



'Simplicity at its best'

SIRXWHS001 Work safely

School Assessed Coursework – 60 Marks

Answer booklet

Information for Assessors

VCAA Examinations can ask questions relating to ANY content within a Unit of Competency. It is important that students are across all elements. The best way to do this would be to create a checklist for all elements of the unit of competency which students can tick off as it is covered in their learning program.

About this assessment

This assessment has been created to be an integrated assessment piece that provides both the required marking scale for your school-based assessment and grading of your class along with the RTO requirements to be deemed satisfactory for each question.

Each question in this assessment has been mapped back to the unit of competency.



1. For each of the following key safety responsibilities of a sports coach, provide a brief explanation of what each one entails under current Victorian OHS legislation:

Benchmark answers in red:

- a) Providing a safe environment.

A sports coach in Victoria must ensure that all of the environments where sporting activities and corresponding work take place are free from hazards and risks to health, including proper maintenance of facilities.

- b) Managing risks.

A sports coach in Victoria has to identify all of the potential hazards, assess the risks associated with those hazards, and implement control measures to minimise those risks.

- c) Maintaining proper equipment.

A sports coach in Victoria is responsible for ensuring all equipment, meets safety standards, is in good working order and suitable for the activity.

- d) Providing adequate information, instruction, and supervision.

A sports coach in Victoria has a duty of care to inform participants about potential risks, provide clear instructions on safe practices, and supervise activities to prevent injuries.

- e) Discrimination and harassment.

A sports coach in Victoria must ensure that their actions and the working environments they create are free from discrimination, harassment, and victimisation.

- f) Understanding OHS procedures.

A sports coach in Victoria must be familiar with the workplace's OHS policies and procedures, particularly those related to all types of sports and physical activities.

- g) Consulting with HSRs.

A sports coach in Victoria should consult with Health and Safety Representatives (HSRs) on matters related to OHS, especially if consultation is requested by the HSR.

- h) Reporting incidents and hazards.

A sports coach in Victoria must report all hazards, incidents, or near misses through the appropriate channels and in line with your workplace procedures.

Assessor discretion is required for these questions, as student answers will vary.

School based result - 8 Marks

2. For each of the identified consequences in failing to uphold OHS laws or workplace procedures, provide an example of the potential ramifications:

Benchmark answers in red:

- a) Legal consequences.

WorkSafe Victoria can issue improvement or prohibition notices that organisations must comply with. WorkSafe Victoria can initiate criminal prosecutions for OHS offences.

Legal consequences can involve hefty fines for the organisation, the coach, or both and other penalties such as imprisonment can be imposed where an individual has been identified as responsible.

- b) Professional consequences.



If a coach fails to observe OHS legislation or policies leads to an injury, they could be held legally responsible for negligence.

A coach that fails to adhere to OHS standards as part of their coaching accreditation could lead to suspension or revocation.

Participants, parents, and other staff members will lose trust in a coach who compromises health and safety.

A coach with a record of OHS non-compliance may find it difficult to secure future coaching positions.

c) Organisational consequences.

For both the coach and the sporting organisation, a serious OHS breach can lead to significant negative publicity and damage their reputation, impacting public trust, participation, and sponsorships.

The organisation can enact their own disciplinary proceedings, ranging from formal tribunal sanctions, warnings, suspension, demotion, or even termination of employment/contract.

For the organisation, a history of OHS incidents and breaches can lead to higher insurance premiums.

d) Impact on individuals.

Failure to observe OHS can directly lead to preventable injuries, illnesses, or even fatalities among participants, other staff, or spectators.

Witnessing or experiencing a serious safety incident can cause significant psychological trauma.

Participants (especially parents and carers of children) may choose to withdraw from the sport or organisation.

Assessor discretion is required for these questions, as student answers will vary.

School based result - 8 Marks

3. When it comes to working safely, what must a sports coach who is starting work in a new organisation take the time to learn and understand?

Benchmark answer:

When commencing work in any new organisation a sports coach must learn about all of the inherent dangers of the sport, the environments where the sports are played/participated in, the safety regulations that are in force and the workplace procedures to follow.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

4. What sources of reliable information can a sports coach draw upon to learn about their OHS obligations in any new workplace? Provide at least two (2) sources.

Benchmark answer must provide two sources, similar to the following:

Internal: OHS responsibilities may be outlined in the job/position description (or similar work contract).

Internal: Duty of care for Coaches (or similar)

Internal: OHS policies and procedures.

External: WorkSafe Victoria

External: Occupational Health and Safety Regulations 2017

External: Sport integrity Australia

External: Victorian Equal Opportunity and Human Rights Commission

External: E safety commissioner.

School based result - 2 Marks

5. Provide an explanation of how a sports coach ensures that sports equipment is safe for its intended use.



Benchmark answer:

A sports coach must ensure that equipment is regularly inspected and maintained. They look for signs of wear and tear, ensure the equipment is working as intended and they also verify the equipment is appropriate of age, size and skill levels of the sport participants. Faulty or damaged equipment is removed from use and reported to the designated person for repair or replacement.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

6. Provide an explanation of how a sports coach ensures that sports equipment is used and stored correctly.

Benchmark answer:

A sports coach must ensure that they provide clear, age-appropriate instructions with demonstrations on the correct use of equipment. They closely supervise participants, especially when using new or potentially high-risk equipment. A sports coach must prohibit the use of equipment for "horsing around" or for any activity other than its intended purpose.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

7. Provide an explanation of what it means to do a pre-session risk assessment of the sporting environment.

Benchmark answer:

A sports coach will perform a risk assessment of the training area before each session. This includes not just the equipment but also the playing surface (For example, checking for holes, debris, or uneven ground) and the overall environment which includes current and changes to weather conditions. This process may include recording any identified risks, the actions taken to control them, and any resulting incidents in a formal log or risk register.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

8. Provide two (2) different examples of hazardous substances that may be encountered in sport.

Benchmark answer must provide two substances, similar to the following:

Chemicals used in cleaning and maintenance of equipment, facilities and other environments where sports are played.

Chemicals in the manufacture of sports equipment.

Compressed gas cylinders.

Bacteria, mould and fungus growth from damp and/or poorly ventilated areas.

Medications and performance enhancing substances.

Body fluids and airborne pathogens.

School based result - 2 Marks

9. What documentation can a sports coach refer to determine what specific PPE is required when handling a chemical that has been classified as a hazardous substance?

Benchmark answer:

A sports coach can access and read a copy of the publicly available Safety Data Sheet (SDS) for that specific chemical.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

10. Provide two (2) different examples of manual handling tasks in a sporting context that could pose a risk of injury.

Benchmark answer must provide two examples, similar to the following:



Moving heavy or awkward equipment (For example, goalposts, crash mats, benches, large bags of balls/training aids).
Lifting or supporting injured participants.
Setting up and packing down training stations or game day equipment.
Carrying multiple items of equipment at once.
Repetitive actions, such as continually bending to pick up balls.
Handling unstable or unbalanced loads, such as a pile of odd-shaped equipment.

School based result - 2 Marks

11. Manual handling tasks deemed too heavy or awkward for one person must be performed by a team. What are four (4) key elements of a team lifting and assistance policy?

Benchmark answer must provide four key elements, similar to the following:

Assess the load

Request assistance

Coordinate lifts

Never force it – do not proceed or find an alternative method.

School based result - 2 Marks

12. What does a work policy of 'leading by example' look like for a coach when it comes to proper use of PPE?

Benchmark answer:

Coaches must consistently wear and correctly use their own PPE to set a positive example for participants.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

13. What happens when a sporting participant does not follow their clubs' mandatory PPE policy?

Benchmark answer:

This is a matter of non-compliance. Participants not wearing mandatory PPE, or wearing it incorrectly, are not permitted to participate in the activity until rectified. The coach must enforce this rule strictly.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

14. What procedure needs to be followed in the event that PPE was being worn by either a participant or a coach, but actually failed to prevent an injury?

Benchmark answer:

This is a reportable incident. Provide detailed information in the incident report, including the type of PPE, how it was being used, the nature of the failure, and the resulting outcome. This may also involve participating in any investigations into PPE-related incidents to identify root causes and contribute to improvements in policies or equipment.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

15. Provide two (2) different policies and procedures a coach can refer to for understanding and addressing bullying and harassment.

Benchmark answer must provide two different policies and procedures, similar to the following:

Zero Tolerance Policy on Bullying and Harassment

Reporting and Complaints Procedure

Investigation and Resolution Policy

Review and Improvement Policy



Education and Training Policy.

School based result - 2 Marks

16. How would a sporting organisation find out about allegations or incidents of bullying or harassment?

Benchmark answer:

A coach or participant is provided with steps to follow for reporting incidents of bullying or harassment, whether they are the target, a witness, or someone reporting on behalf of another. The sporting organisation should be actively encouraging participants, parents, and other staff to report any concerns, assuring them that their concerns will be heard and acted upon.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

17. What is a proactive communication policy, and what is its purpose?

Benchmark answer:

A proactive communication policy, such as an Open Communication and Consultation Policy is where everyone has a voice in safety. The sporting organisation is committed to open, timely, and transparent communication and consultation on all OHS matters with coaches, staff, volunteers, and (where appropriate) participants and their parents/carers.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

18. What is a preventative reporting policy, and what is its purpose?

Benchmark answer:

A preventative reporting policy, such as a Hazard Identification and Reporting Policy is where all individuals, especially coaches, have a responsibility to identify and promptly report any hazards or potential risks to health and safety in the sporting environment to prevent incidents.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

19. What is a reactive reporting policy, and what is its purpose?

Benchmark answer:

A reactive reporting policy, such as an Incident, Injury, and Near Miss Reporting Policy is where all incidents, injuries, and near misses, no matter how minor, are accurately and promptly reported to enable investigation, learning, and prevention of future occurrences.

Assessor discretion is required for this question, as student answers will vary.

School based result - 2 Marks

20. What key workplace documentation can a coach use in preparedness for an appropriate response to emergencies?

Benchmark answer:

Having a comprehensive emergency action plan (EAP) is crucial for effective response. This includes communication protocols, evacuation routes, assembly points and designated first aid areas.

Assessor discretion is required for this question, as student answers will vary.

School based result - 1 Mark

21. What is the acronym widely used for the process of responding to medical emergencies?

Benchmark answer:

DRSABCD.



Assessor discretion is required for this question, as student answers will vary.

School based result - 1 Mark

22. Provide an example of how the delegation of tasks can be used for four (4) different responsible adults in the event of an emergency involving an injured person.

Benchmark answer must provide all four of the following in their response:

One person managing the casualty.

One person calling 000.

One person managing other participants. For example, moving them to a safe area, keeping them calm, preventing them from interfering.

One person to meet emergency services upon arrival.

School based result – 2 Marks

23. What key information can a sports coach identify on an evacuation diagram?

Benchmark answer:

Current location – ‘you are here’.

Location of exit points.

Location of fire extinguishers or fire hose reel.

Assembly points.

Assessor discretion is required for this question, as student answers will vary.

School based result – 2 Marks

24. What are three (3) key actions to train for and follow in the event of an emergency evacuation?

Benchmark answer must provide all three of the following in their response:

Evacuate immediately

Alert others / Raise the alarm

Assemble at designated point.

School based result – 2 Marks

25. During an emergency evacuation what does ‘sweeping and leading’ mean for the sports coach?

Benchmark answer:

Depending on the layout and their position, a coach may lead the group out or sweep through the area to ensure no one is left behind. For example, checking locker rooms and bathrooms. This must be done quickly and safely.

Assessor discretion is required for this question, as student answers will vary.

School based result – 2 Marks