AVIA9201 Session II, 2011

Assessment outline

Assignment 1 (50% of final mark) DUE August 29, 11.59pm via Blackboard 9

Objectives

To model the risk management process applied to safety and health at a management level.

To undertake this assignment, identify risks to the health and safety of people at a workplace of your choice and provide a report to senior management on health and safety issues.

The purpose of the report is to:

• inform a manager about the risks for which they are responsible
• demonstrate whether the risks to health and safety are controlled so far as is reasonably practicable
• define work which is needed to reach compliance with this criteria
• be a record that demonstrates that you have fulfilled OHS regulations for identifying hazards, assessing risk and controlling risks to health and safety according to the hierarchy of controls

It is assumed that the information would be put into a data base of risks which can be used to sort risks in different ways to help manage them. Therefore for this assignment enter the information in an Excel spreadsheet defining the columns as the data base fields you think are needed for this purpose.

Choose an area or activity where there is range of different risks and different types of hazard (i.e. a job safety analysis of one task or an assessment of one item of equipment or one hazard type is not acceptable as it is too limited in scope).

Your report should include the following

• An executive summary which provides an overview of what you did and your recommendations - 1 page
• A brief context statement about the organisation, its objectives and what it does - 1 page maximum
• A brief description of the workplace, the activities undertaken and plant used. This should be sufficient to refer to in subsequent years to check whether change has occurred (and for the marker to get an idea about whether your risks are reasonable)
• A statement of the scope of what is included and excluded in your assessment
• Demonstration or description of the structured approach that you used to ensure you were comprehensive in your identification
• A comprehensive list of risks and existing controls
• Recommendations for where improvements can be made (or statement of why the current control is as already as good as reasonably practicable) Recommendations may include that further analysis is carried out to determine the best controls
• Discuss and justify priorities in your recommendations.

Make the report as concise as you can to include the relevant information. Treat it as a report which informs management of the most pressing needs rather than a university essay assignment. The expectation is that the report will be between 10-20 pages including the risk register so do not set the scope too large or too small.

Students who do not have a worksite may choose an occupation where they can observe work and use the web and other literature to identify risks.

Marking Criteria

• The style and presentation of the report, regarding its suitability for management.
• The adequacy of the description of the workplace and the scope of the assignment. Is it sufficient to be able to judge whether the risks are reasonable? What other information is needed?
• Whether the report demonstrates a structured approach to the way risks were identified.
• Are risks correctly formulated giving information about the nature of the harm and how it occurs?
• Has the report adequately addressed the question of whether controls are as good as reasonably practicable?
• Are priorities for action sensible and justified?

Note: Feedback will be provided regarding risk rankings for the manhole exercise in Unit 3. Students wishing to receive feedback should post their answers on the relevant section of the discussion board.

Assignment 2 (25% of final mark) Due September 26, 11.59pm via Blackboard 9

Risk profile and literature review

The objective of this assignment is to demonstrate that you can seek and evaluate information from a range of sources (including the academic literature) for the purposes of formulating a brief report. The output of this kind of information search and evaluation should be useful for the purposes of identifying risks, and knowing what kinds of controls may be effective.

Graduate attributes that it addresses are: critical thinking, professional understanding, communication and information literacy.
The report should be 1500 words maximum.

The topic of the review is: Aerotoxicity syndrome

Marking criteria

- Evidence of research from appropriate sources including searching academic literature
- Evidence of evaluation of the sources used (not just repetition of sources, but integration and evaluation)
- Outlines the main issues relevant to the topic (in terms of risk identification, assessment and control)
- Clarity of writing and structure of report
- Appropriate referencing

Assignment 3 (25% of final mark) Due October 21, 11.59pm via Blackboard
9. Questions available early October

Short answer test

Assignment 3 will be in the last week of the session for you to complete. It will comprise 6 short answer questions. The questions will be addressing the topics covered in the course. You must make sure that within concise answers (about 300 words), you show that you understand the questions and all the issues that the question covers, as well as provide possible solutions or directions for further investigation.

Of the 6 questions provided, 3 questions will be marked. The same 3 questions will be marked for all students. This is to enable you to spend time engaging with the material, rather than having a timed test/quiz.