



HLTWHS001

Participate in workplace health and safety

Assessment 1 of 3

Short Answer Questions

Assessor Guide



Assessment Instructions

Task overview

This assessment task requires you to answer **fifteen (15)** questions related to the Little.ly Early Learning Centre fictitious workplace located **in regional Victoria**.

For the purpose of this assessment, you are employed by Little.ly as an early childhood educator and you're required to read the Staff Memo you're provided with.

Supporting documents and resources:

- Little Ly Work Health and Safety Pack



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,

Welcome to Work Health and Safety week. This week is on our calendar as a reminder to all staff that there is certain work health and safety requirements that need to be completed.

This week as part of your training you have been nominated as

WORK HEALTH AND SAFETY OFFICER



Throughout the week Casey the Centre Director will be providing you with different tasks to complete. Please find below the Work Health and Safety pack for you to help complete your role.

- Work Health and Safety Pack

Question 1

a) Read the relevant Work Health and Safety [WHS]/ Occupational Health and Safety [OHS] regulations for the state or territory of Little.ly Early Learning Centre, then answer the following questions.

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 the correct WH&S legislation for the state that the Little.ly service is located in.

A sample answer is provided below.

What is the name of the WH&S/OH&S regulation for the state/territory Little.ly is located in? [Approximate word count: 5-7 words]	VIC – Occupational Health and Safety Regulations 2017
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b) Complete the table below to answer the following questions.

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 one (1) requirement from the WH&S legislation that refers to hazardous manual handling for the state and territory they are located in

A sample answer is provided below.

Identify the state/territory you are located in and name the WH&S/OH&S Regulation that apply to this state/territory. [7-10 words]	Student must identify the state/territory they are in and the relevant regulation (one option from the following): <ul style="list-style-type: none">• ACT <i>Work Health and Safety Regulation 2011</i>• NSW Work Health and Safety Regulation 2017• NT <i>Work Health and Safety (National Uniform Legislation) Regulations</i>• QLD Work Health and Safety Regulation 2011• SA <i>Work Health and Safety Regulation 2012</i>• TAS <i>Work Health and Safety Regulation 2012</i>• VIC Occupational Health and Safety Regulations 2017• WA Occupational Safety and Health Act 1984 [WA]
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What is **one (1)** WH&S/OH&S Regulation that refers to hazardous manual handling in your state/territory?
Include the section of the regulations in your answer.
(20-25 words)

- One specific regulation referring to hazardous manual handling is Regulation 28 – Hazardous Manual Handling under Part 3.1 of the Occupational Health and Safety Regulations 2017.

See below for further sections of each state/territory regulations

ACT – Section 60, Section 61

- Reference:
<https://www.legislation.act.gov.au/sl/2011-36/default.asp>

NSW – Section 60, Section 61

- Reference:
<https://www.legislation.nsw.gov.au/#/view/regulation/2017/404/full>

NT – Section 60, Section 61

- Reference:
<https://legislation.nt.gov.au/Legislation/WORK-HEALTH-AND-SAFETY-NATIONAL-UNIFORM-LEGISLATION-REGULATIONS-2011>

QLD – Section 60, Section 61

- Reference:
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240>

SA – Section 60, Section 61

- Reference:
<https://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx>

TAS – Section 60, Section 61

- Reference:
<https://www.legislation.tas.gov.au/view/html/inforce/current/sr-2012-122>

VIC – Section 26, Section 27, Section 28

- Reference:
<http://www.legislation.vic.gov.au/Domino/WebNotes/LDMS/PubLawToday.nsf/b12e276826f7c27fca256de50022686b/8679a979bf5a8abcca258140007ce8f9!OpenDocument>

WA – Regulation 3.4

Question 2

Answer the following questions relating to Work Health and Safety:

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 the WH&S authority for Victoria.

A sample answer is provided below.

a) What is the name of the WHS/OHS Authority in the state that Little.ly is located in?

[Approximate word count: 2 to 3 words]

VIC – WorkSafe Victoria

b) What is the name of the WHS/OHS Authority for every state and territory in Australia?

[Approximate word count: 2-5 words for each]

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 the WH&S authority for each state and territory.

A sample answer is provided below.

ACT	<i>WorkSafe ACT</i>
NSW	<i>SafeWork NSW</i>
NT	<i>NT WorkSafe</i>
QLD	<i>Workplace Health and Safety Queensland [WHSQ]</i>
SA	<i>SafeWork SA</i>
TAS	<i>WorkSafe Tasmania</i>
VIC	<i>WorkSafe Victoria</i>
WA	<i>WorkSafe WA.</i>

c) In your own words, explain how WH&S legislation has an impact on regulations, codes and standards?

[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
- In their own words explain how WH&S legislation impacts on regulations, codes and standards?

A sample answer is provided below.

The objective of the WH&S legislation is to create the basis, balanced and nationally consistent framework to secure the health and safety of workers and workplaces across Australia. The legislation helps prescribe procedural or administrative requirements to support workplace policies procedures and practices.

Reference: <https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-laws>

Question 3

Explain the role of a Health and Safety Representative.

[Approximate word count: 30-35 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
- *Student must address the following key points, in their own words. Exemplar answer is provided for assessor guidance.*

A sample answer is provided below.

HRS role – a worker is selected for the role to represent the health and safety interests of workers within their workgroup. They are a consultation point between the workers and senior management of the organisation.

Question 4

WHS/OHS Regulations state that Safety Data Sheets (SDS) must be available for any hazardous chemicals. What information must an SDS contain? Provide a brief outline of each point.

[Approximate word count: 200-250 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
- Student must address the following key points under each heading, in their own words

- Student must explain what a SDS contain?

A sample answer is provided below.

Name of the substance and ingredients: Since most products and chemicals have a trade name, both the trade name and the common chemical name appear on the label.

Risk phrases: This is a general description of the hazards. For example, phrases such as 'Toxic if swallowed' or 'Irritating to skin' indicate the way in which harm could occur. These phrases are selected by the supplier from a standard list of phrases based on the health criteria classification.

Safety phrases: Safety phrases provide information on safe storage and handling, and personal protection. Examples are:

- 'Keep container dry'.
- 'When using, do not eat or drink'.
- 'Wear suitable protective clothing'.

Directions for use: This section of the label provides directions on how the chemical should be used, in more detail than the safety phrases.

First aid: Brief first aid instructions are provided for immediate treatment if exposure or contact with the chemical occurs. These instructions are based on methods and materials commonly available.

Emergency procedures: These apply to situations such as spillage, fire, leak or leakage of the chemical. This includes the type of equipment to be used, such as the type of fire extinguisher to use.

Details of the manufacturer or supplier: This is the name, address and Australian emergency telephone number of the manufacturer or supplier initially responsible for distributing the chemical. This is also the source of Safety Data Sheets (SDS).

Question 5

If you thought there was a safety issue at Little.ly, how would you raise this so that risk control measures can be put in place?

Outline **three (3)** actions from the Little Ly Hazard Management Policy & Procedure when identifying safety issues.

[Approximate word count: 3-10 words each]

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
- Student must address the following key points under each heading, in their own words
- Students must outline 3 action from the Little.ly Hazard Management Policy.

A sample answer is provided below.

Action 1	<p><i>Student response must include at least three of the following points:</i></p> <ul style="list-style-type: none"> ▪ <i>raise with supervisor and make other workers aware of the issue</i> ▪ <i>report to management</i>
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	<ul style="list-style-type: none"> ▪ <i>complete hazard report documentation</i> ▪ <i>raise in a WHS/staff meeting</i> ▪ <i>raise with HSR representative.</i>
Action 2	
Action 3	

Question 6

List **three [3]** potential emergency situations that could happen in a service.

[Approximate word count: 1-3 words each]

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
- Student must address the following key points under each heading, in their own words
- Student must identify 3 potential emergency situations that could occur in a service.

A sample answer is provided below.

1.	<p><i>Student response must include at least three of the following points:</i></p> <ul style="list-style-type: none"> ▪ <i>fire</i> ▪ <i>flood</i> ▪ <i>siege</i> ▪ <i>child with anaphylaxis</i> ▪ <i>gas leak.</i> ▪ <i>car crash into service</i> ▪ <i>storm damaging the service or immediate surrounding</i> ▪ <i>dangerous person</i> ▪ <i>dangerous animal</i>
2.	
3.	

Question 7

Answer the following questions regarding hazards:

a) What is a hazard?

[Approximate word count: 20-25 words]

Assessor instructions:

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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
- Student must address the following key points under each heading, in their own words
- Student must explain what a hazard is.

A sample answer is provided below. A hazard is a situation or action that could potentially cause injury or illness.

b) Outline **three (3)** examples of hazards you might find with toys and equipment in an education and care setting.

[Approximate word count: 2-5 words each]

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
- Student must explain 3 hazards that might occur with toys and equipment inside of an education and care setting.

A sample answer is provided below.

1.	<p><i>Student response must address the following, and include at least three of the below examples:</i></p> <ul style="list-style-type: none"> ▪ <i>dirty toys</i> ▪ <i>toys lying around on the ground</i> ▪ <i>broken toys</i> ▪ <i>toys with sharp edges</i> ▪ <i>small toys that are not age appropriate</i> <p><i>toys with paint peeling off them.</i></p>
2.	
3.	

Question 8

Answer the following questions regarding managing and operating new equipment in the playground and keeping up to date with safety standards:

a) A new item of equipment has been bought for the playground. It is adjustable for different age groups. There are many different ways that the equipment can be set up.

Explain how you would make sure you knew how to operate this equipment safely.

[Approximate word count: 20-25 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
- Student must explain what a hazard is.

A sample answer is provided below.

- *attend a meeting where all staff are shown how to use it*
- *read the instructions*
- *ask someone who knows how to do it.*

b) Often safety standards and instructions change. Explain how you will keep up to date with changes.
[Approximate word count: 10-20 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
- Student must explain how they would keep up to date with changes.

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

- *regular workplace meetings*
- *safety networking*
- *keeping up with current affairs.*
- *Researching product*
- *Contacting local RA if they feel there might be an issue to seek guidance on best practice*

Question 9

Answer the following questions regarding tiredness and fatigue in the workplace.

a) Identify four signs that may show that a person is tired and/or stressed.

[Approximate word count: 5 to 15 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
- Student must identify 4 signs to demonstrate a person is tired for fatigued.

A sample answer is provided below.

- 1.
- 2.
- 3.
- 4.

Response must include the following four points:

- *agitated/restless*
- *headaches*
- *feel sick*
- *short temper.*
- *Poor work performance*
- *Requiring multiple breaks*
- *Accident prone, making mistakes*
- *Looks unwell*

b) Do you think you can work well when you are tired and stressed? Identify why or why not.

[Approximate word count: 20-40 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
- Student must address the following key points under each heading, in their own words
- Student must explain whether they can work well when tired or stressed. Identify reasons for their opinion.

A sample answer is provided below.

- *might make mistakes*
- *can't care for the children properly*
- *the noise makes my headache worse, then I can't work at all.*

c) Explain what you should do if you feel tired, fatigued and not in the right state of mind to work?

[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
- Student must address the following key points under each heading, in their own words
- Student must explain what the best course of practice is they are tired or fatigued and not in the right state of mind to work.

A sample answer is provided below.

- *talk to supervisor and tell them how you are feeling*
- *arrange for some good sleep and take time off if necessary*
- *eat well and exercise*
- *go to bed early and get plenty of rest*

Question 10

Explain what infection control is.

[Approximate word count: 20-30 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
- Student must address the following key points under each heading, in their own words
- Student must explain what infection control is.

A sample answer is provided below.

Infection control prevents or stops the spread of infections. In a childcare setting this includes hand washing, infection control and infection prevention.

Question 11

Provide three (3) examples of emergency equipment that can be used to manage a hazard in an education and care service.

[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

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- reflect the characteristics described in the exemplar answer
- Student must address the following key points under each heading, in their own words
- Student must provide 3 examples of emergency equipment educators can use in a hazard.

A sample answer is provided below.

Student response must provide at least 3 examples, below are some answers they may provide:

- *fire extinguisher*
- *risk assessment*
- *hazard safety checklist*
- *gloves*
- *tongs*
- *fire safety blanket*
- *first aid kit*
- *wet floor sign*
- *emergency exit sign*
- *emergency procedures and policy*

Question 12

List three (3) examples of personal protective equipment (PPE) gear that can be used in an education and care centre.

[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
- Student must address the following key points under each heading, in their own words
- Student must provide 3 examples of PPE gear that can be used.

A sample answer is provided below.

Student response must provide at least 3 examples, below are some answers they may provide

- *Gloves*
- *Apron*
- *Closed in shoes*
- *Glasses*
- *Face shield*

Question 13

a) Identify the safety signs in the table below and provide their meaning.






[Approximate word count: 10-30 words in 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
- Student must identify the safety signs and explain their use in a service.

A sample answer is provided below.

	Sign	Emergency Exit/ Emergency Evacuation
	Meaning	This sign is typically found above door frames letting people know that this doorway is an emergency exit. Alternatively, this sign demonstrates that this way is the emergency exit/ procedure.
	Sign	Fire Extinguisher
	Meaning	This is where a Fire Extinguisher is located. On a map of a childcare centre, it is identifying where a Fire Extinguisher is located.
	Sign	First Aid Kit
	Meaning	A first aid kit might be located in a cupboard or locked away for safe keeping. This sign can alert people to where it is located. Alternatively, they can identify the location of it on a map.
	Sign	Emergency Assembly Point
	Meaning	This sign is used to demonstrate to everyone where to locate when an emergency evacuation has been conducted. This can be found at the location and on an emergency evacuation map.
	Sign	Chemical Storage
	Meaning	This sign is used to demonstrate where the storage of dangerous chemical is kept. For example, in the laundry or storeroom away from children could be the floor cleaner, cleaning spray, detergent, bleach and other chemicals that can be harmful.

	Sign	Caution Wet Floor Sign
	Meaning	This is used to alert people to a potential hazard on the floor. This could be if there was something spilt, if there is a wet floor after mopping an area.
	Sign	PPE- Protective clothing
	Meaning	This sign is used in kitchen areas for staff/ cook when they are preparing food. Staff must put on the necessary clothing required to work in this area.
	Sign	Sharps disposal
	Meaning	This sign would be used to dispose of any needle's syringes. This is not as typical in education and care services but may be used in some instances for a child that is a diabetic.
	Sign	Flammable Liquid
	Meaning	This sign would be found on chemical products that the service may use for cleaning for example bleach, cleaning agents etc.
	Sign	Flammable Gas
	Meaning	This sign can be found in the kitchen of an education and care service if the service uses gas appliances. As well if there is any gas tanks in the building.

b) In the table below, provide some examples of safety signs that you may observe at an education and care service for the following areas. Provide **one (1)** example for each area:

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
- Student must address the following key points under each heading, in their own words
- Student must complete the table below identifying potential safety signs they may see in the service.

A sample answer is provided below.

Safety Sign	Examples of Safety Signs (2-3 words)
Dangerous Goods	<ul style="list-style-type: none"> • Wet floor sign • Chemical Storage sign

Emergency Equipment	<ul style="list-style-type: none"> • First Aid Kit sign • Fire Extinguisher
PPE	<ul style="list-style-type: none"> • Cleaning area- chemicals and material • Closed in shoes sign
Specific hazards like sharps	<ul style="list-style-type: none"> • Sharps container

Question 14

Identify the **two (2)** emergency procedures that are the basis for all emergency practices.

[Approximate word count: 2-4 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
- Student must address the following key points under each heading, in their own words
- Student must identify 2 emergency procedures used as the basis of all emergency situations.

A sample answer is provided below.

1. Evacuation
2. Lockdown

Question 15

Provide an example of possible hazard that can be found in a childcare service that may include sharps.

[Approximate word count: 1-2 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
- Student must provide an example of a possible sharp hazards in an education and care service.

A sample answer is provided below.

Students can choose any example from the following:

- *Scissors*

- *Needle*
- *Knife*
- *Scapple*

Assessment checklist:

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

15 short answer questions to be 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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