SAFE29002 *Safety Improvement Project*
Term 2 - 2024

Profile information current as at 06/07/2025 10:24 am

General Information

Overview

The unit provides you the opportunity to undertake an authentic capstone project which draws upon learning from throughout the course. The knowledge acquired from key concepts in earlier units prompts students to consider how an organisation's health and safety is managed and can be improved. The unit examines an organisation's readiness for change in the light of emerging models of work health and safety and considers the contribution of organisational safety maturity, organisational culture and safety climate, leadership and change management. You will apply data driven evidence based methodologies to measure organisational performance, improvement and effectiveness.

Details

Career Level: *Postgraduate*
Unit Level: *Level 9*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

Prerequisites: N6638 Safety in Complexity, N6652 Safety Regulation and Management, SAFE20011 Exposures and Health Risk. Co-requisites: N6672 Hazard Management and Risk Control, SAFE20017 Human Factors in Complex Systems 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 2 - 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. **Written Assessment**
Weighting: 25%
2. **Project (applied)**
Weighting: 35%
3. **Report**
Weighting: 40%

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. Analyse organisational factors that contribute to the health and safety environment and health and safety risk
2. Evaluate work and workplace design principles for effective safety, health and well-being
3. Apply data driven evidence-based methodologies to measure organisational performance and effectiveness
4. Formulate recommendations for organisational health and safety effectiveness based on research and a systems approach
5. Design organisational change strategies to maximise health, safety and well-being

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	5
1 - Written Assessment - 25%	●			●	
2 - Project (applied) - 35%	●	●	●		●
3 - Report - 40%		●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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.

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 style: [Harvard (author-date)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

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

Schedule

Week 1 - 08 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Problem Identification Introduction to the Unit Applied Student Projects OHS Problem-Solving Model of Practice	Chapter 37.2 - A Problem-Solving Model of OHS Practice Weekly readings as per the Moodle site	Lecture

Week 2 - 15 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Problem Identification Analysing and Contextualising the Organsation Applied Research Frameworks	Weekly readings as per the Moodle site	Lecture

Week 3 - 22 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Problem Identification Evidence Informed and Data Driven Based Change	Weekly readings as per the Moodle site	Lecture

Week 4 - 29 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introducing OHS Change in Organisations The OHS professional as a change agent - Metaskills	Weekly readings as per the Moodle site	Lecture

Week 5 - 05 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Change Management Frameworks and Processes	Weekly readings as per the Moodle site	Lecture **Understanding the OHS Problem** Due: Week 5 Monday (5 Aug 2024) 11:45 pm AEST

Vacation Week - 12 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 19 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Change Management Methods of Measuring OHS Performance	Weekly readings as per the Moodle site	Lecture

Week 7 - 26 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Change Mangement The Continuous Improvement Cycle	Weekly readings as per the Moodle site	Lecture

Week 8 - 02 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Organisational Maturity for Change Safety Culture, Safety Climate and Organisational Change	Weekly readings as per the Moodle site	Lecture **Developing OHS Change Strategy** Due: Week 8 Friday (6 Sept 2024) 11:45 pm AEST

Week 9 - 09 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Leadership of Change Improvement Processes	Weekly readings as per the Moodle site	Lecture

Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Change Recommendations Change Management Communication, Consultation and Participation	Weekly readings as per the Moodle site	Lecture

Week 11 - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Change Mangement Project Report Finalisation		Assessment Support

Week 12 - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
OHS Change Mangement Project Report Finalisation and Submission		Assessment Support **OHS Change Management Report** Due: Week 12 Friday (4 Oct 2024) 11:45 pm AEST

Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 14 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Students are required to conduct an applied project for this unit within an organisation, business or community setting. Students should contact the unit coordinator to discuss alternatives and solutions if they are unable to find a real-world setting in which to conduct their project.
There is no prescribed textbook for this unit and all readings will be made available via the Moodle site.

Assessment Tasks

1 Understanding the OHS Problem

Assessment Type
Written Assessment

Task Description

Assessment 1 will develop your Metaskills 2 as outlined in the OHS Body of Knowledge – Chapter 37.2 - A Problem-Solving Model of OHS Practice (see Table 1, p. 8 & 9) in relation to <u>gathering information, understanding problems, and diagnosing problems</u>.

You will select an organisation within which you will conduct a health, safety or wellbeing change management improvement project. You are required to prepare a written report which: -

(a) Describes your chosen organisation and the industry it operates in. You should provide external references to statistical data relating to Australian businesses/industries to support your findings or thinking about an OHS problem that might exist within your organisation's industry.

(b) Outline of the use of internal organisational data, benchmarking data and/or other relevant literature/data to formally diagnose and make a recommendation for an OHS problem that you believe needs treatment, re-design or attention in your chosen organisation.

(c) You should support your work with at least 5 references to demonstrate your evidence informed practice.

Word limit 1000 words (+ or - 10%). Submissions must be in Word format, not pdf.

Assessment Due Date
Week 5 Monday (5 Aug 2024) 11:45 pm AEST

Return Date to Students
Week 6 Monday (19 Aug 2024)

Weighting
25%

Assessment Criteria
The marking criteria are below:-

(a) Describes your chosen organisation and the industry it operates in. You should provide external references to statistical data relating to Australian businesses/industries to support your findings or thinking about an OHS problem that might exist within your organisation's industry (11%).
(b) Outline of the use of internal organisational data, benchmarking data and/or other relevant literature/data to formally diagnose and make a recommendation for an OHS problem that you believe needs treatment, re-design or attention in your chosen organisation (11%).
(c) You should support your work with at least 5 references to demonstrate your evidence informed practice (3%).
A detailed matrix will be provided via the Moodle site.

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Analyse organisational factors that contribute to the health and safety environment and health and safety risk
- Formulate recommendations for organisational health and safety effectiveness based on research and a systems approach

2 Developing OHS Change Strategy

Assessment Type
Project (applied)

Task Description
Assessment 2 will develop your Metaskills 2 as outlined in the OHS Body of Knowledge – Chapter 37.2 A Problem-Solving Model of OHS Practice (see Table 1, p. 8 & 9) in relation to <u>developing and deciding on options for OHS change management</u>. You are therefore required to: -

(a) Develop an OHS change management action plan. The plan should be based on the OHS problem identified in Assessment 1 and determine an appropriate OHS change strategy for your organisation and the organisational characteristics you want to improve in order to maximise health, safety and wellbeing.

(b) Ensure that you identify and discuss key organisational effectiveness strategies that you consider vital to address the identified problem. Consider a wide range of issues including the organisation's structure, the safety culture and/or safety climate, leadership, management and other sociotechnical system considerations.

(c) You should include at least 10 references to support your strategy and demonstrate your evidence informed practice.

Word limit 1500 words (+ or - 10%). Submissions should be in Word format and not pdf.

Assessment Due Date
Week 8 Friday (6 Sept 2024) 11:45 pm AEST

Return Date to Students
Week 10 Friday (20 Sept 2024)

Weighting
35%

Assessment Criteria
The marking criteria are below:-

(a) Develop a change management action plan. The plan should be based on the OHS problem identified in Assessment 1 and determine an appropriate OHS change strategy based on the organisation and the organisational characteristics you want to improve in order to maximise health, safety and wellbeing (15%).
(b) Ensure that you identify and discuss key organisational effectiveness strategies that you consider vital to address the identified problem. Consider a wide range of issues including organisation's structure, the current safety culture, leadership and management and other sociotechnical system considerations (15%).
 (c) You should include at least 10 references to support your strategy and demonstrate your evidence informed practice (5%).
A detailed marking matrix will be provided via the Moodle site.

Referencing Style

* Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

* Analyse organisational factors that contribute to the health and safety environment and health and safety risk
* Evaluate work and workplace design principles for effective safety, health and well-being
* Apply data driven evidence-based methodologies to measure organisational performance and effectiveness
* Design organisational change strategies to maximise health, safety and well-being

3 OHS Change Management Report

Assessment Type
Report

Task Description
Assessment 3 will develop your Metaskills 2 as outlined in the OHS Body of Knowledge – Chapter 37.2 - A Problem-Solving Model of OHS Practice (see Table 1, p. 9 & 10) in relation to operationalising organisational change. You are therefore required develop a formal change management recommendation report suitable for presentation to your organisation. The report should: -

(a) Make formal practical recommendations for health, safety and wellbeing changes based on your initial problem identification, your proposed action plan and your understanding of your chosen organisation's OHS change management readiness including safety culture considerations.

(b) Include a discussion on any identified champions and any engagement required as well as perceived barriers and/or inhibitors for change.

(c) Be persuasive in order to influence, sell ideas and get buy-in from others.

(d) Include at least 10 references to support your work and demonstrate your evidence informed practice.

Word limit 2000 words (+ or - 10%). Submission should be in Word format and not pdf.

Assessment Due Date
Week 12 Friday (4 Oct 2024) 11:45 pm AEST

Return Date to Students
Exam Week Friday (18 Oct 2024)

Weighting
40%

Assessment Criteria
The marking criteria are below:-

(a) Make formal practical recommendations for health, safety and wellbeing changes based on your initial problem identification, your proposed action plan and your understanding of your chosen organisation's OHS change management readiness including safety culture considerations (12.5%).
(b) Include a discussion on any identified champions and any engagement required as well as perceived barriers and/or inhibitors for change (12.5%).
(c) Persuasive communication in order to demonstrate evidence informed practice, influencing, sell ideas and get buy-in from others (10%).
(d) Inclusion of at least 10 references to support your work and demonstrate your evidence informed practice (5%).

Referencing Style

- Harvard (author-date)

Submission
Online

Learning Outcomes Assessed

- Evaluate work and workplace design principles for effective safety, health and well-being
- Apply data driven evidence-based methodologies to measure organisational performance and effectiveness
- Formulate recommendations for organisational health and safety effectiveness based on research and a systems approach
- Design organisational change strategies to maximise health, safety and well-being

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