

**OHSE6002: Workplace Safety**

Online

Trimester 1 - 2024



**COURSE OUTLINE**

**OVERVIEW**

<b>Course Description</b>	This course is designed to provide students with an underpinning working knowledge of workplace health and safety (WHS). Using theoretical and evidence-based approaches to investigate and analyse how safe systems of work are applied in contemporary workplaces as well as considering the influence of human behaviour on WHS. Students will develop essential skills to implement and maintain effective health and safety in their workplace.
<b>Academic Progress Requirements</b>	Nil
<b>Contact Hours</b>	<b>Online</b> <b>Online Activity</b> Online 3 hour(s) per week(s) for 12 week(s) starting Week 1
<b>Unit Weighting Workload</b>	10 Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

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# CONTACTS

<b>Course Coordinator</b>	<b>Online</b> Dr Joanna Bohatko Naismith Joanna.Bohatko-Naismith@newcastle.edu.au (02) 4921 7038 Consultation: Monday - Thursday
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.
<b>School Office</b>	<b>School of Health Sciences</b> Room 302, ICT Building Callaghan SchoolHealthSciences@newcastle.edu.au +61 2 4921 7053

# SYLLABUS

<b>Course Content</b>	The modules to be covered include: <ol style="list-style-type: none"><li>1. Foundations of workplace safety</li><li>2. Safe systems of work</li><li>3. Individual and organisational behaviour factors influencing WHS</li><li>4. Incident causation and investigation</li><li>5. Introduction to WHS management and leadership theories</li><li>6. Performance measures to monitor and improve health and safety</li></ol>
<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. Demonstrate the ability to access a range of theoretical and evidence-based information sources required to manage health and safety in a workplace environment.</li><li>2. Analyse how organisational and human behavioural / relationship factors influence health and safety in the workplace.</li><li>3. Analyse implemented systems of work for their effectiveness as well as their ability to align with legislation and guidelines</li><li>4. Analyse and apply performance measures to monitor and improve health &amp; safety outcomes.</li><li>5. Explain, analyse, and apply a range of basic incident investigation techniques in their workplace.</li></ol>
<b>Course Materials</b>	There is no specific textbook for this course, however the Canvas site contains links to relevant readings and materials for your learning.

## WEEKLY SCHEDULE

Week	Week begins	Module	Module topic	Assessment tasks/ Collaborate sessions
1	29/1	1	Foundations of Workplace Safety	
2	5/2	1	Foundations of Workplace Safety	Collaborate Session 1 Assessment task 1, Part A & Part B, Tuesday 6 <sup>th</sup> February @ 6pm.
3	12/2	2	Safe Systems of Work	
4	19/2	2	Safe Systems of Work	
5	26/2	3	Individual and Organisational behavioural factors influencing work, health, and safety.	
6	4/3	3	Individual and Organisational behavioural factors influencing work, health, and safety	<b>Assessment task 1</b> , Part A, Due: Friday 8 <sup>th</sup> March (11.59pm, AEDT)
7	11/3	4	Incident causation and investigation	Collaborate Session 2 Assessment task 2, Tuesday 12 <sup>th</sup> March @ 6pm.
8	18/3	4	Incident causation and investigation	
9	25/3	5	Introduction to workplace management and leadership outcomes	
Easter Break – Friday 29 <sup>th</sup> March – Tuesday 2 <sup>nd</sup> April 2024				
10	1/4	5	Introduction to workplace management and leadership outcomes	<b>Assessment task 2</b> due: Wednesday 3 <sup>rd</sup> April (11.59pm, AEDT)
11	8/4		Performance measures to monitor and improve health and safety	Collaborate Session 3 In-class test. Tuesday 9 <sup>th</sup> April @ 6pm. <b>Assessment task 1</b> , Part B, Due: 12 <sup>th</sup> April (11.59pm, AEDT)
12	15/4		Study week	<b>Assessment task 3</b>
<b>In term test Friday 19<sup>th</sup> April 8.00am until Saturday 20<sup>th</sup> April 8.00pm</b>				

The census date for Trimester 1 is Friday 23<sup>rd</sup> February 2024. This date is the last day for students to withdraw or drop a course without any financial penalty. Further information on Census dates can be found at the University key dates at the following link: <https://www.newcastle.edu.au/dates>

# ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Online discussion	Part A due: 8 <sup>th</sup> March (11.59pm AEDT) Part B due: 12 <sup>th</sup> April (11.59pm AEDT)	Individual	25%	1, 2, 3, 4, 5
2	Written assessment task	Wednesday 3 <sup>rd</sup> April, (11.59pm AEDT)	Individual	35%	1, 2, 3, 5
3	Online test	Friday 19 <sup>th</sup> April 8.00am until Saturday 20 <sup>th</sup> April 8.00pm (11.59pm AEDT)	Individual	40%	2, 3, 4, 5

**Late Submissions** The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

**Reminder** It is a breach of the Academic Integrity Policy to submit work or part thereof previously submitted for academic credit in this or any other course without permission from the course coordinator. This information is located in the policy glossary, the [Academic Integrity Module](#) for more information.

## Assessment 1 - Online discussion

**Assessment Type** Online Learning Activity  
This learning strategy and assessment has been chosen as a means of encouraging thinking, debate, and clarification of issues common to a number of students. The aim of these online discussions is to clarify or expand on course materials and assignment readings. It is expected that each student will conform to the behaviours and attitudes ordinarily required of them from all health professional environments. These include ethical considerations of confidentiality and disclosure, respect of one another's opinions and beliefs, and should include behaviours and attitudes which are neither judgemental nor discriminatory. Any evidence of behaviours and attitudes, which are not in line with these expectations, will be remediated in accordance with the University of Newcastle's policy concerning staff and student conduct.

**Description** Students are to contribute to the discussion board at least once to each of the 5 modules. **A maximum of 200-word postings.**  
Students should note that discussion contributions need to be timely for each module. Modules will be locked to new postings, one week after the next module has commenced. All discussions however will be available to view for the entire semester.

**Part A:** At the end of module 3, you are to select "YOUR BEST POSTING", from Module 1, 2 OR 3. Cut and paste this into a word document including details of the module and the date of the posting and upload this to the CANVAS assessment portal by Friday 8<sup>th</sup> March, 2024, (11.59pm AEDT).

**Part B:** At the end of module 6, you are to select “YOUR BEST POSTING’, From Module 4, 5, or 6, cut and paste this into a word document including details of the module and the date of the posting and upload this to the CANVAS assessment portal by Friday 12<sup>th</sup> April (11.59pm AEDT).

Students will be marked on their ‘best posting’ from Part A and Part B.

The academic will randomly select one posting from Part A (Module/s 1, 2 or 3) and one posting from Part B (Module/s 4, 5 or 6) and mark the first posting from all students in the selected module. Any student who has not contributed to the module/s selected by the academic will receive zero (0) marks. Marks will be awarded weekly to students who have contributed to each module.

<b>Weighting</b>	25% - Part A 12.5% - Part B 12.5%
<b>Due Date</b>	Part A due: 8 <sup>th</sup> March (11.59pm AEDT)  Part B due: 12 <sup>th</sup> April (11.59pm AEDT)
<b>Submission Method</b>	Online via CANVAS
<b>Assessment Criteria</b>	See marking rubric in CANVAS.
<b>Return Method</b>	Online via Gradebook
<b>Feedback Provided</b>	General feedback provided on the discussion board as the Trimester progresses

## Assessment 2 - Written assessment task

<b>Assessment Type</b>	<b>Written Assignment – Case Study</b> <b>Use the Events &amp; Conditions Causal Factor Charting Model and apply to the case study provided on CANVAS to determine the causal factors of the incident.</b>
<b>Description</b>	Students are required to:  <ol style="list-style-type: none"><li>1. Discuss the rationale of the Events &amp; Conditions Causal Factor Charting Model and develop a flow chart using the incident in the case study (20 marks)</li><li>2. Develop a Safe Work Method Statement (SWMS) using the template provided in CANVAS to identify five (5) tasks. Outline the range of hazards and controls that would have prevented the incident. (20 marks)</li><li>3. Human error in accidents can occur in many ways. Using the three (3) categories of Skill-Rule-Knowledge classification, apply each category to the case study and provide an example of each (15 marks)</li><li>4. <b>Presentation</b> Spelling, grammar, margins, page limit (5 marks)</li><li>5. <b>Referencing</b> – Vancouver - correct and consistent referencing both in text and in the reference list. (5 Marks)</li></ol>

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6. **Journal articles**- Students are expected to use a minimum of 5 evidence-based journal articles for this assignment (5 Marks)

<b>Weighting</b>	35% - (70)
<b>Due Date</b>	Wednesday 3 <sup>rd</sup> April (AEDT) (to include the written component and the SWMS)
<b>Length</b>	4 x A4 pages + 2 x pages for the Safe Work Method Statement template <ul style="list-style-type: none"><li>• Title page and reference list is not included in the page limit.</li><li>• Times New Roman 11 font, 1.5 line spacing. 1.5 cm margins</li></ul>
<b>Assessment Criteria</b>	Refer to marking rubric available on CANVAS.
<b>Submission Method</b>	Online through CANVAS.
<b>Feedback Provided</b>	Individual feedback provided via Gradebook.

## Assessment 3 - Online test

<b>Assessment Type</b>	In Term Test This test will assess student knowledge based on the course content and learning outcomes.
<b>Description</b>	Multiple choice questions, true/false questions and short answer questions based on all modules. The test will be available on Canvas during the period noted. Once you begin the test you will have 1.5 hours to complete the test. You are not permitted to start and return to the test later. You must answer each question and you cannot backtrack.
<b>Weighting</b>	40%
<b>Due Date</b>	The test will open on Friday 19 <sup>th</sup> April 8.00am and close on Saturday 20 <sup>th</sup> April 8.00pm. To avoid being time locked out of the test, ensure that you have completed it within the 1.5 hours provided. Also, be advised that you should commence the test no later than 6.30pm on Saturday to avoid the time lockout.
<b>Submission Method</b>	Online - Available on CANVAS at 8.00am Friday 19 <sup>th</sup> April.
<b>Return Method</b>	Not returned
<b>Feedback Provided</b>	No feedback provided

# ADDITIONAL INFORMATION

## Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

\*Skills are those identified for the purposes of assessment task(s).

## Communication Methods

Communication methods used in this course include:

**CANVAS:** students will receive communication via regular postings or announcements on the Canvas site.

**EMAIL:** Students will receive email communications via their student email account. All enrolled students have an official UON email address generally expressed as [firstname.familyname@uon.edu.au](mailto:firstname.familyname@uon.edu.au). This is the email that the University uses for ALL communications with students, including transmission of important information about exams, policy, course assessment changes etc.

**Please ensure you check your UON email regularly as other emails will not be responded to.**

**CONSULTATIONS:** Email the course coordinator to make an appropriate, mutually

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convenient time for a telephone or zoom meeting during business hours.

**ZOOM TUTORIALS:** These have been scheduled throughout the semester as per the weekly schedule above.

<b>Course Evaluation</b>	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement. As this is a new course, we look forward to your feedback via the Course Evaluation Survey (CES).
<b>Oral Interviews (Vivas)</b>	As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the <u>Oral Examination (viva) Procedure</u> . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the <u>Student Conduct Rule</u> .
<b>Academic Misconduct</b>	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <a href="https://policies.newcastle.edu.au/document/view-current.php?id=35">https://policies.newcastle.edu.au/document/view-current.php?id=35</a> .
<b>Adverse Circumstances</b>	<p>The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s).</p> <p>Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:</p> <ol style="list-style-type: none"><li>1. the assessment item is a major assessment item; or</li><li>2. the assessment item is a minor assessment item, and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;</li><li>3. you are requesting a change of placement; or</li><li>4. the course has a compulsory attendance requirement.</li></ol> <p>Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at: <a href="https://policies.newcastle.edu.au/document/view-current.php?id=236">https://policies.newcastle.edu.au/document/view-current.php?id=236</a></p>
<b>Important Policy Information</b>	The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <a href="https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures">https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures</a> that support a safe and respectful environment at the University.

*This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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