Task Planning Sheet

Task 1 – WHS in your new workplace

The Task Planning Sheet is designed to provide you with a clear list of the activities you will need to undertake in order to complete your assigned tasks. It is suggested that you complete the activities in the order they are listed. You must submit your completed ‘Task Planning Sheet’ to verify completion of the competencies that form a part of this task.

By submitting your completed sheet, you are confirming that you have undertaken all activities associated with the task.

In this task, you will need to develop your understanding of WHS issues as they relate to employers and employees in the workplace.

**Design an Accident/Illness Report Form:**

* Access, read and print as necessary ***Learning Resources*** and ***Your Task***
* Read and print the Duties of Employers and Employees
* Read and print the Accident/Illness Sample Form
* Investigate what a form to report a workplace accident should record
* Design a suitable report template for Anjark Services. Please ensure that you use the company logo as appropriate.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Anjark Services Accident/ Illness Report Form |  |

**Identifying hazards and risks:**

* Read and complete any relevant activities from the Learning Resources
* Reflect on your office workplace and identify what could be four common physical or health hazards that ay be found there. List who you would report these hazards to and suggest how these hazards might be controlled. Present your work in simple paragraphs, typed with the heading: WHS Issues for Attention.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Your report – WHS Issues for Attention |  |

**Create a PowerPoint presentation on Manual Handling:**

* Read and complete any relevant activities from the Learning Resources
* Undertake Internet training as necessary on Internet use (Virtual RTO)
* Using the Internet links provided, research relevant information on manual handling issues
* Undertake Microsoft PowerPoint training as required (Virtual RTO)
* Use or design a template for your PowerPoint presentation. Be sure to incorporate the Anjark Services logo. Save this as ***MyTemplate***.
* Create a presentation as per the requirements. You may need to search the Internet for relevant images or take these yourself if suitable sites are accessible. You may organise your procedures based on examples you have found on the Internet.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| PowerPoint presentation |  |

**Create records of WHS meetings:**

* Read and complete any relevant activities from the Learning Resources
* Select a report/meeting minute template from word processing software and use this to compile the two outcomes of the two meetings from the provided notes.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Reports of two WHS meetings |  |

**Workplace Quiz on WHS:**

* Complete any relevant activities from the Learning Resources
* Complete the on-line WHS quiz

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Quiz result report |  |