

# Colab



BSBWHS411

ASSESSOR GUIDE

## Implement and monitor WHS policies, procedures and programs

Assessment 3 of 3

Version 1.0

# Role-play

## Assessment Instructions

### Task overview

There are four (4) parts to this assessment:

- Task 1: Participate in a role-play with another participant
- Task 2: Create a PowerPoint Presentation and write an email
- Task 3: Update records (*Bounce Fitness WHS Issues Management Log* and *Bounce Fitness Risk Assessment Form*)
- Task 4: Calculate and use aggregate data.

### Additional resources and supporting documents

You will be provided with the following documents:

- *Bounce Fitness Work Health and Safety Policy and Procedures*
- *Bounce Fitness PowerPoint Presentation Template*
- *Bounce Fitness Email Template*.

You will need to refer to/update the following documents they completed in Assessment 2:

- *Version 1 Bounce Fitness WHS Issues Management Log (partially completed in Assessment 2 – Task 1)*
- *Bounce Fitness Incident Reporting Form x 2 (completed in Assessment 2 – Task 1)*
- *Version 1 Bounce Fitness Risk Assessment Form (partially completed in Assessment 2- Task 2.*

To complete your role play (Task 1), you will also need:

- *Model WHS Act 2011*
- Access to a system such as Zoom, Skype or Teams
- A participant to role-play a WHS committee member.

## Assessment Information

### Submission

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

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

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

### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

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

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

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



Please consider the environment before printing this assessment.

## TASK 1: Role-Play

Task 1 requires you to participate in a meeting with another participant using a system such as Zoom, Skype or Teams.

The role-play requires you to discuss the two (2) WHS incidents and the risk assessment that were completed in Assessment 2. You have organised to meet with the WHS Committee Member/Fitness Trainer (role-played by another participant).

In this meeting, you will:

- briefly explain the two (2) workplace incidents (*Bounce Fitness Incident Reporting Forms*) and actions taken to resolve the injury and illness
- briefly explain the outcomes of the risk assessment (*Version 1 Bounce Fitness Risk Assessment Form*) you recently completed on a Bounce Fitness partner gym.
- Collaborate and discuss with the WHS Committee member/Fitness Trainer where current controls at the Bounce Fitness partner gym are insufficient. Identify and discuss one additional control, decide together who will action this, and the date to be actioned.
- Discuss training needs of your work team.

Take notes to ensure you capture all new information.

### Role play instructions

The role-play/meeting must include at least 2 participants, must not exceed 10 minutes in duration and must address all elements of the Observation Checklist below.

In this task you will participate in a role-play/meeting with one (1) other person. This person may be resourced using one of the following options:

1. A peer who you are already working with, in the industry your qualification relates to.
2. A fellow student who will play the role of the WHS Committee Member/Fitness Trainer. Please contact your fellow students via the Discussion Forum and coordinate your role play with them directly.

If you are unable to find a participant to play the role of the WHS Committee Member/Fitness Trainer, contact your assessor via the Discussion Forum who will discuss options for pairing up with another student to complete this task.

### Option 1: Peer participant

Should you complete this task with a Peer, you must fully brief the participant, providing them with the context to the role-play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.

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

### Option 2: Fellow student participant

Fellow students participating in the recording must be provided with context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist so that they can prepare for the recording.

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

### Recording instructions

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

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

*"This session/presentation is being recorded for assessment purposes for my course with Colab. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participants in this session indicate their consent to be included in this recording by stating their name and job title."*

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

Include this recording as part of your assessment submission.

#### SCENARIO

You are the newly appointed Assistant Manager at Bounce Fitness; this role also includes the role of WHS Officer. You have recently completed two *Bounce Fitness Incident Reporting Forms* – one for Lauren Georges who twisted her ankle and one for Sophie Davies for a rash. You have also carried out a risk assessment on a Bounce Fitness partner gym.

You will attend the next WHS Committee Meeting to:

- Explain the incidents to the WHS Committee (currently just you and a WHS Committee Member/Fitness Trainer) and actions taken to resolve the situations.
- Report on the inadequacies of current risk controls identified in your recent risk assessment of a Bounce Fitness partner gym.
- Take on board any feedback the WHS Committee Member/Fitness Trainer has collected from the team.
- Discuss training needs for the work team regarding Bounce Fitness WHS policies and procedures and WHS legislative requirements.

### Instructions for student

#### Before the role-play meeting

To prepare for this meeting, please provide the participant role-playing the WHS Committee Member/Fitness Trainer with a copy of the scenario and copies of the following documents.

- *Bounce Fitness Incident Reporting Forms (Lauren Georges or Sophie Davies)*
- *Bounce Fitness Risk Assessment Form Version 1*
- *Bounce Fitness WHS policies and procedures and WHS legislation*

This will allow them to prepare and contribute to the meeting.

During the role-play meeting

- (a) Explain the outcomes you documented in the two (2) Version 1 *Bounce Fitness Incident Reporting Forms* (Assessment 2: Task 1)
- (b) Report on risk assessment completed at Bounce Fitness member gym including inadequacies in existing risk controls as they relate to the hierarchy of controls (Assessment 2: Task 2)
- (c) Answer questions from WHS Committee Member (Fitness Trainer) and actively collaborate and contribute to determine solution/additional control to one hazard at the Bounce Fitness member gym, and who will action this and when, in accordance with WHS legislative requirements
- (d) Identify and discuss areas in which team members should be trained and when training will take place (before the next WHS Committee Meeting) and confirm an implementation plan for this
- (e) Communicate using clear and accurate language
- (f) Use questioning and active listening to clarify understanding and encourage discussion.

This meeting is to be a discussion and should run for approximately 10 minutes. In this meeting, you are required to take notes, relevant to:

- Version 1 *Bounce Fitness Risk Assessment Form* - solutions/additional controls decided in conjunction with the WHS Committee member/Fitness Trainer
- Version 1 *Bounce Fitness WHS Issues Management Log* - training for all work team members, identified by you and the WHS Committee member/Fitness Trainer.

#### Instructions to Participant role playing WHS Committee Member/Fitness Trainer

##### Before the role-play meeting

Familiarise yourself with:

- *Bounce Fitness Incident Reporting Forms (Lauren Georges or Sophie Davies)*
- *Bounce Fitness Risk Assessment Form Version 1*
- *Bounce Fitness WHS policies and procedures and WHS legislation*

##### During the role-play meeting

You will play the role of a WHS Committee Member/Fitness Trainer (part of the students work team) at Bounce Fitness and participate in an approximately 10 minute discussion with the student. You must:

1. Select one of the *Bounce Fitness Incident Reporting Forms* (Lauren Georges or Sophie Davies) and ask student if the incident has been resolved and what controls were used to resolve the issue/hazard.
2. Select one hazard from the student's Version 1 *Bounce Fitness Risk Assessment Form* that currently has an inadequate existing control and ask student to explain why the identified **additional** control has been selected and how it meets the hierarchy of controls.
3. Provide a possible solution/additional control to one (1) identified hazard in the risk assessment of the member gym. Discuss with the student who will action the new control and when. Possible solutions may include the following:
  - o Place exercise bikes in an alternative room, removing any obstruction they may currently cause.
  - o Ensure chemicals have clear labelling and signage and PPE is nearby, eg. gloves
  - o Remove the out of order equipment from the gym and place in another room/ storage room until repaired
  - o Place hazard tape over any loose cabling to ensure it is secured
  - o Move gym mats away from/off equipment

- o Ensure desk space is free from clutter and liquids
  - o Ensure doors and cupboards are free from obstructions and store these items in a more appropriate area or in storeroom
  - o Add signage up for staff and members to ensure equipment is put back and cleaned after use
  - o Organise staff training.
4. Participate in a discussion regarding WHS training for work team on Bounce Fitness WHS policies and procedures and WHS legislation. This training will take place before the next WHS Committee meeting.

**Please note:** The student being assessed will be recording this meeting and submitting the recording for assessment.

The student must demonstrate the following during the meeting :
Followed instructions provided for task
Communicated in a language suitable for their audience
Facilitated participation in meeting through consultation mechanisms
Used questioning, active listening and answered questions to clarify understanding and encourage discussion
Used logic and intuition to identify and evaluate alternative strategies/control measures for risk assessment

### Assessor Marking Guide

Students' must demonstrate the ability to contribute to managing issues raised and implement and manage risk assessments according to organisational consultation procedures and WHS legislative requirements.

Assessor Checklist	Yes	No
Student must demonstrate they have:		
Followed instructions provided for task	<input type="checkbox"/>	<input type="checkbox"/>
Communicated the following in a language suitable for their audience	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Explained the outcomes documented in the two (2) <i>Bounce Fitness Incident Reporting Forms</i> (the incidents and actions taken)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Outlined five (5) identified hazards and current risk controls for the risk assessment at a Bounce Fitness partner gym</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Identified and discussed the inadequacies of any existing risk controls for the five (5) hazards</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Discussed one additional hazard and control and who might action it and when</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Identified, discussed and consulted about the need for training for team members on Bounce Fitness WHS policies and procedures and WHS legislation</li> </ul>		
Facilitated participation in meeting through consultation mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Used questioning, active listening and answered questions to clarify understanding and encourage discussion		
Used logic and intuition to identify and evaluate alternative strategies/control measures for risk assessment	<input type="checkbox"/>	<input type="checkbox"/>

## TASK 2: PowerPoint Presentation and Email Text

### SCENARIO

You must communicate the outcomes of the WHS Committee meeting (Task 1: Role Play) to your work team which recently expanded to include new staff. You decide on a PowerPoint Presentation (PPT) to communicate the outcomes of the meeting as well as make it a training opportunity for new team members by providing additional information on Bounce Fitness WHS policies and procedures and WHS legislation.

Task 2 is broken into two (2) Parts:

- **Part 1:** PowerPoint Presentation
- **Part 2:** Email to team

To answer this question, you must source and reference the *Model WHS Act 2011*.

### Resources you need:

- *Model WHS Act 2011*
- ***Bounce Fitness Work Health and Safety Policy and Procedures***
- *Bounce Fitness Incident Reporting Forms* (as completed in Assessment 2)
- *Version 1 Bounce Fitness Risk Assessment Form* (as partially completed in Assessment 2)
- ***Bounce Fitness PowerPoint Presentation Template***
- ***Bounce Fitness Email Template***

Commented [VR1]: See Bounce P&P

Commented [VR2]: See Bounce Template

Commented [VR3]: See Bounce Template

### Part 1: Develop a PowerPoint Presentation [maximum 10 slides]

Part 1 requires you create a PowerPoint Presentation as a training opportunity. You need to use the ***Bounce Fitness PowerPoint Presentation Template*** (maximum 10 slides). You must use a structure, headings and language appropriate to a PowerPoint Presentation. In your PPT, you must:

- Summarise the outcomes of the last WHS Committee meeting:
  - hazards/issues and controls/resolution for the two (2) incidents
  - hazards and suggested controls identified in the risk assessment by the WHS Committee (Task 1: Role Play)
- List three (3) WHS provisions (or 'objects') relevant to the work team and explain why they are important to the work team
- Refer to the ***Bounce Fitness Work Health and Safety Policy and Procedures*** to explain the importance of consultation mechanisms in managing WHS risks; and to identify two (2) policies, five (5) procedures and five (5) programs. You also need to explain where documents related to WHS policies and procedures are located in Bounce Fitness gyms.

Save to your device and upload to your assessor.

### Assessor Marking Guide

Benchmark answers are provided below. Students' PowerPoint Presentations must demonstrate they have:



PowerPoint Presentation Criteria	Yes	No
Followed the instructions provided for this task.	<input type="checkbox"/>	<input type="checkbox"/>
Composed a PPT presentation, suitable as a training opportunity, with a maximum of ten (10) slides, using structure, headings, and language suitable to a PowerPoint Presentation. The PPT must include:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Summarised the outcomes of the last WHS Committee meeting: <ul style="list-style-type: none"> <li>○ hazards/issues and controls/resolution for the two (2) incidents</li> <li>○ hazards and suggested controls identified in the risk assessment by the WHS Committee (Task 1: Role Play)</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Listed three (3) of the following WHS provisions (or 'objects') relevant to the work team and explained why they are important to the work team: <ul style="list-style-type: none"> <li>○ Protecting workers and other persons from harm by requiring duty holders to eliminate or minimise risk</li> <li>○ Providing for fair and effective representation, consultation and cooperation</li> <li>○ Encouraging unions and employer organisations to take a constructive role in promoting improvements in WHS practices</li> <li>○ Promoting the provision of advice, information, education and training for WHS.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Explained importance of consultation mechanisms as listed in 'Consultation' section in the <i>Bounce Fitness Work Health and Safety Policy and Procedures</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provided the following policies as listed in the <i>Bounce Fitness WHS Policy and Procedures</i>: <ul style="list-style-type: none"> <li>○ <i>Hygiene Policy</i></li> <li>○ <i>Risk Management Policy</i></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provided any five (5) of the following procedures as listed in the <i>Bounce Fitness WHS Policy and Procedures</i>: <ul style="list-style-type: none"> <li>○ <i>Cleaning Equipment Maintenance Procedure</i></li> <li>○ <i>Hand Hygiene Procedure</i></li> <li>○ <i>Hazard Reporting Procedure</i></li> <li>○ <i>Worker and Visitor Hygiene Procedure</i></li> <li>○ <i>Hand Hygiene Procedure</i></li> <li>○ <i>Risk Management Procedure</i></li> <li>○ <i>Risk Management Plan</i></li> <li>○ <i>Incident Investigation Procedure</i></li> <li>○ <i>Reporting Notifiable Incidents</i></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provided any five (5) of the following programs contained within Bounce Fitness WHS Policy and Procedures document: <ul style="list-style-type: none"> <li>○ WHS training and education, including First Aid and accredited courses</li> <li>○ annual refresher training in cardiopulmonary resuscitation (CPR)</li> <li>○ providing information to employees, contractors and those attending the Centre for its intended purpose</li> <li>○ developing and updating safe work procedures</li> <li>○ emergency procedures and drills</li> <li>○ provisions of WHS equipment, services, and facilities</li> <li>○ regular workplace inspections and evaluations</li> <li>○ reporting and recording incidents, accidents, injuries, and illnesses</li> <li>○ ensuring all staff are kept updated with changes to WHS laws and workplace policies and procedures</li> <li>○ on-the-job training</li> <li>○ mentoring and coaching programs</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Identified where these documents are located. Answer must reflect the following             <ul style="list-style-type: none"> <li>○ Each Bounce Fitness Centre has at least three (3) hard copies of the Bounce Fitness WHS Policy and Procedures.</li> <li>○ All WHS policies, procedures and reports (including risk assessment template, incidence reports, issues management logs, hazard reporting forms) are in hard copy and in the administration office of each Bounce Fitness gym.</li> <li>○ The Bounce Fitness WHS Policy and Procedures and fillable templates can also be accessed by employees in the Bounce Fitness' intranet site.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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**Part 2: Compose an email to distribute your PowerPoint Presentation**

Part 2 requires you write an email text using the *Bounce Fitness Email Template* (maximum 200 words). You must:

1. Provide a brief overview of the contents of the PowerPoint Presentation and its purpose including relevant provisions about WHS laws

**Assessor Marking Guide**

Student emails must demonstrate they have:

Email Criteria	Yes	No
Student has:		
Provided a brief overview of the contents of the PowerPoint Presentation and its purpose including relevant provisions about WHS laws	<input type="checkbox"/>	<input type="checkbox"/>
Used structure, layout, and language suitable for audience and an email	<input type="checkbox"/>	<input type="checkbox"/>

### TASK 3: Update Records

As the Bounce Fitness WHS Officer, you are required to update all records, including aggregating data relating to hazards and risk control, to meet Bounce Fitness recordkeeping requirements and to reflect your recent actions around work health and safety. You must update your:

- Version 1 **Bounce Fitness WHS Issues Management Log** reflecting the steps you have taken since you met with the WHS Committee Member/Fitness Trainer.
- Version 1 **Bounce Fitness Risk Assessment Form** for a Bounce Fitness partner gym. You must identify any additional controls and who will action them and by when as discussed when you met with the WHS Committee Member/Fitness Trainer.

This is your final opportunity to ensure the **Bounce Fitness WHS Issues Management Log** is up to date and actions related to Issue # 6 are current (Status, Control/actions planned, Resolution of control and data resolved).

This is your final opportunity to ensure the **Bounce Fitness Risk Assessment Form** is up to date and a minimum of one new control is added including who will action it and by when.

#### Resources you need:

- Version 1 **Bounce Fitness WHS Issues Management Log**
- Version 1 **Bounce Fitness Risk Assessment Form**

#### Instructions

1. Update the Version 1 Bounce Fitness WHS Issues Management Log
2. Save as **Version 2 Bounce Fitness WHS Issues Management Log** to your device
3. Update the Version 1 Bounce Fitness Risk Assessment Form
4. Save as **Version 2 Bounce Fitness Risk Assessment** to your device
5. Upload Version 2 documents to the LMS for your assessor.

#### Assessor Marking Guide

Students' benchmark answers must demonstrate their ability to:

- Use processes to monitor implementation of WHS organisational procedures
- Monitor outcomes of reports on inadequacies, as required, to ensure prompt organisational response.

<b>Bounce Fitness WHS Issues Management Log: Criteria</b>	<b>Yes</b>	<b>No</b>
Student has:		
Updated Bounce Fitness <i>WHS Issues Management Log</i> for Issue 6 with benchmark answers for: <ul style="list-style-type: none"><li>• <b>Controls / Actions Planned:</b> WHS training for work team to cover WHS legislation and Bounce Fitness WHS policies and procedures.</li><li>• <b>Resolution of Control and Date Resolved:</b> Training to take place before the next WHS Committee Meeting. Training will be a PPT and include 5 questions to test understanding of the content.</li><li>• <b>Status:</b> Open</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

#### TASK 4: AGGREGATE DATA

Using the data captured in the *Bounce Fitness WHS Issues Management Log* for the period 01/03/2021 to 31 May 2021, complete the following in the spaces provided below:

1. Calculate and capture the aggregate data in the table below.
2. Make two (2) recommendations for improvement as a result of this information.

#### Assessor Marking Guide

Students' answers must demonstrate their ability to:

- Calculate aggregate data for the work area
  - Categorisation may vary a little as some issues and controls may fit into more than one category
- Make recommendations to address issues highlighted by the aggregate data
  - Recommendations must align to the issue and controls reported in the Issues Management Log.
  - Recommendations may vary but ideally will address:
    - staff training/communication and
    - improved hygiene/cleaning processes

Sample answers are provided below.

1. Aggregate Data		
Period (To-From Date)	1/3/21-31/5/21	
Number of issues logged	6	
Number of injuries caused	1	
Issues by category (1 per incident reported)	Hygiene	2
	Mess (trip hazards)	2
	Equipment malfunction	1
	Other: (Specify)	Training/ Staff not complying with WHS: 1
Controls by category (1-3 per incident reported)	Signage	2
	Cleaning	3
	Repair	1
	Other: (Specify)	Training/Communication with Staff: 2
Number of issues outstanding	1	

#### 2. Make two (2) recommendations for improvements

Students must provide 2 recommendations. These may include the following:

1. Develop a roster for improved cleaning in the workplace, to include packing away of equipment and hygiene elements
2. Place additional signage in problem areas to highlight hygiene and safety practices etc.
3. Schedule regular staff meetings to discuss WHS incidents and controls being put in place
4. Develop Staff training to highlight all stakeholder obligations and responsibilities

**Assessment checklist:**

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

Task 1		
1	Participate in a WHS Committee Meeting - with the Assessor in the role of WHS Committee Member/Fitness Trainer	<input type="checkbox"/>
Task 2		
1	Develop PowerPoint training session for team members based on outcome of WHS Committee Meeting	<input type="checkbox"/>
2	Develop email to circulate training	<input type="checkbox"/>
Task 3		
1.	Update <i>Bounce Fitness WHS Issues Management Log</i>	<input type="checkbox"/>
2	Update <i>Bounce Fitness WHS Issues Management Log</i>	<input type="checkbox"/>
Task 4		
1.	Calculate aggregate data based on <i>Bounce Fitness WHS Issues Management Log</i>	<input type="checkbox"/>
2	Make two (2) recommendations for improvement based on aggregate data	<input type="checkbox"/>

Congratulations you have reached the end of Assessment 3!

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