Task Planning Sheet

Task 3 – WHS in the 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*** (Bookcase) and ***Your Task*** (Printer tray).
* Investigate the learning activity, WHS Responsibilities (Bookcase).
* Read and print the Accident/Illness Sample Form (Bookcase).
* Design a suitable report for RAMemberUS. 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** |
| RAMemberUS Accident/ Illness Report Form |  |

**Respond to an accident or illness:**

* Read and print the email from Tony Sheridan (Computer).
* Access the Accident/Illness Report Form that you completed above.
* Fill out the Accident/Illness Report Form using the information provided. Use current date.

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

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

* Read and print email from Lisa Parsons (Computer).
* Undertake Internet training as necessary on Internet use (Computer – Internet links).
* Using the Internet links (Computer), the learning activities (Bookcase) and your own Internet searching, research relevant information on manual handling issues.
* Undertake Microsoft PowerPoint training as required (Mouse).
* Design a template for your PowerPoint presentation. Be sure to incorporate the RAMemberUS logo. Save this as ***MyTemplate***.
* Create a presentation as per client requirements. You may need to search the Internet for relevant images or take these yourself if suitable sites are accessible.
* Access the RAMemberUS letterhead that you created earlier and write a letter to your client to accompany the PowerPoint presentation. This letter should provide an overview of what information you have provided and should thank the client for their business.

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

Establish a work area and identify and minimise WHS issues

* Conduct a health and safety audit of you work area (or area identified by your teacher)
* Identify any WHS issues related to your work area and the associated ergonomics
* Take photographs of identified risks and respond on how these issues are to be repaired/removed.
* Prepare a document using the images and responses from the point above.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Word document showing images of potential risks/hazards and the response required to repair or remove these. |  |