



ACMWHS401

Maintain workplace health and safety processes

Assessment 1 of 1

Short Answer Questions

Assessor Guide



Assessment Instructions

Task Overview

This assessment task is divided into seven (7) 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 Resources



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.



Please consider the environment before printing this assessment.

Module 03: ACMWHS401 - Maintain workplace health and safety processes

Question 1

Describe, using your own words, the current workplace health and safety legislation, standards, compliance codes and guidance material relevant to work area provided in the table below. Links and descriptions of the legislation, standards, compliance codes and guidance material are included in your learning resources.

Assessor instructions: Students must describe, using their own words, current workplace health and safety legislation, standards, compliance codes and guidance material relevant to work area provided in the table below.

Links and descriptions of the legislation, standards, compliance codes and guidance material 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.
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. 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).
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.
WHS Guidance Materials and Safe Working Procedures	Description
Safe Working Procedures for Specific Animals [Approximate word count: 20 – 40 words]	<<Insert your description here>> Depending on the types of animals cared for, there may be specialised safe working procedures for handling and caring for specific species, considering their unique needs and potential risks.
Safe Handling and Restraint Techniques [Approximate word count: 20 – 40 words]	<<Insert your description here>> Specific to animal care, these guidelines and procedures cover the safe and humane handling and restraint of animals to minimise stress, injury, or harm to both the animals and the handlers.

Question 2

List and explain five [5] common workplace health and safety policies and procedures in the table below.

[Approximate word count: 15 – 30 words]

Assessor instructions: Students must list and explain five common workplace health and safety policies and procedures in the table below.

Students can choose any five [5] examples of the ten [10] provided below and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

WHS Policies and Procedures	Description
<<Insert your description here>> Animal Handling and Restraint Policy	<<Insert your description here>> This outlines the safe and humane handling procedures for various species to minimise stress and injuries to animals and handlers.

<<Insert your description here>> Biosecurity Protocol	<<Insert your description here>> Specifies measures for preventing the spread of diseases among animals and humans within the facility.
<<Insert your description here>> Personal Protective Equipment (PPE) Policy	<<Insert your description here>> Details the proper use of PPE, including gloves, masks, safety goggles, and other protective gear to reduce the risk of disease transmission and injuries.
<<Insert your description here>> Chemical Safety and Handling Procedure	<<Insert your description here>> Provides guidelines for the safe storage, handling, and disposal of chemicals used in cleaning, sanitation, and medication administration.
<<Insert your description here>> First Aid and Emergency Response Plan	<<Insert your description here>> Outlines the procedures for providing first aid to animals and humans in case of accidents or injuries and includes protocols for evacuations and emergency responses.
<<Insert your description here>> Zoonotic Disease Control Policy	<<Insert your description here>> Describes measures for managing and preventing diseases that can be transmitted between animals and humans in the facility.
<<Insert your description here>> Workplace Inspection and Safety Audit Procedure	<<Insert your description here>> Details protocols for routine safety inspections to identify and address potential hazards within the facility.
<<Insert your description here>> Fire Safety Plan	<<Insert your description here>> Outlines fire prevention measures, evacuation plans, and safe use of fire extinguishers in case of a fire emergency.
<<Insert your description here>> Manual Handling and Lifting Policy	<<Insert your description here>> Provides guidelines for the safe lifting and carrying of heavy objects or animals to prevent strains and injuries.
<<Insert your description here>> Training and Induction Program	<<Insert your description here>> Specifies requirements for employee training, including onboarding and ongoing safety training, to ensure that all personnel are well-informed about safety procedures and policies.

Question 3

Explain the roles and responsibilities of designated personnel, health and safety representatives, and workplace health and safety committees under workplace health and safety legislation and within the organisation's workplace health and safety system in the table below.

[Approximate word count: 110 – 130 words]

Assessor instructions: Students must explain the roles and responsibilities of designated personnel, health and safety representatives, workplace health and safety committees under workplace health and safety legislation and within the organisation's workplace health and safety system 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.

<p>Health and Safety Representatives (HSRs) [Approximate word count: 110 – 130 words]</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • <i>Role:</i> HSRs are typically workers elected or appointed by their peers to represent their health and safety concerns to the employer. • <i>Responsibilities:</i> HSRs in an animal care facility are the frontline advocates for safety. They must regularly engage with their colleagues to identify health and safety issues specific to animal care, such as risks associated with handling aggressive or unpredictable animals, managing zoonotic disease risks, and ensuring proper use of personal protective equipment (PPE). HSRs have a responsibility to report these concerns to management, participate in risk assessments, and collaborate with management to resolve safety issues. They should also ensure that workers are informed and trained in safety measures and advocate for their fellow workers' well-being.
<p>Workplace Health and Safety Committees [Approximate word count: 110 – 130 words]</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • <i>Role:</i> These committees serve as a forum for workers and management to communicate and collaborate on health and safety issues within the animal care facility. • <i>Responsibilities:</i> Committee members play a vital role in addressing safety matters specific to the animal care industry, which can include discussions on proper animal handling and restraint techniques, biosecurity protocols, and zoonotic disease control. They also assess risks in the facility, review and recommend changes to existing policies and procedures, facilitate safety training for employees, and monitor the implementation of safety measures throughout the organisation. Workplace Health and Safety Committees are instrumental in promoting a culture of safety and ensuring that all aspects of animal care are carried out with due consideration to worker and animal well-being.
<p>Supervisors [Approximate word count: 110 – 130 words]</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • <i>Role:</i> Supervisors oversee the daily operations of their respective departments, ensuring that employees follow established safety procedures. • <i>Responsibilities:</i> In an animal care setting, supervisors have a significant responsibility to safeguard the safety of both workers and animals. They monitor workplace conditions and identify potential hazards, such as aggressive or stressed animals, slippery floors, or the spread of diseases. Supervisors should provide immediate corrective actions to mitigate these

	<p>risks, including facilitating the removal of a potentially dangerous animal from a situation. Reporting incidents or accidents promptly is crucial, and supervisors should also lead by example when it comes to safety compliance. They must ensure that their team adheres to all relevant safety protocols and standards, which can include proper animal handling, PPE usage, and biosecurity measures.</p>
<p>Managers [Approximate word count: 110 – 130 words]</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • <i>Role:</i> Managers are responsible for the overall functioning of the animal care facility, including safety measures and policies. • <i>Responsibilities:</i> Managers play a pivotal role in implementing and enforcing safety protocols. They allocate necessary resources for maintaining a safe environment and conduct regular risk assessments to identify and mitigate potential safety hazards. Managers should also ensure that employees are adequately trained in critical safety areas, including animal handling techniques, zoonotic disease control, and biosecurity procedures. They respond to safety concerns and incidents promptly, taking necessary actions to prevent their recurrence. In addition to managing day-to-day safety, they set the tone for a safety-focused culture within the organisation, fostering compliance with all relevant Australian WHS regulations and standards and ensuring the well-being of employees and animals in their care.

Question 4

Describe the common workplace hazards [from Safe Work Australia's Work Health and Safety Risks – Code of Practice] and explain how each one of them can be prevented in the table below.

Assessor instructions: Students must describe the common workplace hazards [from Safe Work Australia's Work Health and Safety Risks – Code of Practice] and explain how each one of them can be prevented 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 – 50 words]	Prevention [Approximate word count: 20 – 40 words]
Manual Tasks	<<Insert your description here>>	<<Insert your description here>> Preventing these hazards include:

	<p>Manual tasks involve physically demanding activities such as lifting, carrying, and repetitive movements. Overexertion or repetitive motions can cause muscular strain, sprains, and strains. Workers are at risk when they lift heavy objects, bend, twist, or engage in prolonged repetitive tasks.</p>	<ul style="list-style-type: none"> ensuring that proper ergonomics are followed, training in safe lifting techniques, use of mechanical aids is provided. task rotation among staff to help mitigate employee fatigue, especially in work settings where prolonged or repetitive tasks are common
Gravity	<p><<Insert your description here>> Gravity-related hazards include falling objects and slips, trips, and falls of individuals. Falling objects can result in injuries such as fractures, bruises, lacerations, and dislocations. Falls, slips, and trips can lead to a wide range of injuries, from concussions to permanent disabilities or even fatalities.</p>	<p><<Insert your description here>> Preventing these hazards include:</p> <ul style="list-style-type: none"> proper housekeeping practices should be maintained, installation of fall protection systems when necessary, provision of comprehensive safety training.
Electricity	<p><<Insert your description here>> Electrical hazards can arise as potential ignition sources and from exposure to live electrical wires. These hazards can lead to electric shock, burns, or death from electrocution.</p>	<p><<Insert your description here>> Preventing these hazards include:</p> <ul style="list-style-type: none"> ensuring electrical equipment is well-maintained, workers to use appropriate personal protective equipment, providing training on electrical safety and lockout/tagout procedures.
Machinery and Equipment	<p><<Insert your description here>> Inadequate machine guarding or poor equipment maintenance can</p>	<p><<Insert your description here>> Preventing these hazards include:</p>

	<p>result in accidents. Workers may be struck by moving vehicles or caught by moving machinery parts, leading to fractures, bruises, lacerations, dislocations, permanent injuries, or fatalities.</p>	<ul style="list-style-type: none"> • implementation of safety measures such as machine guarding, • lockout/tagout procedures, • provision of employee training on machinery safety.
Hazardous Chemicals	<p><<Insert your description here>> Hazardous chemicals, including acids, hydrocarbons, heavy metals, asbestos, and silica, can pose various health risks. Exposure may result in respiratory illnesses, cancers, or dermatitis.</p>	<p><<Insert your description here>> Preventing exposure to hazardous chemicals involves:</p> <ul style="list-style-type: none"> • proper handling, storage, and disposal • the use of personal protective equipment • comprehensive training in chemical safety.
Extreme Temperatures	<p><<Insert your description here>> Exposure to extreme temperatures, whether hot or cold, can lead to various health issues. Heat can cause burns, heat stroke, or fatigue, while cold exposure can result in hypothermia or frostbite.</p>	<p><<Insert your description here>> Preventing these hazards include</p> <ul style="list-style-type: none"> • implementation of adequate temperature control measures, • provision of appropriate personal protective equipment, • establishing work-rest cycles to prevent heat- and cold-related illnesses.
Noise	<p><<Insert your description here>> Prolonged exposure to loud noise can lead to permanent hearing damage or loss.</p>	<p><<Insert your description here>> Preventing these hazards include:</p> <ul style="list-style-type: none"> • implementing measures such as hearing protection, • noise reduction strategies, • training on hearing conservation to protect workers from noise-related injuries.

<p>Radiation</p>	<p><<Insert your description here>></p> <p>Radiation hazards arise from various sources, including ultraviolet light, welding arc flashes, microwaves, and lasers. Exposure to these sources can cause burns, cancer, or blindness.</p>	<p><<Insert your description here>></p> <p>Protection from radiation hazards involves:</p> <ul style="list-style-type: none"> • the use of proper shielding, • protective equipment, • and safety training to minimise the risk of radiation-induced injuries.
<p>Biological Hazards</p>	<p><<Insert your description here>></p> <p>Biological hazards come from exposure to micro-organisms such as viruses and bacteria, which can lead to diseases including hepatitis, Legionnaires' disease, Q fever, HIV/AIDS, or allergies.</p>	<p><<Insert your description here>></p> <p>Preventing these hazards include:</p> <ul style="list-style-type: none"> • ensuring proper hygiene practices, • providing vaccinations where appropriate, • implementing the use of personal protective equipment to mitigate biological hazards.
<p>Psychosocial Hazards</p>	<p><<Insert your description here>></p> <p>Psychosocial hazards encompass the effects of work-related stress, bullying, violence, and work-related fatigue. These risks can lead to mental health issues such as anxiety, depression, and burnout.</p>	<p><<Insert your description here>></p> <p>Preventing these hazards include:</p> <ul style="list-style-type: none"> • taking measures to promote a positive workplace culture, • implementing stress management programs, • providing support services for employees to address and mitigate psychosocial risks. • ensuring adequate human resourcing to reduce worker fatigue.

Question 5

a) Explain the hazards relating to common zoonotic diseases provided in the table below.

Assessor instructions: Students must explain the hazards relating to 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.

Example	Explanation [Approximate table word count: 250 – 300 words]
Zoonotic Diseases	<p><<Insert your description here>></p> <p>Diseases such as rabies. Rabies is a viral disease that affects the central nervous system and can be transmitted to humans through the bite of an infected animal.</p> <ul style="list-style-type: none"> • Transmission: Primarily transmitted through the bite of an infected animal, such as dogs, bats, or raccoons, and exceptionally rare cases through organ transplants or exposure to saliva. • Symptoms: Initial symptoms include fever, headache, and discomfort at the site of the bite, progressing to confusion, hallucinations, paralysis, and death if not treated promptly. • Potential Risks: Without post-exposure prophylaxis, rabies is almost universally fatal once symptoms appear, making it a severe health risk when not addressed promptly.
Vector-Borne Diseases	<p><<Insert your description here>></p> <p>Diseases such as Lyme disease and West Nile virus are transmitted to humans through the bite of infected vectors like ticks and mosquitoes. These vectors can be present in outdoor environments where animals may be handled.</p>
Gastrointestinal Infections	<p><<Insert your description here>></p> <p>Diseases like Salmonellosis and Campylobacteriosis can be acquired through the consumption of contaminated food or water, often linked to animal handling and livestock exposure.</p>
Dermatological Infections	<p><<Insert your description here>></p> <p>Ringworm is a fungal skin infection characterised by red, itchy, and circular rashes on the skin, scalp, or nails; despite the name, it is not caused by a worm but by dermatophyte fungi.</p> <ul style="list-style-type: none"> • Transmission: Ringworm is a fungal infection that can be transmitted through direct skin-to-skin contact with an infected person or animal or by sharing contaminated personal items like towels or combs.

	<ul style="list-style-type: none"> • Symptoms: It presents as circular, itchy rashes with a raised, red border and clear centre, affecting the skin, scalp, or nails, causing discomfort and skin irritation. • Potential Risks: While ringworm is not life-threatening, it can be uncomfortable and may spread easily, making it a nuisance and a risk, particularly in shared living environments or close contact settings.
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b) List and describe five [5] workplace procedures for infection prevention and control in the table below.

Assessor instructions: Students must list and describe five [5] workplace procedures for infection prevention and control in the table below.

Students can choose any five [5] examples of the ten [10] provided below and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Workplace Procedure	Description (Approximate word count: 20 – 50 words)
<<Insert your description here>> Personal Protective Equipment (PPE)	<<Insert your description here>> Employees working in animal care facilities should be provided with appropriate PPE, including gloves, masks, gowns, and eye protection, to prevent direct contact with animal excretions, blood, or respiratory secretions that may contain infectious agents.
<<Insert your description here>> Hand Hygiene	<<Insert your description here>> Regular and thorough handwashing with soap and water and the use of hand sanitisers are essential to prevent the spread of zoonotic diseases. Hand hygiene should be practised after handling animals, cleaning cages, or any other activities involving potential contamination.
<<Insert your description here>> Animal Isolation and Quarantine	<<Insert your description here>> Isolating and quarantining sick animals is critical to prevent the spread of diseases within the facility. This practice also involves strict biosecurity measures and controlled access to prevent disease transmission between animal populations.
<<Insert your description here>> Vaccination Programs	<<Insert your description here>> When available, vaccines should be administered to animals to prevent or reduce the transmission of zoonotic diseases, as well as to protect animal handlers.
<<Insert your description here>> Environmental Hygiene	<<Insert your description here>>

	Regular cleaning and disinfection of animal enclosures, equipment, and surfaces is necessary to reduce the presence of infectious agents. Using appropriate disinfectants is crucial.
<<Insert your description here>> Safe Animal Handling Procedures	<<Insert your description here>> Employees should be trained in safe animal handling techniques to minimise the risk of scratches or bites that can introduce zoonotic pathogens. Additionally, animals showing signs of illness should be handled with extra precautions.
<<Insert your description here>> Infection Reporting and Surveillance	<<Insert your description here>> Establishing a system for reporting and monitoring zoonotic diseases among employees and animals helps in identifying outbreaks early and taking appropriate measures.
<<Insert your description here>> Training and Education	<<Insert your description here>> Regular training programs on zoonotic diseases, their transmission, and prevention strategies should be provided to all employees. Workers should be educated about the specific zoonotic risks associated with the animals they handle.
<<Insert your description here>> Waste Management	<<Insert your description here>> Proper disposal of animal waste, including faeces, urine, and bedding materials, is crucial to prevent the spread of infectious agents.
<<Insert your description here>> Proper Food Handling	<<Insert your description here>> If animals are involved in food production, strict hygiene and food safety practices must be maintained to prevent the transmission of gastrointestinal zoonotic diseases through contaminated food products.

Question 6

Explain how the organisation processes provided in the table can be implemented.

Assessor instructions: Students must explain how the organisation processes provided in the table can be implemented.

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

Process	Explanation – Implementation (Approximate word count: 50 - 100 words)
Ensuring PPE and Emergency Equipment Availability and Functionality	<<Insert your description here>> <ul style="list-style-type: none"> • PPE Availability. The organisation should maintain an inventory of PPE, such as gloves, masks, eye protection, and protective clothing, ensuring they are readily available for

	<p>employees. PPE must be appropriate for the tasks and risks involved.</p> <ul style="list-style-type: none"> • PPE Maintenance: Regular checks and maintenance procedures should be established to ensure that PPE remains in good condition. This includes regular inspections, repairs, and replacements. • Emergency Equipment: Facilities must be equipped with emergency equipment like eyewash stations, emergency showers, fire extinguishers, and first-aid supplies. Regular inspections and maintenance of these items are crucial to ensure they function as intended.
<p>Checking Knowledge and Skills of Work Group Members</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • Training Programs: The organisation should provide comprehensive training programs that cover animal care, safe handling techniques, disease prevention, and emergency response. This training ensures that work group members have the knowledge and skills required for their roles. • Competency Assessment: Regular competency assessments, practical demonstrations, and knowledge tests should be conducted to confirm that employees are capable of safely performing their tasks.
<p>Identifying Workplace Health and Safety Training Needs</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • Regular Assessments: Periodic assessments of the work group's skills and knowledge are essential to identify gaps and training needs. These assessments can be performed through observations, interviews, or written tests. • Incident Analysis: Analysis of incidents or near misses can help pinpoint areas where additional training may be necessary to prevent similar occurrences in the future.
<p>Addressing Training Needs</p>	<p><<Insert your description here>></p> <ul style="list-style-type: none"> • Customised Training Plans: Once training needs are identified, customised training plans should be developed to address specific deficiencies. This may include refresher courses, additional hands-on training, or advanced certifications. • Scheduled Training Sessions: Scheduled training sessions should be conducted, making sure that all work group members receive the necessary instruction to enhance their skills and knowledge.
<p>Reporting Workplace Health and Safety Matters</p>	<p><<Insert your description here>></p>

	<ul style="list-style-type: none"> • Reporting Mechanisms: The organisation should establish clear and easily accessible reporting mechanisms for health and safety concerns. This can include incident reporting forms, suggestion boxes, or a designated safety committee. • Timely Reporting: Employees should be encouraged to report safety concerns promptly. Timely reporting enables swift resolution and mitigation of hazards or issues before they escalate.
Emergency Situations	<<Insert your description here>> <ul style="list-style-type: none"> • Emergency Response Plans: Animal care facilities must have well-defined emergency response plans that cover various scenarios, such as fires, animal escapes, or medical emergencies. These plans should be communicated to all employees and regularly rehearsed. • Emergency Contacts: Clearly defined emergency contact information, including local authorities, veterinarians, and emergency response personnel, should be readily accessible. • Communication Protocols: Communication channels for alerting staff in case of emergencies, such as alarms, intercom systems, or mass notification systems, should be established.

Question 7

List and describe the three [3] techniques for each one of the following points in the table below:

- consulting, providing advice and communicating with work group members on workplace health and safety matters,
- recording and reporting outcomes,
- monitoring own performance and recognising own professional limitations.

Assessor instructions: Students must list and describe three [3] techniques for consulting, providing advice and communicating with work group members on workplace health and safety matters, recording and reporting outcomes, monitoring own performance and recognising own professional limitations in the table below.

Students can choose any three [3] of the techniques provided below in each section of the table and may use different wording in their responses. However, the provided details must reflect the characteristics described in the following benchmark answers.

Consulting, providing advice and communicating with work group members on workplace health and safety matters	
Technique	Description (Approximate word count: 15 – 50 words)
<<Insert your description here>> Regular Safety Meetings	<<Insert your description here>> Conduct regular safety meetings with work group members to discuss health and safety matters. These meetings provide a forum

	for open dialogue, allowing employees to raise concerns, share experiences, and suggest improvements.
<<Insert your description here>> Surveys and Feedback Forms	<<Insert your description here>> Distribute surveys or feedback forms to gather anonymous input from employees. This approach can help individuals express their thoughts and concerns without fear of retribution.
<<Insert your description here>> Individual Consultations	<<Insert your description here>> Schedule one-on-one consultations with employees, especially if they have specific safety concerns or unique job roles. This personal approach can encourage more candid discussions.
<<Insert your description here>> Safety Committees	<<Insert your description here>> Establish safety committees consisting of representatives from various work groups. These committees can meet regularly to discuss safety issues and collaborate on solutions.
<<Insert your description here>> Training Workshops	<<Insert your description here>> Conduct interactive training workshops that not only educate employees but also encourage them to participate in discussions about safety practices and improvements.
<<Insert your description here>> Safety Suggestion Box	<<Insert your description here>> Install a safety suggestion box in a common area where employees can submit anonymous safety-related suggestions or concerns.
<<Insert your description here>> Email and Intranet Communication	<<Insert your description here>> Use email and the organisation's intranet to share safety information, updates, and reminders with work group members. These platforms are also useful for disseminating safety resources and procedures.
Recording and reporting outcomes	
Technique	Description (Approximate word count: 20 – 50 words)
<<Insert your description here>> Safety Incident Reports	<<Insert your description here>> Establish a system for reporting safety incidents, near misses, or hazards. These reports should be documented, investigated, and shared with relevant personnel for analysis and corrective action.
<<Insert your description here>> Meeting Minutes	<<Insert your description here>> Maintain detailed minutes of safety meetings, including discussions, decisions, and action items. These records serve as a valuable reference and help track progress on safety-related matters.
<<Insert your description here>> Documentation of Consultations	<<Insert your description here>>

	When conducting one-on-one consultations or surveys, keep records of the discussions, feedback received, and any actions planned or taken in response to the input.
<<Insert your description here>> Tracking and Trend Analysis	<<Insert your description here>> Use safety management software to track and analyse safety data. Identifying trends in incidents and near misses can help in addressing root causes and preventing future occurrences.
<<Insert your description here>> Performance Dashboards	<<Insert your description here>> Create safety performance dashboards that display key safety metrics and trends. These visual aids make it easy to communicate safety outcomes to relevant stakeholders.
Monitoring own performance and recognising own professional limitations	
Technique	Description (Approximate word count: 20 – 50 words)
<<Insert your description here>> Self-Reflection	<<Insert your description here>> Periodically review your own performance in consulting, providing advice, and addressing workplace health and safety matters. Identify areas of strength and areas that may require improvement.
<<Insert your description here>> Continual Learning	<<Insert your description here>> Stay updated with the latest developments in workplace health and safety. Engage in professional development, attend relevant training programs, and participate in industry conferences to expand your knowledge.
<<Insert your description here>> Feedback and Evaluation	<<Insert your description here>> Seek feedback from work group members to gauge the effectiveness of your safety-related communications and consultations. Regularly evaluate the impact of your efforts on safety culture and outcomes.
<<Insert your description here>> Delegating and Collaborating	<<Insert your description here>> Recognise that you may not have expertise in all safety areas. When faced with challenges that fall outside your professional limitations, consult with subject matter experts or delegate tasks to individuals with the appropriate skills and knowledge.
<<Insert your description here>> Adherence to Ethical Standards	<<Insert your description here>> Maintain the highest ethical standards when dealing with workplace health and safety matters. Recognise your professional limitations and avoid offering advice or guidance beyond your expertise.
<<Insert your description here>> Mentoring and Supervision	<<Insert your description here>> If you have the responsibility for managing others in safety roles, provide mentoring and supervision to ensure that they are equipped to handle their responsibilities effectively and safely.

Assessment submission checklist

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

1	Seven (7) short answer questions completed in the spaces provided.	<input type="checkbox"/>
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Congratulations, you have reached the end of Assessment 1!

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