



Assessor Guide

HLTWHS001

Participate in workplace health and safety

Assessment 2 of 3

Short Answer Questions



Assessment Instructions

Task overview

This assessment task requires you to read the Scenario 1, 2 and 3 and answer the associated questions to each scenario. Read each question carefully before typing your response in the space provided.



The following assessment tasks use a simulated childcare centre called Little.ly Early Learning Centre. In order to complete the assessment tasks, you will need to access information, templates, policies and procedures associated with Little.ly. Information will be provided to students in the assessment and with additional files.

<https://littlely.eduworks.com.au/intranet/>

Please also download the Little.ly Work Health and Safety document that will be found at the beginning of the assessment and on the assessment landing page.

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.

Staff Memo



Hi there,

Well done! Congratulations

for the work you are completing throughout Work Health and Safety Week.

Throughout the week there have been some instances that have occurred at the service whilst you have been working. Under each scenario there is a list of questions for you to answer. Please refer to the Little.ly Work Health and Safety document for more information to help you answer the questions.

- Little.ly Work Health and Safety Document

Thanks,

Hayley
Nominated Supervisor/ Centre Director

Scenario 1- Falling over at work

Jessie, one of the educators, tripped at work. She was taken to the hospital where it was found that she had broken her foot. She will now be in a 'moon boot' for at least six weeks.

You witnessed the incident. Jessie was walking along the passage between the storeroom and the Willow Oak Room carrying two large boxes of nappies on top of each other. The boxes are not heavy, but they are large and awkward.

A child ran in front of her. Because of the boxes, she didn't see the child until the last moment. She fell and, trying to avoid falling on the child, landed awkwardly on her foot.

Jessie was crying from the pain. She said it was her fault because she should have been looking where she was going. She was carrying two boxes at a time because she said she was so tired that she just wanted to get the job done quickly so she could sit down for a while.

You remember that Jessie had told you that with working full-time, studying for her Diploma, and looking after her old Mum at home, she was absolutely exhausted. She was also stressed out about one of the children in her room.

You also remember that at last month's WHS meeting, management had agreed to buy a trolley, but it hasn't been delivered yet.

Question 1

What could Jessie do about her stress and fatigue? Suggest three (3) strategies Jessie could implement to rectify the situation.

[Approximate word count: 5-10 words each section]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- suggest 3 strategies to help Jessie deal with her stress and fatigue.

A sample answer is provided below.

1	<p><i>Answer must include at least three of the following points:</i></p> <ul style="list-style-type: none">▪ <i>talked to her supervisor about the stress at work</i>▪ <i>taken some leave</i>▪ <i>worked shorter hours</i>▪ <i>asked someone to help her.</i>
2	
3	

Question 2

Identify three (3) reasons an incident report must be completed after every incident.

[Approximate word count: 10-20 words each section]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain 3 reasons why an incident report must be completed after every incident.

A sample answer is provided below.

1	<p><i>Answer must include at least three of the following points:</i></p> <ul style="list-style-type: none">▪ <i>to provide written documentation of the incident</i>▪ <i>to report the incident to management so that the cause can be investigated</i>▪ <i>so that measures are put in place to minimise the risk of the incident happening again</i>▪ <i>to monitor trends in WHS.</i>
2	
3	

Question 3

You have been asked to help with the development of a procedure for moving items safely from the storeroom into the children's rooms.

Your supervisor would like you to make a list of things that employees need to be careful of when doing this.

Make a list of at least six (6) safe practices that could be added to the procedure.

[Approximate word count: 5-15 words for each section]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- suggest 6 safe practices to be added to the procedure for moving heavy items.

A sample answer is provided below.

1	<p><i>Student response must include at least six of the following points:</i></p> <ul style="list-style-type: none">▪ <i>use a trolley to move items where necessary</i>▪ <i>try to move large items before or after children are in the service</i>▪ <i>ask someone to help you if the job is too difficult</i>▪ <i>when carrying items hold them close to your body</i>▪ <i>when lifting from the ground bend the knees not the back</i>
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	<ul style="list-style-type: none"> ▪ <i>if an item is on a high shelf in the storeroom, use the step to access the item – do not over-reach</i> ▪ <i>children should not be in the corridor when items are being moved</i> ▪ <i>maintain a good posture while carrying or pushing the load</i> ▪ <i>avoid twisting.</i>
2	
3	
4	
5	
6	

Scenario 2- Faulty equipment

A hazard identification check has found that the latch on Little.ly's front gate is faulty. This means that the gate no longer closes automatically.

This has been recorded and the centre director has been advised.

The centre director has said that the usual maintenance repairer is away on holiday. The other repairer in town is more expensive so she will wait until the usual one is back, then have him fix the gate.

In the meantime, staff should keep an eye on the gate to make sure it is closed after people have used it.

Today a disaster nearly happened. As parents were bringing in children in the morning, the gate did not shut properly behind one of them. Andrew, a four-year-old boy who loves to explore, saw his opportunity and quickly slipped out of the gate.

He saw the truck parked down on the road and went down to investigate. He crawled underneath to satisfy his curiosity.

Luckily the truck driver needed to check his tyres and happened to notice Andrew. He took him into the childcare service and explained what had happened.

The manager said it was the employees' fault as they were supposed to watch the gate. The employees said they were so busy in the morning that they couldn't watch it all the time.

They had been grumbling about this for some time but had not said anything to the centre director.

Question 1

What is the centre director's responsibility in regard to the health and safety of the children in the service?

[Approximate word count: 30-50 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain the responsibility the manager has for the health and safety of the children at the service. Sample answer provided below.

A sample answer is provided below.

Student must address the following key points:

To make sure the service is safe. To put policies and procedures in place and make sure these are adhered to. Make necessary arrangements to always ensure the health and safety of the children at the service.

Question 2

Do you think the centre director has shown sufficient duty of care? Why? Why not?

[Approximate word count: 30-50 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain if the centre director has shown sufficient duty of care with the situation. Sample answer provided below.

A sample answer is provided below.

Student response must address the following:

No – insufficient risk controls were put in place to stop a child from getting out of the service. The manager ignored their duty and complaints from staff about the gate as it was deemed too expensive to get fixed immediately.

Question 3

What is the employee's responsibility in regard to health and safety in an early childhood education and care setting?

[Approximate word count: 40-60 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain the responsibility of staff in regard to the health and safety of themselves and the children.

A sample answer is provided below.

Student response must address the following:

To follow safety instructions and to report hazards. To ensure the health and safety of themselves, the employees and children that attend the service. Manage the hazard effectively and implement necessary steps to minimise the danger. If Andrew has been identified as a flight risk extra precautions and considerations needed to be implemented.

Question 4

Do you think the educators have shown sufficient duty of care? Why? Why not?

[Approximate word count: 30-50 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer

- explain if the employees have demonstrated sufficient duty of care.

A sample answer is provided below.

Student must address the following key points:

No. They were meant to follow instructions that did not work. They should have reported this to the manager. Children were put at risk. If Andrew has been identified as a flight risk extra precautions and considerations needed to be implemented.

Question 5

Identify two [2] more effective control measures that could have been put in place to reduce the risk.

[Approximate word count: 5-15 words each section]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- identify 2 potential strategies to minimise the risk.

A sample answer is provided below.

1	<p><i>Student response must include at least two of the following points:</i></p> <ul style="list-style-type: none"> ▪ <i>get the gate fixed immediately</i> ▪ <i>until it is fixed have someone standing at the gate at busy times</i> ▪ <i>put a large sign on the gate reminding people to close it properly</i> ▪ <i>use another gate until this one is fixed and tie this one closed.</i>
2	

Question 6

The centre director made a decision without consultation. If she had called a WHS meeting to discuss the gate, how would this have helped?

[Approximate word count: 40-60 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain how a WH&S meeting would have helped the situation.

A sample answer is provided below.

Student response must include at least one of the following points:

- *all staff would have been aware of the problem*
- *manager could have listened to ideas from everyone*
- *staff could have pointed out that having the employees watching the gate at busy times was not a good risk control*
- *someone else might have known of someone who could fix it more cheaply.*

Scenario 3- Child unwell

A parent approaches you in the morning in the Willow Oak room. It is 8am and the children are gathered still for family grouping before they move to their separate rooms.

The parent has explained that little Sam has not been feeling well. Sam had a restless night sleep and is a little irritable in the morning. The parent explained that they gave Sam some Panadol before they came to the service to help Sam be less irritable.

At around 10am, an educator in the Willow Oak room notices around Sam's mouth little spots have appeared. Upon a close inspection the spots seem to be developing little bubbles on them and they are starting to appear in Sam's mouth. Sam is starting to get irritable again.

At about 10:10am, Sam's forehead is getting hotter, an educator thinks his temperature is going up, they go and get a thermometer and take his temperature. The educator proceeds to inform the room leader that Sam has a temperature of 39 degrees and begins to remove some articles of clothing to see if the temperature goes down. They record his temperature and the time it first occurred.

At 10:20am by this stage Sam has become quite distraught, he has been crying and walking around the room touching the toys and other children. The educator takes his temperature again, it is sitting at 38.6 degrees. The educator also notices that there seems to be spots appearing on his hands. The room leader informs Hayley the Nominated Supervisor of what is happening as they suspect this could be a potential case of Hand Foot and Mouth. Hayley contacts Sam's family to find out how long has he been sick for.

The room leader approaches Sam to offer him some water and puts a wet cloth on his forehead to help cool him down. At 10:30am she takes his temperature again; it is 38.2 degrees. Sam at this stage has become quite distressed and is sitting in the block area with an educator playing with the blocks. The room leader approaches Hayley with the information about Sam's temperature and asks for Hayley to contact the parents to pick up Sam. Hayley informs the room leader that they need to try and isolate Sam away from the children to stop the spread of infection.

Hayley comes into the room 5 minutes later. She has spoken with Sam's parents. Both of them are at work and one of them will be coming to pick up Sam. They will roughly be at the service in 45 minutes to an hour, In the meantime, staff are to limit Sam to touching resources and the children and commence a sanitation of the room in case this is hand foot and mouth.

Sam is picked up an hour and ten minutes later. Staff commence to sanitise the room whilst the children are asleep. Sam's parents are urged to go to the doctors and for Sam to get a clearance before he returns to the service.

Sam's mum calls the next day, it is confirmed that Sam does have hand foot and mouth.

Question 1

Identify and explain the potential safety hazard from the scenario. Why is this a hazard?

[Approximate word count: 50-70 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- identify and explain the potential hazard/ issue that have occurred in the scenario.

A sample answer is provided below. Student response must include at least one of the following points:

- *Not appropriate infection control measures may lead to an outbreak of Hand Foot and Mouth Disease impacting children, families and staff*
- *A child sick at the service that may impact supervision and ratio due to having to address the unwell child's needs*
- *Potential outbreak of illness amongst children, families and staff*
- *Staff and children at risk of infection with diverse health reactions, depending on individual circumstances*

Question 2

Identify two [2] resources educators can use to help guide them through this situation?

[Approximate word count: 5-20 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- identify potential sources of information that would assist them navigating the situation.

A sample answer is provided below.

Student response must include at least two of the following points:

- *Infection Control Policy*
- *Staying Healthy in Childcare Edition 5*
- *Exclusion Policy and Procedure*
- *Centre Director*
- *Services Policies and Procedures*

Question 3

Identify three potential personal protective equipment [PPE] items that educators could use in this situation to assist them with infection control in the Willow Oak room.

[Approximate word count: 3-5 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- Students must identify 3 potential PPE items that educators could use to assist them with infection control.

A sample answer is provided below.

Student response must include at least three of the following points:

- *Gloves*
- *Wipes*
- *Face mask, face shield*
- *Apron*
- *Change of clothing*
- *Closed in shoes*
- *Uniform*
- *Paper Towel*
- *Mop, Broom*

Question 4

Reviewing Little.ly's Work Health and Safety document, what are the service's procedures to deal with a hazard like this and infection control? List three (3) examples.

[Approximate word count: 30-50 words]

Assessor instructions

Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- examine the health and safety document and identify the procedures that would help them with infection control.

A sample answer is provided below.

Student response must include at least three of the following points:

Educators will:

- *Comply with the Exclusion policy*
- *Ensure they report any of their own symptoms, illness, infection or disease to the management team*
- *Provide a letter from a visited DR to return to work after being excluded*
- *Be up-to-date and honest about one's immunisation record*
- *Be aware or sign and symptoms of possible infection and diseases and respond to these effective and promptly for with staff and children*
- *Understand your responsibility to explain and support families of exclude children*

- *Contact families and emergency contacts to exclude children when required*
- *Provide dedicated care for sick and unwell staff and children*
- *Ensure they implement hygiene practices to stop the spread of infection while treating a child being excluded from service*

Assessment checklist:

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

Scenario 1	Respond to 3 questions	<input type="checkbox"/>
Scenario 2	Respond to 6 questions	<input type="checkbox"/>
Scenario 3	Respond to 4 questions	<input type="checkbox"/>



Congratulations you have reached the end of Assessment 2!

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