

**College of Health, Medicine and Wellbeing**  
**School of Health Sciences**

**OHS Professional Knowledge Assessment**  
**in conjunction with the**  
**Australian Institute of Health & Safety**



## **OHS Professional Knowledge Assessment Overview: October 2022**

### **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 College of Health, Medicine and Wellbeing**

The College of Health, Medicine and Wellbeing offers many programs that are accredited with professional and industry bodies. This requires programs to meet stringent accreditation requirements and ensures students can register with the respective professional bodies upon completion of the award. The College of Health, Medicine and Wellbeing 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 falls under the College of Health, Medicine and Wellbeing and 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:

1. A Graduate Certificate of Work Health and Safety which will kick start your WHSE qualifications,
2. A Graduate Diploma (an exit award) which provides accreditation as an OHS Professional with the Australian Occupational Health and Safety Education Accreditation Board and with IOSH, and
3. 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

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

## OHS Professional Knowledge Assessment

<b>Assessment Description</b>	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.
<b>Pre - Requisites</b>	Eligibility of the applicants will be determined by the AIHS and candidates assessed as eligible to undertake the OHS Professional knowledge assessment will be notified by the AIHS.
<b>Admission</b>	Following the AIHS 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 completed 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

**There are three assessment items for the Professional Knowledge Assessment:**

1. Assignment 1 – Online assignment
2. Assignment 2 – Witten assessment
3. Assignment 3 - VIVA - oral assessment

## COMPULSORY REQUIREMENTS

To pass this course, applicants must complete ALL of the following compulsory requirements:

	Assessment Name	Due Date	Involvement
1	Online Exam	From 8am on Friday 7 <sup>th</sup> October until 8.00pm on Saturday 8 <sup>th</sup> October 2022. (36 hr access period during which to complete the 2hr online exam)	Individual
2	Written Assignment	Sunday 6 <sup>th</sup> November 2022 (11.59pm, Sydney time)	Individual
3	Oral Assessment – ‘Viva’	A 45 minute face-to-face oral assessment to be scheduled during the week commencing Monday 14 <sup>th</sup> November 2022	Individual

### ASSESSMENT 1: ONLINE TEST

The Online exam will be available from 8am on Friday 7<sup>th</sup> October until 8.00pm on Saturday 8<sup>th</sup> October (11.59pm, Sydney time). You have a 36-hour access period during which you need to complete the 2-hour online exam.

- The task is a two (2) hour open book exam consisting of eighty (80) multiple-choice questions based on the Body of Knowledge ([www.ohsbok.org.au](http://www.ohsbok.org.au))
- The test will be available during the 36-hour period specified above, however, once you start the test you have only 2 hours to complete the test.
- You will only be allowed one attempt at the test and cannot exit the test and return to it later.
- If starting the test on Saturday, 8<sup>th</sup> October, ensure you start no later than 6pm (Sydney time) to remain within the 2-hour time limit.

**It is expected that applicants have sufficient knowledge and learning based on the AIHS Body of Knowledge. The time allocated during the test is sufficient for the number of questions asked but does not allow for intensive reading/research on the subject matter on the day. The test covers ‘safety’ and ‘health’ questions.**

### ASSESSMENT 2: WRITTEN ASSIGNMENT - Case Study

**Due:** Sunday 6<sup>th</sup> November 2022, (11.59pm, Sydney time)

**Format:** Maximum length of your written report and RA/WMS is nine (9) (A4) pages, Times New Roman 12-point font Margins 2cm top, bottom, left & right, Minimum 1.5 line spacing

**Marking:** Only the maximum number of pages (9) of the assignment will be marked. The page length includes all parts of the assessment, including Part A and Part B and the SWMS. The only items excluded from the page length is the cover sheet and reference list.

**Referencing:** Date /author style (the reference list is NOT included in the page limit).

**Case Study:** Details of the case study and marking rubric will be made available on the course site.

### ASSESSMENT 3: 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.

**Due:** During the week commencing Monday 14<sup>th</sup> November 2022.

**Please ensure you have photo identification and a copy of your assignment with you at the time of the interview.**

## 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 to pass the OHS Professional knowledge assessment.

### FAILURE TO PASS ALL THREE (3) COMPONENTS OF THE ASSESSMENT

Applicants failing to meet the requirements of **any** of the components can re-take these components at the next offering of the OHS Professional Knowledge Assessment.

The costs are as follows:

- Failure to pass component 1 (online test) = 25% of total cost
- Failure to pass component 2 and 3 (written and/or VIVA) = 75% of total cost

### 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 AIHS with a failure 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 Project Coordinator will provide a report to AIHS detailing the marks for each candidate and following ratification by the Program lead and Head of School. AIHS will thereafter notify each applicant of the outcome of the OHS Professional knowledge assessment.

### COMMUNICATION METHODS

Communication methods used in this course include:

- Course Site: Applicants will receive communications via the posting of announcements on the Course site, and via email.
- Email: Applicants will receive communications via their registered applicant email account.
- All applicants will be contacted through the email account registered with AIHS. This is the email address that the university will use for **ALL** communications with applicants.

## **Additional Information**

**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 apply 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 offshore 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.

**Academic Misconduct** Academic integrity, honesty, and respect for knowledge, truth and ethical practices are fundamental to the business of the University; these principles are at the core of all academic endeavours. Dishonest practices contravene academic values, compromise the integrity of research, and devalue the quality of learning. To preserve the quality of learning for the individual and others, The University may impose severe sanctions on activities that undermine academic integrity.

**Academic Fraud** Academic fraud is a form of misconduct that involves making false representation to gain an unjust advantage. Without limiting the generality of this definition, it can include:

- Falsification of data.
- Using a substitute person to undertake, in full or part, an examination or assessment item.
- Reusing one's own work, or part thereof, that has been submitted previously and counted towards another course without permission from the relevant course coordinator.
- Making contact or colluding with another person, contrary to instructions, during an examination or other assessment item.
- Contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

**Plagiarism** Plagiarism is the presentation of the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- Copying or paraphrasing material from any source without due acknowledgement.
- Using another person's idea without due acknowledgement
- Collusion or working with others without permission and presenting the resulting work as though it was completed independently.

## Code of Conduct

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence and to creating a better future for its region through a focus on innovation and impact.

- As members of the University community, we are committed to the Code of Conduct values of honesty, fairness, trust, accountability, and respect. At all times we will act in a way that is consistent with these values both as individuals and as representatives of the University.
- This code applies to students, staff, conjoints, volunteers, University Council members and external members of University committees, who are to act consistently with these Code of Conduct values and comply with the code in their studies, the performance of their duties and in their endeavours. Partners, contractors, and visitors are to acknowledge and observe the code in their University dealings.
- The code should be read in conjunction with the rules, policies, procedures, and guidelines located in the following link:  
<https://policies.newcastle.edu.au/download.php?id=221&version=1&associated>

## OHS Professional Knowledge

See [www.ohsbok.org.au](http://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

<b>Knowledge</b>	
<b>Graduates will have to</b>	<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>
<b>Skills: Analyse and evaluate information</b>	
<b>Graduates will have well developed cognitive, technical and communication skills to</b>	<p><b>In 7.1.1</b> Access and evaluate knowledge from a range of sources relevant to OHS practice</p> <p><b>In 7.1.2</b> Critically analyse and consolidate information from such range of sources</p> <p><b>In 7.1.3</b> Synthesise the information to inform OHS practice</p>
<b>Skills: Solve problems</b>	
<b>Graduates will have well developed cognitive, technical and communication skills to</b>	<p><b>Pr 7.1.1</b> Apply critical thinking, information gathering and communication skills to identify and analyse sometimes complex OHS problems</p> <p><b>Pr 7.1.2</b> Generate practical evidence-informed solutions taking account of legislation and industry standards and justify the proposed solutions</p>
<b>Skills: Communication skills to transmit knowledge, skills and ideas</b>	
<b>Graduates will have well developed cognitive, technical and communication skills to</b>	<p><b>Com 7.1.1</b> Select and appropriately apply a broad range of communications skills and formats to explain technical information and concepts to workplace audiences</p>
<b>Application of knowledge and skills</b>	
<b>Graduates will be able demonstrate application of knowledge and skills to</b>	<p><b>App 7.1.1</b> 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><b>App 7.1.2</b> Recognise the implications of different work environments and work cultures and the implications for OHS practice</p> <p><b>App 7.2.1</b> Work independently and as part of a team in addressing a range of OHS problems</p> <p><b>App 7.2.2</b> Recognise the value of professional, enterprise and industry collaboration</p> <p><b>App 7.2.3</b> Be accountable for the technical and conceptual underpinnings of one's own practice</p> <p><b>App 7.3.1</b> Contribute to and implement an agreed problem-solving strategy</p> <p><b>App 7.3.2</b> 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](http://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.

Socio-political context	9.1	9.2						
The Organisation	10.1	10.2.1	10.2.1b	10.2.2	10.3			
Systems	12.1	12.2	12.3.1	12.3.2	12.4	12.5	12.6	
Biomechanical hazards	16							
Chemical hazards	17	17.2	17.3	17.4				
Biological hazards	18.1	18.2	18.3	18.4	18.5	18.6	18.7	18.8
Psychosocial hazards	19							
Fatigue	20							
Bullying & violence	21							
Occupational Noise and vibration	22.1	22.2						
Electricity	23.1	23.2						
Ionising radiation	24							
Non ionising radiation	25							
Thermal environment	26							
Gravitational hazards	27							
Mechanical Plant	28							
Mobile plant	29							
Vehicles and occupational road use	30							
Risk / Decision making	31.1	31.2						
Causation	32							
Control	34.1	34.2	34.3	34.4				
Mitigation of Health impacts	35							
Emergency Management	36							
Practice	37.1	37.2	37.3	37.4				
Professional attributes	38.3							

# FAQ's

## Frequently asked questions

### 1. How do I enrol in the UON CANVAS site to access the information?

- An email will be sent to you with step-by-step details on how to enrol into CANVAS.

### 2. If I have any questions about the assessment tasks, who do I contact?

- Dr Joanna Bohatko-Naismith
- Joanna.bohatko-naismith@newcastle.edu.au

### 3. If I have any questions about the certification process, who do I contact?

- Contact Ms Kelly Sommerville, Certification Manager at the AIHS

### 4. How do I set my assignment out?

- Guidance on preparing your assessment task is available on CANVAS under Assessment task 2.

### 5. How do I prepare for the online test?

- You can use the BOK table of learning outcomes for Assessment 1 - the online test.
- This table can be found on the last page of the assessment task overview booklet.

### 6. When will I receive the results of the certification process?

- The University of Newcastle conducts ALL three (3) assessment tasks.
- When all tasks have been completed a final report including all grades will be sent to the AIHS.
- The AIHS will advise ALL applicants of their results, NOT the UON.

### 7. When will the interviews be held?

- The VIVA interviews will be held the week commencing 14<sup>th</sup> November.
- The dates and times have not yet been determined.
- You must ensure you are available the week of the interviews.

### 8. How will applicants be notified of the VIVA?

- Applicants will be sent a Doodle Poll with interview dates and times.
- Please respond to this Poll by selecting a date or time that suits you for your interview.
- Please be advised that this is done on a first in basis.

### 9. What do I need to bring to the Viva Interviews?

- Applicants must bring their ID
- The interviews are an oral defence of your written work so please bring your assignment to the interview.