



**AUSTRALIAN
HEALTHCARE**
QUALIFICATIONS & TRAINING

Learner Assessment

Task 1 – Written Questions

Unit Code: HLTWHS002

Unit Name: Follow safe work practices for direct client care

Qualification:

Participant Name: _____

Version Control:

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Assessment Information

Unit Code & Title:	HLTWHS002 - Follow safe work practices for direct client care
Unit Descriptor:	This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members.
Application of the Unit:	This unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, in both centre-based and home-based service provision.
Elements:	<ol style="list-style-type: none"> 1. Follow safe work practices for direct client care 2. Follow safe work practices for manual handling 3. Follow safe work practices for infection control 4. Contribute to safe work practices in the workplace 5. Reflect on own safe work practices
Performance Knowledge:	<ul style="list-style-type: none"> • Contributed to a workplace WHS meeting or inspection • Conducted a workplace risk assessment and recorded the results • Consistently applied workplace safety procedures in the day-to-day work activities required by the job role, including: <ul style="list-style-type: none"> - Infection control - Hazardous manual tasks - Use of personal protective equipment - Reporting incidents • Followed workplace procedures for at least one simulated emergency situation.
Knowledge Evidence:	<ul style="list-style-type: none"> • State/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards, including: <ul style="list-style-type: none"> - State/territory WHS authorities - Rights and responsibilities of employers and workers, including duty of care - Hazardous manual tasks - Infection control • Safety symbols and their meanings, including signs for: <ul style="list-style-type: none"> - Poisons - Emergency equipment - Personal protective equipment (PPE) - Specific hazards such as sharps, radiation • Hazard identification, including: <ul style="list-style-type: none"> - Definition of a hazard - Common workplace hazards relevant to the industry setting including hazardous manual tasks, infection control risks and personal safety risks - Workplace procedures for hazard identification - Strategies minimising risk

	<ul style="list-style-type: none"> • Safety considerations when working in a home-based environment, including: <ul style="list-style-type: none"> - Rights and responsibilities of workers and clients - Basic home fire safety including high-risk groups, behaviour that contributes to fire injury and fatalities, and smoke alarm placement, installation and maintenance. - Risks to personal safety - Common sources of infection and means to minimise transfer of infectious diseases - Fundamentals of the musculoskeletal system and practices to minimise injury to self and clients • Workplace emergency procedures • Workplace policies and procedures for WHS
<p>Assessment Conditions:</p>	<p>Skills must be demonstrated:</p> <ul style="list-style-type: none"> • In the workplace <p>OR</p> <ul style="list-style-type: none"> • In an environment that provides realistic in-depth industry validated scenarios and simulations to assess candidates' skills and knowledge. <p>In addition, assessment must ensure use of:</p> <ul style="list-style-type: none"> • Current workplace policies and procedures for WHS • PPE relevant to the workplace and job role of the worker

Instructions to the student

Purpose of this assessment

This Assessment is designed to test your knowledge and skills against the criteria that is required in order for you to maintain safety of the worker, the people being supported and other community members within direct care work in the workplace.

Methods of Assessment

The assessments have been developed in consideration to assessment requirements, learning environment and the expectations by industry.

To be deemed competent in this unit of competency the following assessment requirements must be completed. You must achieve a satisfactory result for each task to be deemed competent in this unit.

Assessment Task 1 – Written Questions – The Written Questions provided in this assessment kit is required to be completed. Assessment Task 1 may be completed within allocated training time or during periods of self-study.

Assessment Task 2 – Case Studies – The Case Study/ies provide an opportunity for you to demonstrate your knowledge and skills aligned to settings that reflect your industry. Written answers to questions relating to the different case studies is required. You are required to read the case studies and answer all the questions satisfactorily. Assessment Task 2 may be completed within allocated class time or during periods of self-study.

Assessment Task 3 – Simulated Project – This simulated project provides an opportunity for you to demonstrate your competency in a practical setting reflective of the workplace. You are required to read and follow the project instructions. This may include; utilising and completing provided simulated support documentation, participating in role plays, using equipment and/ or providing answers to written questions. Depending on the task you may require guidance from the trainer/assessor and/or participation of other learners. Marking criteria for the simulation is included and is to be used to determine your competency. Please familiarise yourself with both the task instructions and the marking criteria to identify what the trainer/ assessor is looking for.

Assessment Task 4 – Workplace Project – This practical project provides an opportunity for you to demonstrate your competency in a practical real work setting. You are required to read the project instructions This may include; collecting and providing documents, providing answers/information to the items listed and/or providing answers to written questions. You are to complete the project without the guidance from the Trainer/Assessor. Where you are not able to undertake the practical project in the workplace, your Trainer /Assessor will provide you support by creating a simulated situation. Where a simulated environment has been created your Trainer/Assessor will record this as a reasonable adjustment to the assessment method.

Assessment Task 5 – Observation/Demonstration – This assessment task enables you to demonstrate your practical skills and knowledge in a workplace context against specified criteria and observed by either your Assessor or Workplace Supervisor. You are to read the instructions provided in this section and completed the tasks while being observed. Either your supervisor or assessor will complete an observation checklist recording either a satisfactory or unsatisfactory performance. Please familiarise yourself with both the task instructions and the observation checklist to identify what the observer is looking for.

Where your demonstration is being observed by the supervisor, your assessor will contact the supervisor to confirm the demonstration and will follow up by asking you verbal questions about the task demonstrated.

Resources needed for assessment:

- Workplace for practical placement
- Current workplace policies and procedures for WHS
- Workplace project documentation provided in this kit or replaced with workplace examples
- Learner Guide
- Log book
- PPE relevant to the workplace and job role of the worker

What you need to do:

- Complete the activities as described above
- Take a photo copy of your work if you would like to
- Collect all the required evidence and provide to your trainer
- Sign the Assessment Agreement
- Submit the completed assessment kit to your assessor.

If you have any difficulties or there is anything you don't understand, talk with your Trainer/Assessor; they are here to help you. Never be too afraid to ask about anything you don't understand related to safety and do not attempt to complete tasks you are unsure about. You can raise any concerns with your trainer/assessor.

Your assessor will provide you with feedback both verbally and in writing.

Assessment outcomes

Satisfactory – Evidence provided meets the requirements of the assessment method and unit of competency

Not Satisfactory – Evidence provided does not meet the requirements of the assessment method and unit of competency.

If you have been given a Not Satisfactory assessment outcome you will be given the chance to review with your assessor and discuss the area/s for improvement and time will be elected where you will be required to resubmit the Assessment Workbook as per the assessor's instructions. If you receive a Satisfactory outcome for the individual Assessment Mode, then this outcome will contribute to final judgement of competency for this unit.

Reasonable Adjustment

Special consideration may be applied, and reasonable adjustment given to this assessment, as required. (*See further information in student handbook – Access & Equity and RTO policies and procedures – Assessment Policy*).

Any adjustments made to standard assessment will be documented clearly in assessment kit either at the front of the booklet or in the individual competency record.

Document any adjustments to standard assessment

Reassessment

Where you are found not yet competent, the RTO will provide three further opportunities to achieve competency at no cost. If you request to be re-assessed after the 3 attempts a cost of \$200 per unit will be applied and any attempt thereafter. (*see Assessment Policy for further information*).

Assessment Agreement

An assessment agreement is required to ensure that all students are aware of the process and purpose of an assessment and the requirements that achieve competence in this unit.

Student Full Name:	
Unit Code and Title:	HLTWHS002 – Follow safe work practices for direct client care
Qualification:	

Please tick as appropriate	Yes	No	Comment
The purpose of the assessment has been clearly explained			
Assessment methods and outcomes required have been clearly explained and I understand what is required of me to achieve competency in this unit			
I have been made aware of the Assessment and Appeals Policy			
I have discussed any special needs to be considered during assessment with my assessor			
I understand I have three attempts to complete each task satisfactorily. After three attempts, \$200 per unit will be charged to reassess the unit of competency. If after the fourth attempt I am deemed 'Not Yet Competent', I will be required to do further training before reattempting this unit.			
I give permission for the RTO to use my assignment for assessment moderation / validation purposes.			
<p>I declare that I understand how assessment will take place for this unit.</p> <p>I also understand that work completed towards this assessment must be verifiably my own.</p>			
<p>Student's Name: _____</p> <p>Student's Signature: _____ Date: ____ / ____ / _____</p>			
<p>Assessor's Name: _____</p> <p>Assessor's Signature: _____ Date: ____ / ____ / _____</p>			

Assessment Task 1 - Written Questions

Assessment description

This assessment task requires you to provide answers to the listed written questions.

1. **What is a risk? Include environmental and client related factors in your answer.**

Assessor Use Only: Satisfactory response provided **YES** **NO**

2. **How can we minimise risk and monitor strategies to implement change?**

Assessor Use Only: Satisfactory response provided **YES** **NO**

3. Explain what a risk control measure is.

Assessor Use Only: Satisfactory response provided **YES** **NO**

3b. What is a controlled procedure?

Assessor Use Only: Satisfactory response provided **YES** **NO**

4. List two (2) existing or potential hazards in the workplace.

1.

2.

Assessor Use Only: Satisfactory response provided **YES** **NO**

4b. Describe the steps you would take to report these hazards.

Assessor Use Only: Satisfactory response provided **YES** **NO**

5. What is manual handling?

Assessor Use Only: Satisfactory response provided **YES** **NO**

5b. What practices can you follow to minimise manual handling risk?

Assessor Use Only: Satisfactory response provided **YES** **NO**

5c. List two (2) manual handling hazards that would be reportable.

1.

2.

Assessor Use Only: Satisfactory response provided **YES** **NO**

6. List three (3) forms of State/territory legislation that will have an impact on workplace regulations, codes of practice & industry standards.

1.

2.

3.

Assessor Use Only: Satisfactory response provided YES NO

7. What are codes of practice?

Assessor Use Only: Satisfactory response provided YES NO

7b. What do manual handling codes of practice aim to do?

Assessor Use Only: Satisfactory response provided YES NO

8. Explain how manual handling impacts on the delivery of care to clients.

Assessor Use Only: Satisfactory response provided **YES** **NO**

9. How do you summarise infection control?

Assessor Use Only: Satisfactory response provided **YES** **NO**

9b. What are measures of control?

Assessor Use Only: Satisfactory response provided **YES** **NO**

10. Explain what PPE is.

Assessor Use Only: Satisfactory response provided

YES

NO

10b. Explain in detail what the differences between standard and additional precautions are.

Assessor Use Only: Satisfactory response provided

YES

NO

11. Explain how we analyse the severity of risks and hazards.

Assessor Use Only: Satisfactory response provided

YES

NO

11b. What documents support the process within organisations?

Assessor Use Only: Satisfactory response provided

YES **NO**

12. How can aged care workers communicate the rights, responsibilities and obligations of both the organisation and the individual?

Assessor Use Only: Satisfactory response provided

YES **NO**

13. Explain how you can contribute to the effectiveness of WHS.

Assessor Use Only: Satisfactory response provided

YES **NO**

**14. Explain the difference between reporting hazards and near misses, slips, trips and falls?
Why are these recorded?**

Assessor Use Only: Satisfactory response provided

YES **NO**

**15. Environmental assessments are conducted for the safety of clients.
Describe what environmental concerns may be present in an aged care facility.**

Assessor Use Only: Satisfactory response provided

YES **NO**

16. Mandatory training of compulsory reporting, manual handling and WHS are some of the requirements needed to be filled by the organisation to support staff training needs. Explain in detail what is meant by compulsory training.

Assessor Use Only: Satisfactory response provided

YES **NO**

17. Explain the meaning of the following terms;

Incident	
Risk	
FRAT tool	
Severity matrix	
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>	

18. How are infection control strategies implemented?

Assessor Use Only: Satisfactory response provided **YES** **NO**

18b. What is cross infection?

Assessor Use Only: Satisfactory response provided YES NO

18c. Describe how you can minimise the spread of infection.

Assessor Use Only: Satisfactory response provided YES NO

19. Explain the levels of severity and tools used for reporting risks.

Assessor Use Only: Satisfactory response provided YES NO

19b. Who are the key people responsible for supporting WHS?

Assessor Use Only: Satisfactory response provided YES NO

20. You are required to conduct a home visit, consider the picture below and list at least 4 hazards you can see.



1.

2.

3.

4.

Assessor Use Only: Satisfactory response provided

YES NO

21. Select appropriate risks, tools and PPE by ticking the boxes for the task of 'Assisting weight bearing client out of a vehicle below. If a risk, tools or PPE are not appropriate then leave the box un-ticked.

Safe work procedure	
Task	Assist weight bearing client out of a vehicle
Task objective	Safely assist clients out of vehicles
Risks	Manual handling
	Mechanical/electrical
	Chemical
	Slip/trip/fall
	Infection control
	Food safety
	Client aggression
	Working at heights
Tools and PPE	Gloves
	Hat
	Non-slip footwear
	Handy bar
	Walk belt
	Seat slide
	Back belt
Assessor Use Only: Satisfactory response provided YES <input type="radio"/> NO <input type="radio"/>	

22. Match the pictures below with the following terms:

- First aid
- No smoking
- Disability access
- Fire exit
- Poisonous Substance
- Personal Protective Equipment

	
	
	

Assessor Use Only: Satisfactory response provided YES NO

23. List 5 hazards that you can spot in the cooking scene below.



1.

2.

3.

4.

5.

Assessor Use Only: Satisfactory response provided YES NO

24. How can you reflect on your own safe work practices?

Assessor Use Only: Satisfactory response provided YES NO

25. Explain who you would report to that you were feeling stressed and fatigued and when you would do this.

Assessor Use Only: Satisfactory response provided

YES NO

26. Explain the purpose of debriefing.

Assessor Use Only: Satisfactory response provided

YES NO

26b. When might debriefing be used in the workplace?

Assessor Use Only: Satisfactory response provided

YES NO

Written Questions Assessment Record

HLTWHS002	Follow safe work practices for direct client care
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Reasonable Adjustments made			
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Assessment activity Task 1 – Written Questions	Satisfactory	Not Satisfactory	Assessor Initials
Date: ___ / ___ / _____			

Assessment Guide

Satisfactory	The Assessor has reviewed the Assessment Workbook against the requirements of the Assessment Mode and is satisfied that all requirements have been met.
Not Satisfactory	The Assessor has reviewed the Assessment Workbook against the requirements of the Assessment Mode and is not satisfied that all requirements have been met.

Re- Assessment

___ / ___ / _____			
___ / ___ / _____			
___ / ___ / _____			
___ / ___ / _____			

Competency Record

Unit Code & Title:	HLTWHS002 Follow safe work practices for direct client care	
Student Name:		
Assessment Strategies:	Assessment Task 1 - Written Questions	Satisfactory Unsatisfactory
Student Feedback:		
Assessment Result:	The participant is COMPETENT The participant is NOT YET COMPETENT	
Assessor Declaration:	Evidence of Competency is: Valid Authentic Sufficient Current All of the above assessment modes have been met The assessment has been modified due to Reasonable Adjustment (see below) Gaps in performance were identified and reassessment completed (as per record of results) Feedback given to student: Written (above) Email (attached)	
Assessor's Name:		
Assessor's Signature:	Date: ____ / ____ / _____	