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| Stay safe in the workplace |
| Instructions to assessorThis task requires the candidate to:* read the case study information and answer the questions about the information provided (Part A)
* complete numerical tasks about the information provided in the case study (Part B)
* write a report to follow up on the information provided in the case study (Part C).

Begin Part A by giving the candidate a copy of the questions in Part A, and then read them the information about work safety. Allow the candidate to read through the questions and clarify if necessary. Alternatively, you can read the questions to the candidate if required. Read the information on work safety a second time and ask the candidate the questions 1–6. Make notes on the answers in the assessor notes section.Part B assesses numeracy. Show the candidate the graph and clarify the information if necessary. Ask the candidate to answer questions 7–15. In Part C, it may be necessary to discuss the issue with the candidate prior to undertaking the writing task. This may include clarifying the appropriate voice of the writing and the layout. |

# Stay safe in the workplace

## Part A

Minezone is a large mining company that employs approximately 7000 workers and had a total revenue of $8.5 million in 2008. In recent years the company had become increasing concerned about workplace safety as there had been a growing number of incidents, including one death in 2007. Minezone was extremely concerned about this and the company’s management was committed to improving the safety of their workers. In 2008 they undertook a large scale training program to educate their workforce about work safety. According to the CEO, Martha Henderson, the focus of the program was the slogan workplace safety is everybody’s business. Ms Henderson stated that the company specifically worked at including every individual in the work safety program. Some successful aspects of the program included:

* all workers were given the opportunity to offer their point of view on what would make a difference to their safety in the workplace
* all workers were retrained in aspects of safety
* a system of rewards was offered to work teams that demonstrated a decrease in the number of workplace incidents
* new workers were provided with extensive training in the correct use of equipment.

Although considered to be successful, the workplace safety program is very expensive (approximately 3% of revenue in 2008). However, the costs involved in not having a safe workplace are also very high.

1. Approximately how many workers are employed at Minezone?

1. In what year did the death of a worker occur?

1. What was Minezone’s management committed to?

1. Who is the CEO of Minezone?

1. Note two successful aspects of the workplace safety program.

1. The main purpose of this text is:

□ to persuade □ to inform □ to complain

1. Approximately how much was spent on work safety in 2008? Show how you work out your answer.

## Part B

The following graph shows the number of workplace injury incidents during 2008. This covers all incidents ranging from very minor incidents (eg. cuts and bruises) to more serious ones requiring hospitalisation. Look at the graphs and answer the following questions.

1. Which month had the highest number of workplace injuries?

1. Which month had the lowest number of workplace injuries?

1. What was the total number of injuries in September and October combined? Show your working out.

1. What is the difference in the number of incidents between July and October 2008? Show your working.

1. What is the general trend in the number of incidents?

1. Between which two months did the injuries reduce by 50%?

1. In September 2008, 15 workers reported with back injuries. What fraction and percentage was this of the total for that month? Show your working.

1. Do you think that the safety program was effective? Explain your answer.

## Part C

Use a computer to prepare a short report for Minezone management recommending that the workplace safety program continue for the next 12 months. Include in your report a general paragraph about the importance of the program and a list of at least four recommendations. Use the information in the graph in your report.

Use capital letters, full stops, dot points and any other appropriate punctuation. You may like to use the space below to draft your report.