

# Marking Guide

HLTWHS002

## Follow safe work practices for direct client care

### Performance Assessment 1

Apply organisational procedures into day-to-day work activities

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)

# Performance Assessment 1

## Assessor Instructions

This assessment requires the student to be observed consistently applying workplace safety procedures in the day-to-day work activities required by the job role, including:

- Infection control
- Hazardous manual tasks
- Use of personal protective equipment
- Reporting incidents

This assessment must be conducted in a simulated classroom environment or in the workplace.

For assistance with how to implement this assessment, please email [admin@supportbysdl.com](mailto:admin@supportbysdl.com)

*Detailed instructions on how to conduct assessment can be found below.*

## Audit Note:

This Assessment must be used in conjunction with Observation Checklist 1 for this unit (which is located in the Observation Checklist Logbook) and the Performance Benchmark Guideline. The combination of the information in these documents contextualises the Observation Checklist. Please see our User and Audit Guide for the Skin Deep Learning Assessment Methodology.

If there are any questions or issues with this assessment during an audit, please call us during the audit.

## Assessment **MUST** be conducted by following the steps in the order outlined

This assessment is to be broken up into three (3) tasks:

### Task 1 – Follow safe work practices for manual handling

1. This assessment requires the student to follow manual handling procedures consistently in their day-to-day work activities.

It highly recommended that the following manual handling tasks are observed at a minimum (Performance Benchmarks for these tasks have been provided in the Performance Benchmark Guideline):

- Transferring client from sitting to standing
- Transferring client from standing to sitting
- Using a lifting hoist
- Pushing a wheelchair

2. The student is to complete all assessment questions for Task 1 in this document.

3. The student is to be observed following safe work practices when performing manual handling tasks.

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)



*The assessor is to observe the student following manual handling procedures and complete the 'Follow safe work practices for manual handling' section of Observation Checklist 1. Three (3) observations have been provided. However, it is the responsibility of the RTO to determine how many observations should be conducted to demonstrate that the student has consistently followed manual handling procedures into their day-to-day tasks. If more observations are required, Observation Checklist 1 should be photocopied.*

## **Task 2 – Follow standard precautions to prevent spread of infection**

### **Opportunity for holistic assessment**

If unit HLTINF006 – Apply basic principles of infection prevention and control has been completed, holistic assessment can be used for this part of the assessment, and the student will not need to be observed following standard precautions in this unit.

1. This assessment requires the student to follow standard precautions consistently in their day-to-day work activities.

It highly recommended that the following infection control tasks are observed at a minimum (Performance Benchmarks for these tasks have been provided in the Performance Benchmark Guideline):

- Handling contaminated linen (i.e. linen contaminated with blood or body fluid)
- Disposing of contaminated waste (i.e. waste contaminated with blood or body fluid)

2. The student is to complete all assessment questions for Task 2 in this document.
3. The student is to be observed performing the tasks and using the appropriate standard precautions to prevent the spread of infection.

*The assessor is to observe the student following standard precautions and complete the 'Follow standard precautions' section of Observation Checklist 1. Three (3) observations have been provided. However, it is the responsibility of the RTO to determine how many observations should be conducted to demonstrate that the student has consistently followed infection control procedures into their day-to-day tasks. If more observations are required, Observation Checklist 1 should be photocopied.*

## **Task 3 – Recognise and follow additional or transmission-based precautions**

### **Opportunity for holistic assessment**

If unit HLTINF006 – Apply basic principles of infection prevention and control has been completed, holistic assessment can be used for this part of the assessment, and the student will not need to be observed applying transmission-based precautions in this unit.

*This part of the assessment should be conducted in a simulated work environment using the scenario provided in the assessment to ensure the student demonstrates the skills and knowledge in applying transmission-based (additional) precautions.*

The trainer will require the following equipment to perform the role play:

- Disposables EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)



- Contaminated waste bin appropriately marked
- Normal waste bin appropriately marked
- Handwashing liquid and disposable paper towels

1. The student is to recognise the transmission-based precautions required for the scenario provided in the assessment and answer all questions for Task 3 **prior** to completing the task.
2. The student is to apply the transmission-based precautions required for the scenario while being observed by the assessor.

*The assessor is to observe the student applying transmission-based (additional) precautions and complete the 'Apply transmission-based (additional) precautions' section of Observation Checklist 1.*

At the end of this assessment there should be:

- Completed Performance Assessment 1.
- Enough observations recorded to demonstrate student has consistently followed safe work practices to perform manual handling tasks.
- Enough observations recorded to demonstrate student has consistently followed standard precautions.
- A minimum of one (1) observation where the student has been observed applying transmission based (additional) precautions).

For assistance on how to implement this assessment, please email [admin@supportbysdl.com](mailto:admin@supportbysdl.com)

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)



# Performance Assessment 1 – Apply organisational procedures in day-to-day work activities

---

## Task 1 – Follow safe work practices for manual handling

1. Identify at least one (1) manual handling hazard during your day-to-day work duties and write the hazard below.

Student should identify at least one (1) manual handling hazard across the observations. Answers will differ, but examples are:

- Equipment faults
- No equipment
- Lifting/moving people
- Awkward posture
- Lack of space
- Dealing with client who resists support

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)



2. Report the hazard using the Hazard Report Form.

Hazard Report Form	
1. Brief description of Hazard/Health and Safety issue <i>(Include details, if any, of immediate action taken to ensure the safety of persons who may be affected.)</i>	Student should identify at least one (1) manual handling hazard across the observations. Answers will differ, but examples are: <ul style="list-style-type: none"> <li>• Equipment faults</li> <li>• No equipment</li> <li>• Lifting/moving people</li> <li>• Awkward posture</li> <li>• Lack of space</li> <li>• Dealing with client who resists support</li> </ul>
2. Where is the hazard located in the workplace?	Student should location of hazard if appropriate. For example, room 105
3. Time/date hazard identified	Student to enter time hazard identified Time: _____ Student to enter date hazard identified Date: ___/___/___
4. Recommended action to fix hazard/issue	Student to write down any recommendations to fix hazard. For example, move dresser to create more space around bed.
5. Reported to Workplace Health and Safety Representative (WHSR)	N/A
Signature: <span style="color: #c0504d;">Student to sign</span>	Student to write date Date: ___/___/___
To be completed by supervisor:	
6. Has the hazard/issue been addressed?	This should not be completed by student <input type="checkbox"/> YES <input type="checkbox"/> NO
7. Do you consider the issue/hazard fixed?	This should not be completed by student <input type="checkbox"/> YES <input type="checkbox"/> NO
Signature: <span style="color: #c0504d;">This should not be completed by student</span>	This should not be completed by student Date: ___/___/___

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)



## Task 2 – Follow standard precautions

3. Identify at least one (1) infection control hazard during your day-to-day work duties and write the hazard below.

Student should identify at least one (1) infection control hazard across the observations. Answers will differ, but examples are:

- Contaminated surfaces
- Lack of Personal Protective Equipment
- Improper handling and disposal of waste
- Improper handling of linen

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: [admin@supportbysdl.com](mailto:admin@supportbysdl.com)

