



**BSBPEF401**

# Manage personal health and wellbeing

## Assessment 2 of 3

### Project - 1



## Assessment Instructions

### Overview

This assessment is divided into three (3) tasks based on simulated organisation, Green Leaf Café.

- **Task 1:** Identify factors in work environment that may impact personal physical and mental health
- **Task 2:** Research techniques and resources for managing personal physical health and mental wellbeing
- **Task 3:** Review legislative and organisational policies and procedures relating to health and wellbeing

To complete this assessment, you will need:

- [Green Leaf Café Draft Health and Wellbeing Framework](#)
- [Green Leaf Café Personal Protective Equipment Policy and Procedure](#)
- [Green Leaf Café Work Harassment Prevention Policy and Procedure](#)
- Access to learning content in LMS
- Access to internet for additional research

## 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.



Student name: <<Insert student name here>>  
Student number: <<Insert student number here>>



## REVIEW HEALTH AND WELLBEING FRAMEWORK

To complete Project 1, you are presented with a **case study** based on a simulated business ‘Green Leaf Café’ in which you assume the role of Zen, the Café Manager, at Green Leaf Café. As part of the simulated workplace, you are provided with the following Green Leaf Café organisational documents which will help you complete the tasks:

- [Green Leaf Café Health and Wellbeing Framework](#)
- [Green Leaf Café Personal Protective Equipment Policy and Procedure](#)
- [Green Leaf Café Work Harassment Prevention Policy and Procedure](#)
- *Learning content in the LMS*

### Task 1: Identify factors in work environment that may impact personal physical and mental health

Read the following case study that describes the simulated workplace Green Leaf Café, your role at the Green Leaf Café.

#### CASE STUDY ORGANISATION

The Green Leaf Café is situated in inner Brisbane and specialises in indigenous vegetarian bush tucker. The business is growing and has excellent online reviews in Trip Advisor.

The co-owner is Gary, a Bunjalung man from northern NSW. He and his wife Rena have owned the café for five years and have a permanent team of six staff including a manager, three chefs and two produce growers. The business employs 20 casual staff including part-time students.

They rent a large garden plot from which they source most of their produce. They also have an arrangement to source indigenous food ingredients, organic milk, and cheese from boutique farmers outside Brisbane.

It is a busy, sometimes hectic, work environment. Although Gary loves the business, especially during this period of growth, he recognises the toll this type of business can take on one’s personal health and wellbeing as well as that of his staff. He and Rena take work-life balance seriously and try to instill a healthy work environment for their staff.

Based on the case study and referring to the learning content in LMS, complete the following table to identify, list and describe:

- List five (5) factors in the work environment that impact personal physical health, briefly describe the factors.
- List four (4) factors in the work environment that impact personal mental health in relation to stressors that you may encounter in your life due to these factors.

(maximum 250 words for total answer)

#### Assessor Marking Guide

Student must identify:

- five (5) factors in the work environment that impact personal physical health

- four (4) factors in the work environment that impact personal mental health

(Maximum 250 words for total answer)

Assessor, please refer to the learning guide section 2.1 – sub heading factors that impact physical health to check students’ responses exactly match the responses provided below in Column 1 and in Column 2. Alternatively, you can look at the topic 7.3.1 in the LMS to mark the answer to this question.

Category	Factors that impact physical and mental health	Briefly describe the impact of these factors on personal physical and mental health
Physical health	1. Biological hazards	This refers to bacteria and viruses that can cause illnesses. These are present if you work with people and animals with infectious diseases or if you are exposed to bodily fluids.
	2. Chemical hazards	This refers to exposure to chemical substances. This includes chemicals in any form, such as solid, liquid or gas. Examples include cleaning products, paints, pesticides and gases. Being exposed to chemicals without proper protective equipment can result in illness, skin irritation, corrosion and even explosions.
	3 Physical hazards	This refers to environmental factors that can harm someone without necessarily touching them. Examples are heights, radiation, noise, extreme temperatures and machinery.
	4. Safety hazards	This refers to any physical factors in the environment that can directly harm someone if they come into contact with these. An example is anything that can make someone slip, trip or fall, such as cables and wires on the ground.
	5. Ergonomic hazards	This refers to working conditions or body positions that can cause strain to a person’s body. This includes repetitive movements, poor posture, lifting heavy objects and using force frequently.
Mental health	1. Organisational factors	<ul style="list-style-type: none"> <li>• Ineffective communication</li> <li>• Few opportunities for promotion</li> <li>• Exclusivity in decision-making</li> </ul>
	2. Individual factors	<ul style="list-style-type: none"> <li>• Family issues</li> <li>• Financial issues</li> <li>• Sudden career change</li> </ul>
	3. Job-role related factors	<ul style="list-style-type: none"> <li>• Monotonous job role</li> <li>• Lack of confidentiality</li> <li>• Fear of becoming unemployed</li> </ul>

	4. Extra-organisational factors	<ul style="list-style-type: none"> <li>• Inflation</li> <li>• Technology changes</li> <li>• Social changes</li> </ul>
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**Task 2: Research techniques and resources for managing personal physical health and mental wellbeing**

**Scenario**

You are Zen, the Café Manager at Green Leaf Café. You play social football but have been having muscle cramps over the past month. In addition to this you are also not sleeping well, have become short-tempered with your son and skipping breakfast and lunch.

Use your research skills to complete the following table:

- For each aspect listed in the table, click on the resource URL link and identify one (1) technique for managing specific aspects related to Zen’s physical health and mental wellbeing. The aspects are identified in the table.
- Indicate by selecting ‘Yes’ or ‘No’ whether these resources would be helpful for your personal health and wellbeing strategy. Briefly explain why/why not you found the resources useful noting there is no right or wrong answer as this is based on your assessment of Zen’s condition as long as you have logically provided explanation and reasoning for the selection in your response.

(maximum 100 words for total answer)

**Assessor Marking Guide**

Student must complete the table by:

- Identifying one (1) technique for managing specific aspects related to Zen’s physical health and mental wellbeing for each aspect listed in the table. The aspects are identified in the table. Students must click on the URL link and identify one (1) technique for each aspect.
- Indicating by selecting ‘Yes’ or ‘No’ whether these resources would be helpful for the personal health and wellbeing strategy.
- Briefly explaining whether these resources would be helpful for the personal health and wellbeing strategy. The student needs to briefly explain why/why not they found the resources useful however there is no right or wrong answer as this is based on students’ assessment of Zen’s condition as long as the student have logically provided explanation and reasoning for their selection in their response.

(maximum 100 words for total answer)

Benchmark standards of student’s response provided below for the techniques.

Category and aspects	Technique	Resource	Useful Yes/No	Briefly explain the reason for your selecting either Yes/No in relation to the usefulness of resources
<b>1. Physical health</b>				
a) Physical activity	<p>Answers must include any one (1) of the techniques that are in the resource:</p> <ol style="list-style-type: none"> <li>1. Stretch it out</li> <li>2. Massage the muscle</li> <li>3. Apply heat</li> <li>4. Apply cold</li> <li>5. Elevate if possible</li> <li>6. Drink water</li> <li>7. Take pain killer</li> <li>8. See doctor</li> </ol>	<p>Remedies for Muscle cramp</p> <p><u><a href="#">7 Remedies for Muscle Cramps: What to Do and When to See a Doctor (webmd.com)</a></u></p>		<p>The resource was useful:</p>
				<p>The resource was not useful:</p>
b) Diet	<p>Evaluating current daily diet, portions, and calorie intake</p>	<p>Australian Dietary Guidelines at: <a href="https://www.eatforhealth.gov.au/guidelines">https://www.eatforhealth.gov.au/guidelines</a></p>		<p>The resource was useful:</p>

				The resource was not useful:
c) Sleep	<p>Answer must include any one (1) of the techniques that are in the resources URL :</p> <ol style="list-style-type: none"> <li>1. Keeping a sleep diary</li> <li>2. Maintaining a sleep Hygiene</li> <li>3. Make your bedroom a pleasant place to be</li> <li>4. Schedule 'worry time'</li> <li>5. Practice relaxation</li> </ol>	<p>A Better Night's Sleep from the WA Mental Health Commission at:  <a href="https://www.mhc.wa.gov.au/media/3463/a-better-nights-sleep-2019.pdf">https://www.mhc.wa.gov.au/media/3463/a-better-nights-sleep-2019.pdf</a> - Research the tips for better night sleep section.</p>		<p>The resource was useful:</p>
				The resource was not useful:

2. Mental wellbeing			
a) Connections with others	<p>Answer must include any one (1) of the techniques below:</p> <ol style="list-style-type: none"> <li>1. Use technology to connect</li> <li>2. Video calling</li> <li>3. Online groups</li> <li>4. Digital games</li> <li>5. Online classes</li> <li>6. Virtual choirs and bands</li> <li>7. Social media</li> <li>8. No tech- ideas for connecting with others</li> <li>9. Writing letters or postcards</li> <li>10. Share books or movies</li> <li>11. Participate in bear hunt or scavenger hunt</li> <li>12. Have a street sing along</li> <li>13. Good, old-fashioned conversation</li> </ol>	<p><a href="https://unitron.com">10 ideas for staying connected while practicing social distancing (unitron.com)</a></p>	<p>The resource was useful:</p>
			<p>The resource was not useful:</p>
b) Mindfulness	<p>Practicing 'mindfulness'</p>	<p>Mindfulness at Headspace at: <a href="https://www.headspace.com/mindfulness">https://www.headspace.com/mindfulness</a></p>	<p>The resource was useful:</p>



				The resource was not useful:
c) Purposeful activities	Finding physical and intellectual activities in which to participate including volunteering	Volunteering at Volunteering Australia at: <a href="https://www.volunteeringaustralia.org/">https://www.volunteeringaustralia.org/</a>		The resource was useful:
				The resource was not useful:

### Task 3: Review legislative and organisational policies and procedures relating to health and wellbeing

Review the following two (2) organisational documents and answer three (3) questions related to the legislative and organisational documents:

- *Green Leaf Café Draft Health and Wellbeing Framework*
- *Green Leaf Café Work Harassment Prevention Policy and Procedure.*

(maximum 100 words for total answer)

#### Assessor Marking Guide

Students must correctly answer the three (3) questions demonstrating they have reviewed the provided organisational documents:

- *Green Leaf Café Health and Wellbeing Framework*
- *Green Leaf Café Work Harassment Prevention Policy and Procedure.*

(maximum 100 words for total answer)

Exemplar answers are provided below.

**Question 1:** According to the *Green Leaf Café Health and Wellbeing Framework*, what is the name of the confidential program employees can access if they have personal and/or work-related problems?

*The Employee Assistance Program*

**Question 2:** According to the *Green Leaf Café Workplace Harassment Prevention Policy and Procedure* who should staff contact if work harassment has caused a decline in their personal health and wellbeing?

*The Head Chef, Manager or Owner/s.*

**Question 3:** According to the *Green Leaf Café Workplace Harassment Prevention Policy and Procedure* what legislation does Green Leaf Café observe to prevent workplace harassment?

- *Age Discrimination Act 2004*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Australian Human Rights Commission Act 1986*
- *Human Rights and Equal Opportunity Commission (HREOC) Act 1986*
- *Racial Hatred Act 1995*

**Assessment checklist:**

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

1	Task 1: list and identify factors in work environment that impacts physical and mental well being	<input type="checkbox"/>
2	Tasks 2: Identifies technique for managing wellbeing and logically explains reasons for the technique being useful or not	<input type="checkbox"/>
3	Tasks 3: Reviews policies and procedures documents and answers the three questions correctly	<input type="checkbox"/>



**Congratulations you have reached the end of Assessment 1!**