids, such as hoists, carts, or trolleys, when dealing with heavy animals or objects. Tasks involving repetitive lifting or awkward postures should be minimised through job rotation. Employers should provide ergonomic equipment and workspaces designed to promote safe lifting and movement.
Work Postures	<<Insert your description here>> Poor work postures and repetitive movements can lead to musculoskeletal disorders, such as back pain, strains, and sprains.	<<Insert your description here>> Training in ergonomic principles and the importance of maintaining proper posture should be provided. Workstations and equipment should be designed to promote ergonomically sound practices. Regular breaks and rotation of tasks can help reduce the strain associated with static postures.
Underfoot Hazards	<<Insert your description here>> These hazards include slippery surfaces, tripping hazards like cords or equipment, or uneven flooring.	<<Insert your description here>> Facilities should maintain clean and dry floors, especially in areas where water or bodily fluids are present. Remove or secure cords and equipment to prevent tripping. Proper lighting and signage should be in place to alert workers to potential hazards.
Moving Parts of Machinery	<<Insert your description here>> Machinery used in animal care facilities, such as gates, conveyors,	<<Insert your description here>> Workers should be trained in the safe operation of machinery and

and animal restraint devices, may have moving parts that can cause injuries if not properly controlled.	equipment. Guards and safety mechanisms should be in place to prevent accidental contact with moving parts. Regular maintenance and inspection of equipment are essential to ensure safe functioning.

Question 4

Describe using your own words the health and safety legislation, regulations, industry standards, codes of practice/compliance codes, and examples of organisational WHS policies and work procedures provided in the table below.

Assessor instructions: Students must describe using their own words the health and safety legislation, regulations, industry standards, codes of practice/compliance codes, and examples of organisational WHS policies and work procedures provided in the table below. Links and descriptions of the legislation, regulations, industry standards, codes of practice/compliance codes, and examples of organisational WHS policies and work procedures are included in the student's learning material.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Legislation	Description
Work Health and Safety Act 2011 [Approximate word count: 50 – 60 words]	<<Insert your description here>> It outlines the framework for ensuring the health and safety of workers and workplaces. It is designed to protect the health, safety, and welfare of employees, as well as others who might be affected by work-related activities. The Act places legal obligations on employers, employees, and other parties to ensure that workplaces are safe and free from hazards.
Regulations	**Description**
Work Health and Safety Regulation 2011 [Approximate word count: 30 – 40 words]	<<Insert your description here>> It is a set of regulations in Australia that complements the Work Health and Safety Act 2011. These regulations provide detailed requirements and practical guidelines for the implementation of health and safety standards in workplaces across Australia.
Codes of Practice/Compliance Codes	**Description**
Model Codes of Practice | Safe Work Australia [Approximate word count: 20 – 30 words]	<<Insert your description here>> Model Codes of Practice are practical guides to achieving the standards of health and safety required under the _model WHS Act_ and Regulations.
Animal welfare codes of practice [Approximate word count: 50 – 60 words]	<<Insert your description here>> Codes of practice for animal welfare have provided useful guidance about the management and care of animals, mainly livestock.

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	The codes are generally about keeping a particular type of animal (such as cattle, pigs or poultry) or about particular situations involving animals (such as circuses, abattoirs, or when being transported).
Industry Standards	**Description**
Standards and Guidelines for Pet Shops and Breeders (dogs and cats) (Approximate word count: 50 – 60 words)	<<Insert your description here>> Standards and guidelines for pet shops and breeders of dogs and cats in Australia encompass various aspects of animal welfare, responsible breeding, and consumer protection. These regulations typically address topics such as proper animal care, microchipping and identification, health and vaccination requirements, housing and enclosure standards, breeding practices, fair advertising and sales practices, safe transportation, and enforcement measures.
Australian Animal Welfare Standards and Guidelines (Approximate word count: 60 – 80 words)	<<Insert your description here>> The Australian Animal Welfare Standards and Guidelines (AAWSG) provide a comprehensive framework for the welfare of animals across various industries, including livestock, transport, and animal exhibitions. These standards and guidelines aim to ensure the humane treatment and care of animals by setting out specific requirements for their handling, housing, and management. They cover aspects such as food, water, shelter, health care, and social needs, all with a focus on minimising stress and suffering.
Organisational WHS Policies and Procedures Examples	**Description**
Personal Protective Equipment (PPE) Policy (Approximate word count: 30 – 40 words)	<<Insert your description here>> This policy specifies the types of PPE required for different tasks in the facility, such as gloves, safety glasses, aprons, or respiratory protection. It also outlines the proper use, maintenance, and disposal of PPE.
Animal Welfare Policy (Approximate word count: 20 – 30 words)	<<Insert your description here>> A policy outlining the commitment to high standards of animal welfare. It should address issues such as appropriate nutrition, housing, and enrichment for animals in care.

Question 5

Describe the seven (7) basic methods used in the prevention and control of common zoonotic diseases provided in the table below.

Assessor instructions: Students must describe the seven (7) basic methods used in the prevention and control of common zoonotic diseases provided in the table below

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Method	Description
Hygiene and Handwashing [Approximate word count: 50 - 70 words]	<<Insert your description here>> • **Handwashing:** Frequent and thorough handwashing with soap and water is one of the most effective measures to prevent zoonotic disease transmission. Workers should wash their hands after handling animals, cleaning enclosures, and before eating or drinking. • **Personal Protective Equipment (PPE):** Use appropriate PPE, such as gloves and protective clothing, when handling animals or cleaning contaminated areas. Dispose of PPE properly.
Animal Health and Monitoring [Approximate word count: 50 - 70 words]	<<Insert your description here>> • **Regular Veterinary Care:** Ensure that animals receive regular veterinary check-ups and vaccinations to detect and prevent diseases. Sick animals should be isolated and treated promptly. • **Monitoring:** Monitor animals for signs of illness, including changes in behaviour, appetite, or physical condition. Early detection of disease in animals is essential to prevent human exposure.
Environmental Management [Approximate word count: 30 - 50 words]	<<Insert your description here>> • **Cleanliness:** Maintain clean and sanitised animal enclosures and facilities. Remove and dispose of animal waste properly to reduce the risk of contamination. • **Ventilation:** Ensure proper ventilation in indoor areas to reduce the concentration of airborne pathogens.
Vector Control [Approximate word count: 20 - 30 words]	<<Insert your description here>> • **Pest Management:** Implement measures to control pests like rodents and insects that can transmit diseases. This may include pest-proofing facilities and using safe pest control methods.
Education and Training [Approximate word count: 40 - 50 words]	<<Insert your description here>> • **Staff Training:** Provide training to staff on zoonotic diseases, their transmission, and prevention measures. Workers should be aware of the risks and how to protect themselves. • **Visitor Education:** Educate visitors about potential zoonotic risks and proper hygiene practices, such as handwashing.
Biosecurity Measures [Approximate word count: 30 - 40 words]	<<Insert your description here>> • **Quarantine:** Implement a quarantine protocol for newly arrived animals to prevent the introduction of diseases into the facility.

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	• **Isolation:** Isolate sick animals from healthy ones to prevent disease spread within the facility.
Reporting and Response [Approximate word count: 40 - 50 words]	<<Insert your description here>> • **Reporting:** Establish a system for reporting any suspected cases of zoonotic diseases in both animals and humans. • **Response:** Respond promptly to suspected cases with appropriate medical care for affected individuals and treatment for animals. Isolate affected animals to prevent further spread.

Question 6

Explain the basic risk control measures provided in the table below.

Assessor instructions: Students must describe the basic risk control measures provided in the table below. Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Risk Control Measure	Explanation
Personal protective equipment (PPE) requirements, including use, storage and maintenance [Approximate word count: 130 - 140 words]	<<Insert your explanation here>> • **Use:** PPE in animal care may include gloves, masks, goggles, aprons, and protective clothing. Workers should use the appropriate PPE for the task at hand. For example, gloves should be worn when handling animals, cleaning enclosures, or administering medications to prevent direct contact with bodily fluids or zoonotic pathogens. Masks and goggles protect against airborne particles, allergens, or chemicals during cleaning or handling procedures. • **Storage:** PPE should be stored in designated areas that are clean, dry, and protected from contamination. Gloves and other disposable PPE should be stored in their original packaging to prevent damage and ensure they remain clean and sanitary. • **Maintenance:** Regular inspection and maintenance of PPE are essential. Inspect gloves for tears or damage before each use and replace them if compromised. Masks and goggles should be cleaned and disinfected after use, and damaged or worn-out PPE should be replaced promptly.
Personal hygiene and hand washing [Approximate word count: 100 - 120 words]	<<Insert your explanation here>> • **Hand Washing:** Thorough handwashing is critical in preventing the transmission of zoonotic diseases.

	Workers should wash their hands with soap and warm water for at least 20 seconds:
	• Before and after handling animals.
	• After cleaning enclosures or handling animal waste.
	• Before eating and drinking.
	• After removing PPE.
	• After coughing, sneezing, or touching the face.
	• **Nail Care:** Workers should keep their nails short and clean, as pathogens can accumulate under long nails. Fingernail brushes may be provided for thorough cleaning.
	• **Cough and Sneezing Etiquette:** Encourage workers to cover their mouth and nose with a tissue or their elbow when coughing or sneezing to prevent the spread of respiratory pathogens.
Workplace Health and Safety housekeeping [Approximate word count: 100 - 120 words]	<<Insert your explanation here>> • **Cleanliness:** Maintaining a clean and well-organised workspace is crucial. Regularly clean and disinfect animal enclosures, work surfaces, and equipment. Remove waste and debris promptly to prevent contamination. • **Waste Disposal:** Implement proper waste disposal procedures for animal waste, used bedding, and other materials. Use leak-proof containers and clearly labelled bins for different types of waste, including hazardous waste if applicable. • **Storage:** Store chemicals, cleaning agents, and medications securely in designated areas away from animal enclosures and food storage. Ensure containers are labelled correctly. • **Ventilation:** Ensure proper ventilation to remove odours, dust, and potentially harmful airborne particles. Adequate ventilation helps maintain air quality and reduces respiratory risks.
Safety signs [Approximate word count: 100 - 120 words]	<<Insert your explanation here>> • **Warning Signs:** Use warning signs to alert workers and visitors to potential hazards. For example, signs can indicate areas where aggressive animals are housed, areas under construction, or where PPE is required. • **Emergency Signs:** Install emergency signs indicating the location of emergency exits, first aid kits, eye wash

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stations, and fire extinguishers. These signs provide guidance during critical situations.
- **Animal Behaviour Signs:** Use signs to inform workers and visitors about the behaviour of specific animals. For example, signs may indicate that a particular animal is prone to biting or should not be disturbed during certain times.
- **Hygiene Signs:** Place signs near handwashing stations to remind individuals of the importance of hand hygiene, including proper handwashing procedures.

Question 7

Explain the meanings of the safety signs provided in the table provided below and add an image of each sign.

Assessor instructions: Students must Explain the meanings of the safety signs provided in the table provided below and add an image of each sign.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Safety Sign	Explanation	Image
Dangerous Goods Class Signs [Approximate word count: 150 - 170 words]	<<Insert your explanation here. Provide an explanation for each class>> • **Class 1 - Explosives:** Indicates the presence of explosive materials. These materials can pose a severe risk in case of mishandling or accidents. • **Class 2 - Gases:** Indicates the presence of compressed gases or liquefied gases. These gases may be flammable, toxic, or otherwise hazardous. • **Class 3 - Flammable Liquids:** Signals the presence of flammable liquids that can ignite easily. • **Class 4 - Flammable Solids:** Indicates the presence of flammable solids that can catch fire spontaneously. • **Class 5 - Oxidising Substances:** Signifies materials that can release oxygen and intensify fires.	<<Insert the image here>> CLASSIFICATION OF **DANGEROUS GOODS**

	- **Class 6 – Toxic and Infectious Substances:** Warns about toxic or infectious materials that can cause harm to health. - **Class 7 – Radioactive Materials:** Indicates the presence of radioactive materials or ionizing radiation sources. - **Class 8 – Corrosive Substances:** Alerts to the presence of corrosive materials that can cause chemical burns or damage to materials. - **Class 9 – Miscellaneous Dangerous Goods:** Covers various other dangerous goods that don't fit into the above categories.	
Emergency Evacuation (Approximate word count: up to 10 words)	<<Insert your explanation here>> Shows the way to emergency exits and escape routes.	<<Insert the image here>>
Fire Extinguisher (Approximate word count: 20 - 30 words)	<<Insert your explanation here>> Indicates the location of fire extinguishers. These signs often include information about the type of fire the extinguisher is suitable for (e.g., Class A, B, C fires).	<<Insert the image here>>
Wear Hearing Protection (Approximate word count: up to 10 words)	<<Insert your explanation here>> Indicates the need for hearing protection in noisy environments.	<<Insert the image here>>

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Wear Hand Protection [Approximate word count: 20 - 30 words]	<<Insert your explanation here>> Indicates the need for hand protection, such as gloves, when handling hazardous materials or performing tasks that may cause hand injuries.	<<Insert the image here>>
Sharps Hazard Sign [Approximate word count: 10 - 20 words]	<<Insert your explanation here>> Warns about the presence of sharp objects or medical waste that may cause injuries or infections.	<<Insert the image here>>
Radiation Hazard Sign [Approximate word count: 10 – 20 words]	<<Insert your explanation here>> Alerts to the presence of ionising radiation or areas with potential radiation exposure. E.g., When X-ray equipment may be used.	<<Insert the image here>>

Question 8

Explain the roles of health and safety representatives and workplace health and safety committees and list three (3) of their responsibilities in the table below.

Assessor instructions: Students must explain the roles and responsibilities of health and safety representatives and workplace health and safety committees in the table below.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

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Health and Safety Representatives	Role [Approximate word count: 40 - 50 words]	Responsibilities <<Insert three [3]>>
	<<Insert your response here>> A Health and Safety Representative [HSR] is an individual designated or elected by workers in a workplace to represent their interests in matters related to health and safety. HSRs play a critical role in promoting and maintaining a safe and healthy work environment.	<<Insert your response here>> Students can choose any three from the seven provided below: 1. **Advocating for Workers:** HSRs act as advocates for their fellow employees, ensuring that their health and safety concerns are heard and addressed by management and employers. 2. **Identifying Hazards:** They have the responsibility to identify potential workplace hazards, such as unsafe work practices, faulty equipment, or environmental risks, and report them to the appropriate parties. 3. **Participating in Consultations:** HSRs collaborate with management and employers to develop, review, and implement health and safety policies, procedures, and initiatives. They provide input and feedback on safety measures. 4. **Investigating Incidents:** In the event of workplace accidents or incidents, HSRs may participate in investigations to determine their causes and recommend preventive measures to avoid future occurrences. 5. **Providing Support:** HSRs offer guidance and support to workers regarding safe work practices, the proper use of personal protective equipment [PPE], and the reporting of safety concerns. 6. **Promoting Safety Education:** They may assist in organising or participating in safety training programs and initiatives to enhance worker awareness of potential risks and safe behaviours. 7. **Participating in Safety Committees:** In some cases, HSRs may be members of Workplace Health and Safety [WHS] Committees, where they collaborate with other stakeholders to exchange information and contribute to safety discussions.
Health and Safety Committees	Role [Approximate word count: 70 - 80 words]	Responsibilities
	<<Insert your response here>> A Workplace Health and Safety [WHS] Committee, also known	<<Insert your response here>> Students can choose any three from the seven provided below:

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as an Occupational Health and Safety (OHS) Committee, is a group of individuals within an organisation who are responsible for promoting and ensuring health and safety in the workplace. The composition and functions of WHS Committees can vary depending on local regulations and the specific needs of the workplace, but their primary purpose is to facilitate communication and cooperation between workers and management to enhance workplace safety.

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1. **Policy Development:** WHS Committees may participate in the development, review, and improvement of health and safety policies and procedures within the organisation.

2. **Risk Assessment:** They conduct risk assessments to identify workplace hazards, evaluate the severity of risks, and recommend strategies to mitigate or eliminate those risks.

3. **Incident Investigation:** In the event of workplace accidents or incidents, WHS Committees may participate in investigations to determine root causes and recommend preventive measures.

4. **Safety Training:** They may organise or assist in safety training programs to ensure that employees are informed about safety policies and practices.

5. **Safety Promotion:** WHS Committees promote a culture of safety within the organisation by organising safety campaigns, awareness initiatives, and safety-related events.

6. **Consultation:** The committee serves as a forum for workers to voice safety concerns, share ideas, and collaborate with management on safety matters.

7. **Monitoring Compliance:** WHS Committees monitor the workplace's compliance with relevant health and safety laws, regulations, and standards.

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Question 9

Explain the workplace health and safety information examples usually found within the workplace in the table below.

Assessor instructions: Students must explain the workplace health and safety information example usually found within the workplace in the table below.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

WHS information	Explanation
Safety Manuals and Procedures [Approximate word count: 20 – 30 ords]	<<Insert your explanation here>> Detailed manuals outlining workplace safety policies, procedures, and guidelines. These documents provide step-by-step instructions on how to perform tasks safely, handle emergencies, and use protective equipment.

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Emergency Response Plans	<<Insert your explanation here>>
[Approximate word count: 30 - 50 words]	Information on emergency procedures, including evacuation plans, fire safety protocols, and contact details for emergency services. This information ensures that employees know how to respond to various emergencies. The Emergency Response Plans should be regularly reviewed to ensure best practice.
Safety Posters and Signs	<<Insert your explanation here>>
[Approximate word count: 20 - 30 words]	Visual aids such as safety posters and signs that convey important safety messages, warn of hazards and indicate the location of safety equipment and emergency exits.
First Aid Information	<<Insert your explanation here>>
[Approximate word count: 20 – 30 words]	Information on first aid procedures, the location of first aid kits, and the contact information of first aid responders or medical professionals.

Question 10

List and explain three [3] examples of external sources of workplace health and safety information in the table below.

Assessor instructions: Students must list and explain three [3] examples of external sources of workplace health and safety information in the table below.

Students can choose any three of examples of the twelve [12] provided below and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

External Source of WHS Information	Explanation [Approximate word count: 20 – 50 words]
<<List the source here>> Safe Work Australia	<<Insert your explanation here>> Safe Work Australia is the government agency responsible for developing national policies and standards related to workplace health and safety. Their website offers a wealth of resources, including model codes of practice, guidance materials, statistics, and research reports.
<<List the source here>> WorkSafe Victoria	<<Insert your explanation here>> WorkSafe Victoria is the state authority responsible for overseeing workplace safety in Victoria. They provide comprehensive information and resources on workplace safety regulations, training, and compliance.
<<List the source here>> WorkCover New South Wales	<<Insert your explanation here>> WorkCover NSW is the regulatory authority for workplace health and safety in New South Wales. Their website offers guidance, publications, and tools to help employers and employees maintain safe workplaces.
<<List the source here>>	<<Insert your explanation here>>

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Queensland Government - Work Health and Safety	The Queensland Government provides resources on workplace health and safety, including codes of practice, guidance materials, and information on safety legislation.
<<List the source here>>\nSafeWork SA	<<Insert your explanation here>>\nSafeWork SA is the government agency responsible for workplace safety in South Australia. They offer resources and information on safety regulations, training, and compliance.
<<List the source here>>\nWorkSafe Western Australia	<<Insert your explanation here>>\nTheir website provides guidance on safety regulations, inspections, and reporting incidents.
<<List the source here>>\nNorthern Territory WorkSafe	<<Insert your explanation here>>\nThe Northern Territory WorkSafe website offers information on workplace safety regulations, licensing, and resources to improve safety practices.
<<List the source here>>\nComcare	<<Insert your explanation here>>\nComcare is responsible for workplace health and safety in the Australian Capital Territory and for Commonwealth employees. They provide resources, guidance, and regulations related to workplace safety and workers' compensation.
<<List the source here>>\nAustralian Industry Groups	<<Insert your explanation here>>\nVarious industry-specific organisations and associations, such as the National Electrical and Communications Association [NECA] and the Master Builders Association, offer safety information tailored to their respective sectors.
<<List the source here>>\nNational Safety Council of Australia [NSCA]	<<Insert your explanation here>>\nNSCA is a not-for-profit organisation that offers workplace health and safety training, consulting, and resources to businesses across Australia.
<<List the source here>>\nAustralian Standards	<<Insert your explanation here>>\nOrganisations like Standards Australia publish a range of safety-related standards that can be valuable references for workplace safety practices. For instance, AS/NZS 4801 outlines requirements for occupational health and safety management systems.
<<List the source here>>\nUniversities and Research Institutions	<<Insert your explanation here>>\nAcademic institutions often conduct research on workplace safety and publish their findings, contributing to the body of knowledge in the field.

Question 11

List five [5] emergency signals and alarms and explain how you will identify and respond to each one of them in the table below.

Assessor instructions: Students must list five [5] emergency signals and alarms and explain how they will identify and respond to each one of them in the table below.

Students can choose any five from the nine provided and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Emergency signals and alarms	Identification [Approximate word count: 10 – 30 words]	Response [Approximate word count: 15 – 40 words]
<<List the emergency signal or alarm here>> Fire Alarms	<<Insert your response here>> Fire alarms are typically loud, distinctive sirens or bells that sound continuously or in a pattern.	<<Insert your response here>> When a fire alarm sounds, evacuate the area immediately, following established evacuation routes and procedures. Do not use elevators, and ensure that animals are safely secured or evacuated as per the emergency plan.
<<List the emergency signal or alarm here>> Smoke Detectors	<<Insert your response here>> Smoke detectors are small devices mounted on ceilings or walls that emit a loud, intermittent beeping sound when they detect smoke or fire.	<<Insert your response here>> Investigate the source of smoke if safe to do so, but if a fire is confirmed, follow the same evacuation procedures as for fire alarms.
<<List the emergency signal or alarm here>> Emergency Lights	<<Insert your response here>> Emergency lights are battery-operated lights that automatically come on when there is a power outage.	<<Insert your response here>> When emergency lights activate, move cautiously to exit areas, keeping in mind that regular lighting may be compromised.
<<List the emergency signal or alarm here>> Public Address (PA) Systems	<<Insert your response here>> PA systems use speakers or intercoms to convey important announcements or instructions.	<<Insert your response here>> Listen carefully to announcements, which may include evacuation instructions, shelter-in-place orders, or other critical information. Follow the provided guidance.
<<List the emergency signal or alarm here>> Intrusion Alarms	<<Insert your response here>> Intrusion alarms include sensors on doors and windows that trigger a loud alarm when unauthorised access is detected.	<<Insert your response here>> If an intrusion alarm sounds and an unauthorised entry is confirmed, follow security protocols, which may involve contacting authorities and ensuring the safety of animals and personnel.

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<<List the emergency signal or alarm here>> **Zoonotic Disease Alerts**	<<Insert your response here>> Zoonotic disease alerts may be communicated through official channels or health authorities, indicating a disease outbreak with potential human transmission from animals.	<<Insert your response here>> Follow guidance from health authorities, such as isolation protocols, testing, and vaccination, to prevent the spread of the disease and protect personnel and animals.
<<List the emergency signal or alarm here>> **Severe Weather Alerts**	<<Insert your response here>> Severe weather alerts are typically issued by meteorological agencies or through weather apps and include warnings about conditions like tornadoes, floods, or extreme heat.	<<Insert your response here>> Follow established severe weather protocols, such as taking shelter, moving animals to safe areas, or evacuating if necessary.
<<List the emergency signal or alarm here>> **Chemical Spill or Hazardous Materials Alerts**	<<Insert your response here>> Alerts related to chemical spills or hazardous materials incidents may come from facility monitoring systems, government agencies, or emergency responders.	<<Insert your response here>> If alerted to a chemical spill or hazardous materials incident, follow established safety protocols, which may include evacuating affected areas and seeking medical attention if exposed.
<<List the emergency signal or alarm here>> **Animal Escape or Aggressive Behaviour Warnings**	<<Insert your response here>> Animal care facilities may have warning systems to notify personnel of animal escapes or aggressive behaviour incidents.	<<Insert your response here>> Respond according to facility protocols, which may involve securing areas, using animal restraints, and notifying colleagues or authorities for assistance

Question 12

List and describe four (4) types of emergencies that can occur in an animal care environment.

Assessor instructions: Students must list and describe four (4) types of emergencies that can occur in an animal care environment.

Students can choose any four from the eight provided in the table and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Type of Emergency	Explanation (Approximate word count: 20 – 30 words)

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<<List the type of emergency here>> **Fire Emergencies**	<<Insert your explanation here>> Fires can result from electrical faults, heating equipment malfunctions, or other causes. Smoke and flames pose a significant risk to both animals and humans.
<<List the type of emergency here>> **Natural Disasters**	<<Insert your explanation here>> Natural disasters such as earthquakes, floods, hurricanes, tornadoes, or wildfires can threaten the safety of animals and staff, damage facilities, and disrupt operations.
<<List the type of emergency here>> **Animal Escapes**	<<Insert your explanation here>> Animals may escape from enclosures, cages, or pens, potentially causing harm to themselves, other animals, or staff and posing a safety risk to visitors.
<<List the type of emergency here>> **Zoonotic Disease Outbreaks**	<<Insert your explanation here>> Outbreaks of zoonotic diseases, which can be transmitted from animals to humans, may require immediate quarantine, treatment, and biosecurity measures to prevent further spread.
<<List the type of emergency here>> **Injuries to Personnel**	<<Insert your explanation here>> Staff members may suffer injuries while handling animals or performing other tasks. These injuries can range from minor scratches and bites to more severe incidents.
<<List the type of emergency here>> **Intruders or Unauthorised Access**	<<Insert your explanation here>> Intruders or unauthorised individuals gaining access to animal care facilities can pose safety risks to animals and staff. Security breaches must be addressed promptly.
<<List the type of emergency here>> **Chemical Spills or Hazardous Material Incidents**	<<Insert your explanation here>> Accidental chemical spills or incidents involving hazardous materials can result in contamination and health risks for both animals and employees.
<<List the type of emergency here>> **Severe Weather Events**	<<Insert your explanation here>> Severe weather conditions, such as thunderstorms, lightning, hail, or extreme heat or cold, can impact the safety and comfort of animals and require special precautions.

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Question 13

Explain the legal rights and responsibilities of the workplace parties in the table below.

Assessor instructions: Students must explain the legal rights and responsibilities of the workplace parties in the table below.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Workplace Party	Rights [Approximate word count: 20 – 40 words]	Responsibilities [Approximate word count: 25 – 50 words]
Employers	<<Insert the rights here>> Employers have the right to manage and control the workplace, including implementing WHS policies and procedures to ensure a safe environment. They have the right to expect compliance with safety rules and standards from employees.	<<Insert the responsibilities here>> Employers are legally responsible for providing a safe workplace. This includes identifying and mitigating risks, maintaining equipment and facilities, providing adequate training and supervision, and consulting with employees on WHS matters. They must also keep records of incidents and injuries and report serious incidents to the relevant authorities.
Employees	<<Insert the rights here>> Employees have the right to work in a safe and healthy environment and to report unsafe conditions or practices without fear of reprisal. They also have the right to receive appropriate WHS training and information.	<<Insert the responsibilities here>> Employees are responsible for following WHS policies and procedures, using provided personal protective equipment (PPE), and reporting hazards or injuries to their employer. They should cooperate with their employer on WHS matters and participate in safety training and consultations.
Visitors and Customers	<<Insert the rights here>> Visitors and customers have the right to a safe environment when entering an animal care facility. This includes protection from hazards, clear signage, and access to emergency procedures if necessary.	<<Insert the responsibilities here>> Visitors and customers must comply with facility rules and safety instructions. They should not engage in behaviour that endangers their own safety or the safety of others.
Suppliers and Contractors	<<Insert the rights here>> Suppliers and contractors have the right to work in a safe environment when providing goods or services to an animal care facility.	<<Insert the responsibilities here>> Suppliers and contractors must follow facility safety rules and cooperate with the employer to ensure their work does not create hazards for others. They should also conduct their activities safely and report any hazards they encounter.

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Question 14

Describe the role of Safe Work Australia and provide an explanation for each of the examples of current WHS legislative obligations provided in the table below.

Assessor instructions: Students must describe the role of Safe Work Australia and provide an explanation for each of the current workplace health and safety legislative obligations that apply to animal care settings in the table below.

Students may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

The Role of Safe Work Australia [Approximate word count: 130 – 150 words]
<<Insert your response here>> Safe Work Australia is a national agency responsible for developing and promoting model WHS laws and guidance materials. Their role is to create consistent, nationally recognised principles and guidelines for workplace health and safety. These guidelines are intended to provide overarching, best-practice recommendations and information that can be applied across all industries. Safe Work Australia produces resources like codes of practice, model regulations, and educational materials to help organisations and individuals understand WHS concepts and principles. These resources serve as valuable references for achieving high safety standards in the workplace. However, they are not legally binding on their own. Instead, they provide practical guidance for organisations to implement WHS measures effectively. Using Safe Work Australia guidelines in an animal care environment, such as a pet store or pet grooming facility, can help improve workplace health and safety practices and ensure the well-being of both employees and animals.

Example of current WHS legislative obligations in animal care settings	Explanation [Approximate word count: 30 - 50 words]
Duty of Care	<<Insert your explanation here>> Under WHS legislation, employers have a legal duty of care to ensure the health and safety of their employees, as well as others who may be affected by the work activities, including customers and visitors. This includes a duty to provide a safe environment for both animals and workers.
Safe Work Practices	<<Insert your explanation here>> Employers are obligated to establish and enforce safe work practices related to animal care tasks. This includes procedures for safe animal handling, restraint, feeding, cleaning, and any other activities involving animals.
Chemical Safety	<<Insert your explanation here>> If chemicals are used in animal care (e.g., cleaning agents, disinfectants, pesticides), employers must adhere to WHS regulations related to the safe

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	handling, storage, labelling, and disposal of hazardous substances. Safety Data Sheets [SDS] should be readily accessible.
Manual Handling	<<Insert your explanation here>> WHS legislation often includes provisions related to manual handling tasks, such as lifting, carrying, or moving animals or heavy objects. Employers must provide training on proper manual handling techniques and assess the ergonomic aspects of tasks to prevent injuries.

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Assessment submission checklist

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

1	14 short answer questions completed in the spaces provided.	☐

Congratulations, you have reached the end of Assessment 1!