SAFE28002 *Psychosocial Hazard Management*
Term 1 - 2024

Profile information current as at 19/05/2024 07:44 am

All details in this unit profile for SAFE28002 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit covers topics related to occupational health and wellbeing in organisations, emphasising the principles of good work design and the integration of occupational health and safety, health promotion, wellness, work design and productivity. Topics include common occupational health hazards such as manual tasks and sedentary work behaviours, as well as psychosocial hazards such as workplace bullying, occupational violence, shift work and fatigue, which lead to occupational stress.

Details

Career Level: *Postgraduate*
Unit Level: *Level 8*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 1 - 2024

- Online

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment
Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable
Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Group Discussion**
Weighting: 20%
2. **Case Study**
Weighting: 30%
3. **Written Assessment**
Weighting: 50%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Evaluate the inter-relationships between the workplace, work systems, work environment and people and their impact on the health and wellbeing of individuals
2. Apply knowledge of occupational health and wellbeing and psychosocial hazards to the analysis of the design of work and work systems and effectively interpret and communicate findings to organisational stakeholders
3. Assess the risk of injury and/or illness from work-related psychosocial hazards and examine factors that impede workplace performance and sustainability
4. Evaluate and recommend appropriate changes in work design to optimise occupational health and wellbeing, improve organisational performance and sustainability, and demonstrate respect for human dignity and diversity through an understanding of the impact of health and psychosocial factors at the workplace.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level　●Introductory Level　●Intermediate Level　●Graduate Level　○Professional Level　○Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Group Discussion - 20%	●	●		
2 - Case Study - 30%	●	●	●	●
3 - Written Assessment - 50%			●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Knowledge	○	○	○	○
2 - Communication	○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○	○
4 - Research	○	○	○	○
5 - Self-management	○	○	○	○
6 - Ethical and Professional Responsibility	○	○	○	○
7 - Leadership	○	○	○	○
8 - Aboriginal and Torres Strait Islander Cultures	○	○	○	○

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information
There are no required textbooks for this unit. All readings will be provided in the Moodle site.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing styles below:

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

For further information, see the Assessment Tasks.

Teaching Contacts

Karen Klockner Unit Coordinator
k.klockner@cqu.edu.au

Schedule

Week 1 - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Identification Introduction to the unit, Moodle site and assessments Psychosocial risk and workplace Health, Safety and Wellbeing	NB: All readings will be provided via the Moodle site however some key readings are listed here. OHS Body of Knowledge (OHS BoK) - Chapter 8.1 The Human: Basic Psychological Principles Safe Work Australia (2015). Work Related Mental Disorders Profile	

Week 2 - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Identification Childhood Adverse Life Events Neuroscience	Centers for Disease Control and Prevention (CDC) - Adverse Childhood Experiences Study (ACE)	

Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Identification Occupational Stress Social Context of Work Bullying, Aggression and Violence	OHS Bok - Chapter 19 - Psychosocial Hazards and Occupational Stress OHS BoK - Chapter 8 - The Human: Basic Principles of Social Interaction OHS BoK - Chapter 21 - Bullying & Violence	

Week 4 - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Identification Physical Work Environments Cognitive Demands		

Week 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Identification The Organisation of Work	OHS BoK - Chapter 20 Fatigue OHS Bok - Chapter 10.2.1 Organisational Culture: A Search for Meaning OHS BoK - Chapter 10.2.2 Organisational Culture: Reviewed and Repositioned	**Psychosocial Hazard Identification** Due: Week 5 Friday (5 Apr 2024) 11:45 pm AEST

Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management OHS Law & Regulations Codes of Practice	WorkSafe Queensland (2022). Managing the Risk of Psychosocial Hazards at Work Safe Work Australia (2022). Model Code of Practice: Managing Psychosocial Hazards at Work	

Week 7 - 22 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management Assessing Psychosocial Risk Risk Prevention	WorkSafe Queensland (2022). Psychosocial Risk Assessment Tool AS/NZS ISO 45003:2021 OHS Management of Psychosocial Health and Safety at Work: Guidelines for Managing Psychosocial Risks	

Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management Work by Design	OHS BoK Chapter 34.2 User Centred Design Approach to Control OHS BoK Chapter 34.3 Health and Safety in Design OHS BoK Chapter 34.4 Design of Work Safe Work Australia (2020) Principles of Good Work Design	**Psychosocial Risk Assessment** Due: Week 8 Friday (3 May 2024) 11:45 pm AEST

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management Health Promotion and Wellness Programs	Comcare Australia (2010) Effective Health and Wellness Programs	

Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management Psychosocial Claims Management Return to Work	Safe Work Australia (2021). Taking Action: A Best Practice Framework for the Management of Psychological Claims in the Australian Workers' Compensation Sector	

Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic

Psychosocial Hazard Management
Psychosocial Futures

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Psychosocial Hazard Management		**Psychosocial Hazard Management Presentation** Due: Week 12 Friday (31 May 2024) 11:45 pm AEST

Term Specific Information

There is no required textbook for this unit. All prescribed readings will be provided via the Moodle site.
Students are required to conduct assessments within a deidentified workplace. If you are not currently working within an organisation please contact the unit coordinator for an alternative assessment arrangement.

Assessment Tasks

1 Psychosocial Hazard Identification

Assessment Type
Group Discussion

Task Description
This task will be completed in the Moodle site in the Assessment 1 Discussion Forum section and does not require you to upload anything for marking. Marking will be completed from your discussion in the Moodle site.
You are required to undertake the following: -

(a)   In reference to the Safe Work Australia Report on Work-Related Mental Health Disorders Profile (provided via the Moodle site), you are to present a hypothesis (a supposition made on the basis of limited evidence as a starting point for further investigation) about at least three (3) psychosocial hazards which you think may be present at your workplace. You do not need to identify your workplace.

(b)   Discuss how these hazards and their associated risks to workers may manifest and what impact this may have on workplace health, safety and wellbeing.

Assessment Due Date
Week 5 Friday (5 Apr 2024) 11:45 pm AEST

Return Date to Students
Week 7 Friday (26 Apr 2024)

Weighting
20%

Assessment Criteria
The following marking criteria will be used, and a marking matrix will be provided in the Moodle site: -
(a)   In reference to the Safe Work Australia Report on Work-Related Mental Health Disorders Profile (provided via the Moodle site), you are to hypothesis and discuss at least three (3) psychosocial hazards which you think may be present at your workplace (6%),
(b)   Discuss how these hazards and their associated risks to workers may manifest and what impact this may have on workplace health, safety and wellbeing (14%).

Referencing Style

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

Learning Outcomes Assessed

- Evaluate the inter-relationships between the workplace, work systems, work environment and people and their

impact on the health and wellbeing of individuals
- Apply knowledge of occupational health and wellbeing and psychosocial hazards to the analysis of the design of work and work systems and effectively interpret and communicate findings to organisational stakeholders

2 Psychosocial Risk Assessment

Assessment Type
Case Study

Task Description
This assessment builds on your assessment 1 and will see you assessing psychosocial risks within a workplace. You are therefore going to use your [deidentified] workplace for the following case study: -

Step 1.   Apply the Safe Work Australia Psychosocial Risk Assessment Tool within your workplace,

Step 2.   Outline and discuss any psychosocial hazards and associated risks you identified through the use of the tool which may impede workplace health, safety and wellbeing.

Step 3.   Review and discuss what existing policies and procedures and/or other systems your workplace currently has in place to prevent and/or manage psychosocial hazards, noting any gaps you perceive in the organisational wide prevention or management systems for psychosocial hazards.
Word limit - no more than 1500 words.

Assessment Due Date
Week 8 Friday (3 May 2024) 11:45 pm AEST

Return Date to Students
Week 10 Friday (17 May 2024)

Weighting
30%

Assessment Criteria
The following assessment criteria will be used, and a detailed marking matrix will be provided in the Moodle site.

(a)   Application of the Safe Work Australia Psychosocial Risk Assessment Tool to your workplace (6%);

(b)   Outline and discuss of any psychosocial hazards and associated risks you identified through the use of the tool which may impede workplace health, safety and wellbeing (12%)

(c)   Review and discussion what existing policies and procedures and/or other systems the workplace currently has in place to prevent and/or manage psychosocial hazards, noting any gaps you perceive in the organisational wide prevention or management systems for psychosocial hazards (12%).

Referencing Style

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

Learning Outcomes Assessed

- Evaluate the inter-relationships between the workplace, work systems, work environment and people and their impact on the health and wellbeing of individuals
- Apply knowledge of occupational health and wellbeing and psychosocial hazards to the analysis of the design of work and work systems and effectively interpret and communicate findings to organisational stakeholders
- Assess the risk of injury and/or illness from work-related psychosocial hazards and examine factors that impede workplace performance and sustainability
- Evaluate and recommend appropriate changes in work design to optimise occupational health and wellbeing, improve organisational performance and sustainability, and demonstrate respect for human dignity and diversity through an understanding of the impact of health and psychosocial factors at the workplace.

3 Psychosocial Hazard Management Presentation

Assessment Type
Written Assessment

Task Description
Your Assessment 3 task is to submit a recorded PowerPoint presentation and an associated written slide deck which covers the following criteria: -

(a)   Present your evidence informed findings from the application of the Safe Work Australia Psychosocial Risk Assessment Tool that you did in assessment 2. Evaluate and outline any psychosocial hazards and associated risks you identified which may impede workplace health, safety and wellness in your workplace.

(b)   Present your recommendations for the implementation of further workplace changes and any further management strategies based on your findings which are aimed at reducing the psychosocial hazards and enhancing the management of these risks in your workplace.

In your presentation you should include a discussion on the value of good work design and consider actions across the spectrum of prevention, early intervention, and the management of psychological injuries. Your argument for change needs to be persuasive and evidence informed.

Submission - A 10–15-minute recorded presentation (Zoom or other platform) and associated PowerPoint slide deck (up to 20 slides).
As a class cohort there may be an opportunity to share your final presentation with your fellow students, this option will be discussed with the class during the term.

Assessment Due Date
Week 12 Friday (31 May 2024) 11:45 pm AEST

Return Date to Students
Review/Exam Week Friday (7 June 2024)

Weighting
50%

Assessment Criteria
The following assessment criteria will be used, and a detailed marking matrix will be provided in the Moodle site.
(a)   Present your evidence informed findings from your application of the Safe Work Australia Psychosocial Risk Assessment Tool in assessment 2, for your workplace. Evaluate and outline any psychosocial hazards and associated risks you identified which may impede workplace health, safety and wellness (15%),
(b)   Then present recommendations for the implementation of further workplace changes and any further management strategies based on your findings which are aimed at reducing the psychosocial hazards and associated risks in your workplace. Your recommendations should include a discussion on the value of good work design and consider actions across the spectrum of prevention, early intervention, and the management of psychological injuries. Your argument for change needs to be persuasive and evidence informed (35%).

[10 minute-video presentation and associated PowerPoint slide deck]

Referencing Style

- Harvard (author-date)
- American Psychological Association 7th Edition (APA 7th edition)

Submission
Online

Learning Outcomes Assessed

- Assess the risk of injury and/or illness from work-related psychosocial hazards and examine factors that impede workplace performance and sustainability
- Evaluate and recommend appropriate changes in work design to optimise occupational health and wellbeing, improve organisational performance and sustainability, and demonstrate respect for human dignity and diversity through an understanding of the impact of health and psychosocial factors at the workplace.

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem