

**Faculty of Science, Medicine and Health**  
**School of Health Sciences**  
**Subject Outline**  
**Subject Name: SHS 978 Asbestos and Other Fibres**

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### Section A: Subject Information

<b>Subject Code &amp; Name:</b>	SHS 978 Asbestos and Other Fibres
<b>Credit Points:</b>	6
<b>Pre-requisite(s):</b>	None
<b>Co-requisite(s):</b>	None
<b>Restrictions:</b>	Only for Courses: 574; 574S,1630; F1630,1632, F1632
<b>Equivalence:</b>	None
<b>Assessment:</b>	a) Assignment 1: 2hr In class Practical Report Write-up 20%; b) Assignment 2: Applied Case Studies & Literature Review 20%; c) Assignment 3: Applied Case Studies & Literature Review 20%; d) Final Examination 40%.
<b>Session:</b>	SHS Sept (19-08-2013 to 15-11-2013)
<b>Campus Locations:</b>	Wollongong
<b>Delivery Method:</b>	On Campus
<b>Contact Hours:</b>	Block delivery - 5 full days (9-13 Sept 2013)

### Subject Timetable

All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. **Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.**

### Subject Coordinator

Name: Jane Whitelaw  
Location: School of select School, Building 41, Room 247  
Consultation times: Tuesday 10am to 12  
Telephone: 61 2 4221 5232  
Email: jane\_whitelaw@uow.edu.au

### Student Administration

Location: 41.152  
Telephone: 61 2 4221 3492  
Email: smah\_student\_enquiries @uow.edu.au

### Prescribed Text

Student Manual – “Asbestos and other Fibres” (available from ELearning site).

### Assessment Tasks

1- Case study	2- Short Answer	3- Case study	4- Exam
Due Date: 13/9/2013 Percentage: 20	Due Date: 27/9/2013 Percentage: 20	Due Date: 11/10/2013 Percentage: 20	Due Date: 25/10/2013 Percentage: 40

### eLearning Space

For information regarding the eLearning spaces please use the following links:  
Blackboard Vista - <http://www.uow.edu.au/student/elearning/vista/index.html>.  
Moodle - [http://uowblogs.com/moodlelab/files/2013/05/Moodle\\_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

## Section A: Subject Information

### Subject Description

The aim of this subject is to enhance the student's knowledge of Occupational Hygiene practice in relation to fibrous dusts such as asbestos, synthetic mineral fibres (glass fibre, rock wool etc) & Aramids (Nomex, Kevlar, Twaron etc) the latter of which are increasingly finding uses in industry. This course provides guidance as to how these products can be managed so as to minimise employee exposures. This includes understanding the health effects, evaluating workplace exposures and management of fibrous materials in workplaces.

### Learning Outcomes

On completion of this subject, students should be able to:

- (a) Describe the composition, nature and properties of asbestos and other synthetic mineral fibres (SMF's).
- (b) Describe the health effects of the key fibrous dusts and apply appropriate exposure limits.
- (c) Advise on the implications of asbestos and SMF's in workplace activities as well as in situ in buildings.
- (d) Sample and identify asbestos and other key fibres and evaluate workplaces to determine airborne concentrations of such fibres..
- (e) Describe the requirements to manage, contain, remove & dispose of asbestos and other fibres.

### Subject Contacts

#### Subject Coordinator/Lecturer

Name: Mrs Jane Whitelaw  
 Location: Health Sciences, Building 41, Room 247  
 Consultation times:  
 Telephone: 61 2 4221 5232  
 Email: [jwhitela@uow.edu.au](mailto:jwhitela@uow.edu.au)

#### Lecturer

Name: Alan Rogers  
 Telephone: 0419999923  
 Email: [arogers@uow.edu.au](mailto:arogers@uow.edu.au)

### Subject Timetable

All timetable information is subject to variation, with last minute room changes due to change in enrolment numbers being the most common. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, particularly in the first few weeks of session.

### Lecture and Practical Sessions

Monday 9 – Friday 13 September 2013  
 8.30am – 5.00pm each day – 24.G01\*

\* Subject to variation. Check latest on university web timetable <http://www.uow.edu.au/student/timetables/>

### Attendance/Study time

You will need to allocate extra time outside of lectures (block sessions) and ensure attendance at lectures to successfully undertake this subject. Although attendance is not considered a component of assessment, you should endeavour to attend all classes and must attend 80%. Absences will require a medical certificate. Participation in practicals is considered compulsory.



## Timetable of Topics

Date	Lecture	Practical
9 September 2013	Course overview, Asbestos Fibre Types, Groups at Risk from Asbestos Exposure, Health Effects, Control Limits Principles, Case Study	
10 September 2013	Asbestos in Buildings & Surveys, Analysis of Bulk Samples	Analysis of Bulk Samples
11 September 2013	Asbestos Removal, PPE , Fibre Counting	Fibre Counting
12 September 2013	MMMF & other Fibres, Exposure Limits for MMMF, Australian Standards, Group Exercise on Legislative Codes, Student presentations	
13 September 2013	Data Analysis, Compensation & Litigation	Assignment 1

## Textbooks and Supplementary Materials

### Prescribed Text

Student Manual – “Asbestos and other Fibres” (available from ELearning site).

### Recommended Additional Readings

Code of Practice for the Safe Removal of Asbestos 2nd Edn, NOHSC 2002, April 2005

Code of Practice for the Management & Control of Asbestos in the Workplace, NOHSC 2018, April 2005

Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Ed., NOHSC 30039, April 2005

Note: All the above documents available from Safework Australia website ([www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)) under Publications-Index of National Standards, Codes of practice & Related Guidance Notes

Distance students studying within Australia should refer to the information and resources found via the Library link on the UOW homepage regarding off-campus library services available.

### eLearning Space

This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information regarding the eLearning spaces please use the following links:

Blackboard Vista - <http://www.uow.edu.au/student/elearning/vista/index.html>.

Moodle - [http://uowblogs.com/moodlelab/files/2013/05/Moodle\\_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

## Graduate Qualities

Information on the UOW Graduate Qualities can be found at via the Learning and Teaching link on the UOW homepage. The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed:** Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.
2. **Independent learners:** Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem solvers:** Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.
4. **Effective communicators:** Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.
5. **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

## Recent Improvements to this Subject

Change: none

Reason: n/a

## Section B: Assessment

### Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

**Minimum Academic Performance:** A Technical Fail (TF) grade **will** be awarded for the subject even where a student gains a total mark that would otherwise allow a passing grade if a student meets one or more of the following criteria:

- does not pass all assessment tasks, including the final exam

**Minimum Attendance:** student attendance at tutorials, practicals seminars and/or simulations is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to the Subject Coordinator as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

**Minimum Participation:** Student participation in tutorials, practicals and/or seminars is an assessable component of this course. Students who do not meet minimum participation requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

### Details of Assessment Tasks

<b>Assignment 1:</b>	
Due date:	13 <sup>th</sup> Sept 2013
Weighting:	20%
Length:	No more than 3200 words

Students will be required to prepare a formal report suitable for distribution to workforce members & management. The basis of the report will be a scenario similar to one of the practical exercises.

The assignment will be marked using the following criteria:

1. Correct identification of key issues 6%
2. Accurate analysis of the data presented in the key issues 6%
3. Correct interpretation of data and presentation in a coherent and succinct manner using appropriate scientific terminology 8%

<b>Assignment 2:</b>	
Due date:	27th Sept 2013
Weighting:	20%
Length:	No more than 3200 words

A series of short answer questions which seeks to build on the students learning's from the formal lectures. Students will in some cases need to research a topic to ensure that they understand the issue and can demonstrate that understanding.

The assignment will be marked using the following criteria:

1. Correct identification of key issues 6%
2. Provision of suitably referenced material that supports the discussion(s) 14%  
submitted by the student.

<b>Assignment 3:</b>	
Due date:	11 <sup>th</sup> Oct 2013
Weighting:	20%
Length:	No more than 3200 words

A series of short answer questions which seeks to build on the students learning's from the formal lectures. Students will in some cases need to research a topic to ensure that they understand the issue and can demonstrate that understanding.

The assignment will be marked using the following criteria:

1. Correct identification of key issues 6%
2. Provision of suitably referenced material that supports the discussion(s) 14%  
submitted by the student.

NOTE: All assignments must be prepared in a true type font (eg Arial) of no less that 10.

<b>Final Examination</b>	
Date:	25th October 2013
Weighting:	40%
Duration:	2 Hours (online)

### **Examination format**

The final examination will consist of 40 multiple choice questions and 10 short answer questions. The examination will be delivered online with on campus students undertaking the examination in a computer laboratory. The examination will take place between 1.30-3.30 pm AET to take account of time zones.

Off campus students are required to nominate an acceptable invigilator 10 working days prior to the examination and for the nominated invigilator to have been approved.

### **Scaling**

Scaling will not occur in this subject.

### **Submission of Assignments**

An online assignment cover sheet (available on eLearning site) must be attached to all assignments and all sections of the cover sheet must be completed. Students are expected to keep a copy of all their submitted assignments.

The ONLY approved method of submitting assignments is via the drop box on the eLearning site

Note: To load up the assignment & coversheet to the drop box select BOTH files at the same time and then click "add attachments"

Do not attempt to load documents through a computer system protected by a major firewall as it will most likely fail. Use your home internet as it will give fewer problems.

In cases of difficulty please contact Jane Whitelaw BEFORE emailing your submission to her as it may get lost if she is not aware of its pending arrival.

## Due Date

Unless otherwise specified, assignments are due by 4:00pm on the due date specified for the assessment task.

## Late Submission

Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply ( $100 \times 0.05 \times 7$ ). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ( $(20 \times 0.05 \times 3)$ ). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

## Extensions

An extension of time to submit assignments can only be granted by the subject coordinator in exceptional circumstances. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task.

## Assessment Return

Marked assignments will be handed out in class or be available for collection during academic consultation hours OR according to the arrangement announced by the Subject Coordinator. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

## Supplementary Assessments

Students can log on to SOLS and click on the link titled "Supplementary Assessment" to view any applicable offers or use the following link; <http://www.uow.edu.au/student/exams/suppassess/index.html>

Supplementary assessment may be offered to students who apply for student academic consideration and can demonstrate suitable grounds in accordance with the Student Academic Consideration Policy. The precise form of supplementary assessment will be determined at the time the offer of a supplementary assessment is made.

## Examination Rules

In 2012, there were a number of changes to the University Examination Rules that affect all current students. You can find this information at the following link; <http://www.uow.edu.au/student/exams/index.html>.

## Supplementary Examinations

You can find the information for supplementary examinations at the following link; <http://www.uow.edu.au/student/exams/aboutsupp/index.html>.

## Student Academic Consideration Policy

Academic Consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student's academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

To apply for academic consideration you must submit an application via SOLS, as well as relevant documentation which is submitted in person to Student Central in Bldg. 17. The Subject Coordinator will be automatically notified of your request once you have submitted documentation and they will approve or decline your application. Students should log on to SOLS to see if their request has been approved. In the event of a genuine emergency, you must notify the Subject Coordinator as soon as possible by whatever means practical at the time, and follow with a formal academic consideration request as soon as you are able to.

The full policy on Student Academic Consideration is found in the Policy Directory on the UOW website.

## System of Referencing Used for Written Work

The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.

A summary of Harvard system can be accessed via the Library homepage, Related Links, Referencing and citing: <http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html>.

## Use of Internet Sources

Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

## Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. ALL work submitted for assessment MUST BE YOUR OWN. The other person may be an author, a lecturer or another student. The work may previously have been published in print or on the Web.

Plagiarism will not be tolerated and may result in the imposition of severe penalties. The University of Wollongong has the power to reprimand and penalise any student found guilty of such offences. If plagiarism is suspected, this will result in appropriate investigations.



“Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University’s online Policy Directory and in Faculty Handbooks and subject guides. . Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism has led to the expulsion from the University.”

To avoid plagiarism when using other people’s work, take care to reference appropriately. For assistance with correct referencing technique, consult with your tutor or lecturer. The Learning Development Centre also provides assistance to students on how to correctly reference.

Please note that you are required to sign a declaration on the assignment cover sheet, stating that you have read and met the requirements for the assignment, that (except for group assignments) you have not collaborated with other students, that you have not plagiarised and that, where you have used the work of others, you have referenced it appropriately. Academic staff will return your assignment unmarked if you have not signed the declaration.

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

### **Section C: General Advice**

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.