

Marking Guide

HLTWHS002

Follow safe work practices for direct client care

Knowledge Assessment

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Knowledge Assessment

Context

This assessment is designed to allow students to demonstrate the Knowledge Evidence requirements for the unit HLTWHS002 – Follow safe work practices for direct client care.

This assessment is designed to be assessed prior to the commencement of Performance Assessment 1, 2, 3 & 4 as it provides students with the underpinning knowledge required to be able to carry out the Performance Assessments competently and safely.

Assessor instructions

This assessment is NOT designed for students to be assessed in an exam type situation. In order to complete assessment questions, the student will need access to:

- Student Learning Materials
- Policies and Procedures
- Manufacturer instructions
- Internet
- Any other source of relevant information

Students are required to read and respond to each of the questions in the Knowledge Assessment. Any incorrect or incomplete responses must be returned to the student with feedback to allow them to resubmit.

Benchmark answers are provided in the Knowledge Assessment for each question. The assessor should review all benchmark answers and contextualise them to the RTO's training environment if appropriate.

For assistance on how to implement this assessment, please email admin@supportbysdl.com






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Follow safe work practices for direct client care - Knowledge Assessment

Safety in the workplace

1. Write down the meaning of the following safety signs.

Safety sign	Meaning of safety sign
	Warns that a substance is poisonous or toxic. If these products are ingested, inhaled or come into contact with the skin they can cause harm, illness, or in extreme cases death.
	This sign informs people that contaminated sharps are disposed in the receptacle.
	This sign informs that radioactive materials or radiation producing equipment is used in the area.
	This sign notifies where a fire blanket is located to be used in the case of a fire.
	This sign notifies that appropriate PPE must be worn in the area to minimise the risk of harm of the hazard.

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2. (a) What is the name of the WHS authority in your state or territory?

NSW – SafeWork NSW
 QLD – Workplace Health and Safety Queensland
 VIC – Worksafe Victoria
 ACT – Worksafe ACT
 SA – SafeWork SA
 NT – Worksafe
 WA – Worksafe WA
 TAS – WorkSafe Tasmania

(b) Write down the website you would go to in order to access information on WHS in your state or territory.

NSW – www.safework.nsw.gov.au
 QLD – www.worksafe.qld.gov.au
 VIC – www.worksafe.vic.gov.au
 ACT – www.accessc Canberra.act.gov.au/app/home/workhealthandsafety
 SA – www.safework.sa.gov.au
 NT – <http://www.worksafe.nt.gov.au/Pages/default.aspx>
 WA – www.commerce.wa.gov.au/worksafe
 TAS – www.worksafe.tas.gov.au

3. Tick whether it is your responsibility or your employer’s responsibility to do the following (both boxes can be ticked if applicable).

WHS Responsibility	Who is responsible
Provide Personal Protective Equipment	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer
Follow workplace policies and procedures	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer
Provide training on how to use equipment	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer
Wear Personal Protective Equipment	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer
Work in a manner that does not pose a health or safety risk to anyone in the workplace	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer
Report hazards identified in the workplace	<input type="checkbox"/> You as an employee <input type="checkbox"/> Your employer

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4. What is one (1) right you have in the workplace in regard to WHS?

An employee is entitled to:

- Information about hazards on the job and who to speak to in regard to safety.
- Information and training on work practices.
- Training on how to operate tools and equipment safely prior to using the tools and equipment.
- An induction program when starting a job.

5. (a) What is a duty of care?

It is a moral and legal obligation to ensure the safety or well-being of yourself and others.

(b) List the people in your workplace that you have a duty of care towards.

Student should identify they have a duty of care towards the following people:

- Themselves
- Their clients
- Their work colleagues
- Others in the workplace

6. Write down the definition of a hazard.

A hazard is anything that could cause injury or harm to you or someone else. A hazard is any source of danger that could result in an accident if due care is not exercised.



7. Your work colleague has dropped a bowl of methylated spirits that contains this sign:
The methylated spirits has spilled right next to the refrigerator in the staff room that could create a spark.

(a) Tick all of the hazards from the list below that the spill has created.

- Fire hazard
- Chemical hazard
- Slip, trip and fall hazard
- Manual handling hazard
- Broken equipment hazard
- Storage of dangerous goods hazard

(b) Read the Hazard Management Procedures and the Safe Work Policy and Procedures and write down how you will manage the hazard.

- Turn off the fridge immediately
- Display signage
- Put on personal protective equipment (gloves, apron, appropriate footwear)
- Clean the spill using absorbent paper and put into plastic bag
- Report incident to management by filling out a hazard report form, emailing, face to face or fax.

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