

Faculty of Health and Medicine
School of Health Sciences

OHS Professional Knowledge Assessment
in conjunction with the
Safety Institute of Australia Ltd



OHS Professional Knowledge Assessment Overview

2018 October.

The University of Newcastle

The University of Newcastle is in the top 3% of universities in the world, which means that out of more than 9,000 universities in the world, UON are in the top 300. These rankings highlight strengths and research outcomes, the quality of staff, the employability of our graduates, and our international networks. They reflect the key pillars of what makes a world-class university in today's global landscape.

The Faculty of Health and Medicine

The Faculty of Health and Medicine offers many programs that are accredited with professional and industry bodies. This requires programs to meet stringent accreditation requirements and ensures students are able to register with the respective professional bodies upon completion of the award. The Faculty of Health and Medicine offers many successful undergraduate and postgraduate professional qualifications. These are accredited programs that are regularly reviewed and revised in conjunction with industry representatives to ensure relevance to the workplace and field of study.

School of Health Sciences

The School of Health Sciences that falls under the Faculty of Health and Medicine is one of the most diverse Schools in the University, offering a wide range of health professional programs across two local campuses and one in Singapore.

The relevant Occupational Health and Safety degrees offered by the School of Health Sciences includes a Bachelor of Environmental Occupational Safety and Health offered via the University campus in Singapore. This is an AQF level 7 bachelor program that has accreditation with IOSH. In addition, the Master of Workplace Health and Safety offered within the School of Health Sciences has accreditation with the Australian Occupational Health and Safety Education Accreditation Board and with IOSH.

The School of Health Sciences, in association with the Safety Institute of Australia (SIA) has developed a Certification Scheme for Generalist OHS Professionals and Practitioners. The OHS Professional knowledge assessment will be provided by the Discipline of OHS, Faculty of Health and Medicine, University of Newcastle (UON) in association with SIA, as part of the transition to this certification.

OHS Professional Knowledge Assessment

Assessment Description	This assessment is designed to enable people currently working in OHS to demonstrate their capability to meet the knowledge requirements to be a Certified Occupational Health and Safety Professional.
Pre - Requisites	Eligibility of the applicants will be determined by the SIA and candidates assessed as eligible to undertake the OHS Professional knowledge assessment will be notified by the SIA.
Admission	Following the SIA determination of eligibility, details of the candidate will be forwarded to the University of Newcastle. The University, will email candidates information on how to access the Course Sites Virtual Learning Environment, and details of the specific assessment tasks.

DELIVERY MODE AND TECHNICAL IT REQUIREMENTS

Course Sites will be the Virtual Learning Environment (VLE) used for the purpose of this assessment. The VLE is a collection of technologies used to provide online learning spaces, deliver online content and activities and facilitate online communication and collaboration.

The VLE is comprised of:

- Course Site: A Web based system that provides online learning spaces where candidates engage and interact with online information, activities and people.
- Course Site Assignments: Text-matching program that gives candidates feedback on referencing for written work, and allows online submission of assessments.

Candidates will require a Zoom account, a computer with a camera and microphone capability and access to secure and reliable Internet.

Delivery Mode:

- The online exam will be complete using the course site online assessment facilities.
- Candidates will be required to upload their written assessment to 'Assignments' via the course site
- A 'VIVA' will be held using Zoom to allow an electronic face-to-face assessment

COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

	Assessment Name	Due Date	Involvement
1	Online Exam	From 8am on Friday 26 October to 8pm on Saturday 27 October 2018 (36hr access period during which to complete the 2hr online exam)	Individual
2	Written Assignment	Friday 23 November 2018 at midnight (Sydney time)	Individual
3	Oral Assessment - Viva	A 1hr face-to oral assessment to be scheduled during the week commencing 3 December 2018	Individual

WRITTEN ASSIGNMENT

Case Study:

A case study will be used to provide context for the assessment, this will be made available on the Course Site.

This written assessment must be submitted to the Course Sites virtual learning environment, which allows online submission of written assessment items.

ONLINE ASSESSMENT

A 2-hour online exam consisting of multiple-choice questions (based on the Body of Knowledge BoK).

VIVA

A 'Viva' using the Zoom online meeting facility. This will allow a face-to-face (electronic) assessment with two assessors interviewing the candidate. The candidate will be given the opportunity to discuss the written assessment response and defend their decisions and proposed OHS recommendations of the given case scenario.

GRADING SCHEME

This assessment is graded as follows:

Range of marks	Grade	Description
50% and more	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic ability; satisfactory development of skills; and achievement of most assessment objectives.
Less than 50%	Fail (F)	Failure to satisfactorily achieve assessment objectives or compulsory course requirements. A fail grade may also be awarded following disciplinary action.

Applicants will be required to pass all three (3) compulsory assessment items in order to pass the OHS Professional knowledge assessment.

REPORTING AND FEEDBACK

Each assessment item will be marked using the specific assessment task rubric/criteria and the university guidelines noted above, and will be kept for quality purposes by the University.

The University will provide SIA with a fail or pass grade for each candidate according to his or her assessment outcome. Those candidates who score 50% or more will be allocated a passing grade, and those below 50% will be allocated fail grade.

The Course coordinator will provide a report to SIA detailing the marks for each candidate and following ratification by the Program lead and Head of School. SIA will thereafter notify each applicant of the outcome of the OHS Professional knowledge assessment.

ADDITIONAL INFORMATION

Communication Methods

Communication methods used in this course include:

- Course Site: Students will receive communications via the posting of announcements on the Course site, and via email.
- Email: Students will receive communications via their registered applicant email account.

Adverse Circumstances

Applicants may need to apply for adverse circumstances if an illness or serious circumstance beyond their control prevents or affects preparation or performance for an assessment. Candidates who submit an application for adverse circumstances affecting assessment items must be able to demonstrate that one or more of the allowable adverse circumstances below may adversely impact their performance by supplying supporting documentation:

1. health grounds – either physical or psychological;
2. non-health grounds such as:
 - a. Compassionate grounds for example, the death or serious injury of a close family member or friend;
 - b. Hardship for example, sudden loss of employment; family breakdown; or severe disruption to domestic arrangements
 - c. or trauma – for example, impact of crime or accident; impact of natural disasters; or
 - d. Unavoidable commitments (for example off-shore work rosters).

Unacceptable adverse circumstances include misreading the information pack or assessment package, usual work commitments, travel plans or unawareness of the assumed knowledge requirements for the OHS Professional knowledge assessment.

Detailed information on the Adverse Circumstances application procedure will be included in the assessment package that will be provided to the successful applicants.

OHS Professional Knowledge

See www.ohsbok.org.au for detail of the learning outcomes.

Assessment Requirements

The following sections details the minimum requirements for the OHS Professional knowledge assessment

- OHS Capabilities (AQF7)
- Basic skills
- Relevant body of Knowledge skills

OHS capabilities for AQF 7

Knowledge	
Graduates will have to	<p>Demonstrable familiarity with and understanding of a broad range of concepts and sub concepts within the OHS Body of Knowledge with depth of understanding in some hazard areas.</p> <p>Demonstrable technical competence and the capacity to apply OHS knowledge and understanding to problems and unfamiliar situations in OHS practice.</p>
Skills: Analyse and evaluate information	
Graduates will have well developed cognitive, technical and communication skills to	<p>In 7.1.1 Access and evaluate knowledge from a range of sources relevant to OHS practice</p> <p>In 7.1.2 Critically analyse and consolidate information from such range of sources</p> <p>In 7.1.3 Synthesise the information to inform OHS practice</p>
Skills: Solve problems	
Graduates will have well developed cognitive, technical and communication skills to	<p>Pr 7.1.1 Apply critical thinking, information gathering and communication skills to identify and analyse sometimes complex OHS problems</p> <p>Pr 7.1.2 Generate practical evidence-informed solutions taking account of legislation and industry standards and justify the proposed solutions</p>
Skills: Communication skills to transmit knowledge, skills and ideas	
Graduates will have well developed cognitive, technical and communication skills to	<p>Com 7.1.1 Select and appropriately apply a broad range of communications skills and formats to explain technical information and concepts to workplace audiences</p>
Application of knowledge and skills	
Graduates will be able demonstrate application of knowledge and skills to	<p>App 7.1.1 Recognise the limits of one's own knowledge and skills and seek specialist advice as appropriate</p> <p>Observe relevant codes of conduct</p> <p>App 7.1.2 Recognise the implications of different work environments and work cultures and the</p> <p>App 7.2.1 Work independently and as part of a team in addressing a range of OHS problems</p> <p>App 7.2.2 Recognise the value of professional, enterprise and industry collaboration</p> <p>App 7.2.3 Be accountable for the technical and conceptual underpinnings of one's own practice</p> <p>App 7.3.1 Contribute to and implement an agreed problem-solving strategy</p> <p>App 7.3.2 Take individual responsibility for a small research project or evaluative study of OHS practice</p>

Basic skills: Literacy and numeracy

Literacy

The candidate should demonstrate written and spoken English literacy levels required to achieve the capabilities to complete the written and oral components of the assessment tasks.

Technological literacy

The candidate should demonstrate literacy with appropriate IT hardware and software to achieve the capabilities required to complete the written and oral components of the assessment tasks.

Numeracy

The assessment should ensure that the candidate has, as a minimum, basic numeracy skills as summarised below.

1 Arithmetical skills

- Various ways of describing fractions: vulgar, decimal, percentage, ppm, ratios.
- Arithmetical processes: addition, subtraction, multiplication, division, BODMAS (order of operations), including manipulation of fractions, ratios.
- Squares, square roots, inverse square, powers, significance and rounding off.
- Basic algebraic manipulation (e.g.: $PV = nRT$)

2 Measurement

- An understanding of Log scales as related to OHS
- Prefixes, their meanings and abbreviations (e.g. kilo-, G, 10^3 ; centi-, c, 10^{-2})
- Units of measurement related to OHS: length, area, volume, mass, frequency, density, force; pressure; energy; electricity; sound; light, temperature; chemical concentration; pH; radiation

3 Basic statistical measures

Some statistical measures used in occupational health and safety such as:

- frequency rate
- incidence
- average duration
- percentage and percentage change
- mean
- median
- mode

4 Display of data including knowing which display to use for a particular type of data including:

- tabulation
- line graphs
- bar charts (histogram)
- pie chart

Content

Underpinning science

The candidate should demonstrate an understanding of the underpinning science to explain the behaviour of a range of hazards and how they cause harm. The candidate should demonstrate an understanding of basic psychological and social psychological principles to inform development and implementation of control strategies.

OHS concepts

The candidate should demonstrate, as a minimum, the OHS Body of Knowledge learning outcomes in the table below. See www.ohsbok.org.au for the detail of the learning outcomes. Note that principles of OHS law and knowledge of OHS legislation are addressed in the separate OHS law examination.

9 Industrial, tech & business imperatives	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8	9.9				
10 The Organisation	10.1	10.2	10.3	10.4	10.5	10.6	10.7	10.8	10.9				
Organisational culture													
11 Systems	11.1	11.2	11.3	11.4	11.5	11.6	11.7	11.8					
16 Biomechanical hazards	16.1	16.2	16.3	16.4	16.5	16.6	16.7	16.8	16.9	16.10	16.11		
17 Chemical hazards	17.1	17.2	17.3	17.4	17.5	17.6	17.7	17.8	17.9	17.10			
18 Biological hazards	18.1	18.2	18.3	18.4	18.5	18.6	18.7	18.8	18.9				
19 Psychosocial hazards	19.1	19.2	19.3	19.4	19.5	19.6	19.7	19.8	19.9	19.10			
20 Fatigue	20.1	20.2	20.3	20.4	20.5	20.6	20.7	20.8	20.9	20.10			
21 Bullying, aggression & violence	21.1	21.2	21.3	21.4	21.5	21.6	21.7	21.8	21.9	21.10	21.11	21.12	21.13
22 Noise & vibration	22.1	22.2	22.3	22.4	22.5	22.6	22.7	22.8	22.9	22.10			
23 Electricity	23.1	23.2	23.3	23.4	23.5	23.6	23.7	23.8	23.9	23.10	23.11		
24 Ionising radiation	24.1	24.2	24.3	24.4	24.5	24.6	24.7	24.8	24.9	24.10			
25 Non ionising radiation	25.1	25.2	25.3	25.4	25.5	25.6	25.7	25.8	25.9	25.10	25.11		
26 Thermal environment	26.1	26.2	26.3	26.4	26.5	26.6	26.7	26.8	26.9	26.10			
27 Gravitational hazards	27.1	27.2	27.3	27.4	27.5	27.6	27.7	27.8	27.9				
28 Plant	28.1	28.2	28.3	28.4	28.5	28.6	28.7	28.8	28.9	28.10			
29 Mobile plant	29.1	29.2	29.3	29.4	29.5	29.6	29.7	29.8	29.9	29.10			
30 Vehicles and occupational driving	30.1	30.2	30.3	30.4	30.5	30.6	30.7	30.8	30.9	30.10	30.11		
31 Risk	31.1	31.2	31.3	31.4	31.5	31.6	31.7	31.8					
Risk and decision making													
32 Models of causation: Safety	32.1	32.2	32.3	32.4	32.5								
33 Models of causation: Health	33.1	33.2	33.3	33.4	33.5	33.6							
34 Control	34.1	34.2	34.3	34.4	34.5	34.6	34.7	34.8					
Control: user centred safe design													
35 Mitigation: Emergency preparedness	35.1	35.2	35.3	35.4	35.5	35.6	35.7	35.8	35.9	35.10			
36 Mitigation: Health impacts	36.1	36.2	36.3	36.4	36.5	36.6	36.7						
38 OHS Model of Practice	38.1	38.2	38.3	38.4	38.5	38.6							
39 Critical consumer of research	39.1	39.2	39.3	39.4	39.5	39.6	39.7	39.8					