



HLTWHS001 Participate in Workplace Health and Safety Teacher Cheat Sheet

What is involved in Assessment Task 1 – Online Assessment?

- Students will have 60 minutes to complete the closed book online assessment test
- **Assessment Task 2 - Recommended time allowance – 60 minutes**

Each student needs to submit the following for this unit to be complete:

- The completed online assessment, each answer is required to be satisfactory
- If a student requires Verbal Discussion to be deemed satisfactory, trainers are required to annotate the notes in the comment/feedback area of the online assessment.
- If a student has been deemed not satisfactory overall for the task, complete the **Identified Improvement Framework Sheet** at the back of the task

What is involved in Assessment Task 2

Assisting a client in a wheelchair exit a building

- Student will be observed completing a range of tasks and demonstrating a range of skills in a simulated environment.
- During the demonstration, the students are required to complete the task described in the scenario while you as the assessor observes them.
- After the emergency is resolved, the students will conduct a risk assessment and complete the Risk Assessment Form Template based on the role play scenario.
- Students will complete the Incident, Injury, Trauma and Illness Record based on the role play scenario.
- After completing the tasks, the students will participate in a debriefing session and record their answers in the reflection questions template. They are required to answer these in the spaces provided in this booklet.

Each student needs to submit the following for this unit to be complete:

- Risk Assessment Form.
- Incident, Injury, Trauma and Illness Record.
- Completed reflection questions

What is involved in Assessment Task 3

Participating in a WHS meeting

- For this task, students will be observed participating in a role play to confirm they can perform to industry standards and expectations.
- Students will work with two or three other participants in the class and together you will conduct a WHS safety meeting.
- The topic of the meeting is to look at First Access's Workplace Health and Safety Policy and Procedures considering the COVID pandemic. They will then make recommendations based on best practices and record these in the meeting minutes template provided.

Each student needs to submit the following for this unit to be complete:

- Completed meeting minutes.