Disability Workplace Literacy Activity
Answer sheet

## Worksheet 1

## Find information

Question 1: This medicine is best used before which date?

Answer: 30 June 2012

Question 2: What time does the clinic open on Saturdays?

Answer: 9.00 am

Question 3: It takes 50 minutes to drive to the clinic from home. I have an appointment at 10:30 am. What time do I need to leave home?

Answer: 9:40 am or 0940 hrs

Question 4: What is the meaning of this sign?

Answer: Warning: dangerous chemicals

Question 5: Blood pressure is mainly concerned with which body part?

Answer: The heart

Question 6: This information …

Answer: Informs the reader about blood pressure

## Worksheet 2

## Complete an incident report

An example of a completed form is as follows. The content of the form will vary depending on the scenario chosen by the employee.

### Sunny Services

### Accident/Incident Report

**Person completing this form**: Christina De Souza

**Incident date:** 3/3/2016

**Time:** 9.00 am

**Date completed:** 4/3/2016

Number (office use only):

**Location:** 15 Harrison Street, Hobart

**Parties involved:**

**Client:**

**Employees:** Christina De Souza

**Incident reported to** (manager/coordinator): Lucy Amos

**Accident / incident summary**

If there was an injury, which part of the body did it occur in?

**Write a summary of the incident:**

I had arrived at a client’s home, and when I walked up the stairs I slipped over.

My knee hit the step very hard, and it began to hurt immediately.

I tried to stand up and walk, I was able to do this with difficulty.

I went inside the clients house to look at my knee.

My knee had a very red mark on it, and was starting to get a bruise.

I applied an ice pack for 10 minutes.

I called my supervisor to let her know what had happened and that I would not be able to provide support to the client.

I rested my knee for the remainder of the day.

## Worksheet 3

## Follow instructions

Question 1: For a person suffering from a mild to moderate allergic reaction caused by a bee sting, what is the first thing you would you do?

Answer: Flick out the sting

Question 2: Someone is suffering from a severe allergic reaction. You administer an EpiPen. What is the step after pulling off the blue safety cap?

Answer: Place the orange end against their thigh

Question 3: A client with a history of anaphylaxis complains that their tongue is beginning to swell. What is the first thing the poster advises you to do?

Answer: Lay them flat

## Worksheet 4 Fill in a personal budget

Dates should be entered into the following table as indicated.

### Sunny Services

### Resident Personal Budget

Attach all receipts in date order to this record at the end of the month

| Date | Amount In | Amount Out | Balance | Details | Receipt | Staff Name | Signature |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Cash on hand |  |  | Money spent forIncome received from |  |  |  |
| 1/12/15 | $28.00 |  | $28.00 | Balance brought forward |  | Jill Lambert | J. Lambert |
| 1/12/15 | $200.00 |  | $228.00 | Withdrawal from bank |  | Jill Lambert | J. Lambert |
| 3/12/2015 |  | $65.50 | $162.50 | Bought clothes |  | Christina De Souza | CDeSouza |
| 4/12/2015 |  | $78.30 | $84.20 | Bought groceries |  | Christina De Souza | CDeSouza |
| 6/12/2015 |  | $6.40 | $77.80 | Bought bus ticket to pool |  | Christina De Souza | CDeSouza |
| 6/12/2015 |  | $3.50 | $74.30 | Paid for entry to pool |  | Christina De Souza | CDeSouza |
| 11/12/2015 |  | $45.65 | $28.65 | Bought groceries |  | Christina De Souza | CDeSouza |
| 12/12/2015 | $10.00 |  | $38.65 | Sold radio |  | Christina De Souza | CDeSouza |
| 14/12/2015 |  | $22.00 | $16.65 | Bought lunch |  | Christina De Souza | CDeSouza |
| 18/12/2015 |  | $6.40 | $10.25 | Bought bus ticket to city |  | Christina De Souza | CDeSouza |
| 18/12/2015 |  | $4.50 | $5.75 | Bought coffee |  | Christina De Souza | CDeSouza |
| Totals  | $238.00 | $232.25 | $5.75 |  |  |  |  |

## Worksheet 5 Understand and fill in a timesheet

Question 1: What is the purpose of this document?

Answer: To record work hours and provide information to your supervisor and payroll

Question 2: How many hours did Christina work on 12 November?

Answer: 3 hours

Question 3: How many regular hours did Christina work over the period 10-16 November?

Answer: 13 hours

Question 4: Why does the supervisor need to sign the form?

Answer: To confirm that you have worked the hours stated

The completed sheet is on the following page.

Question 5: How many overtime hours did Christine work for the period 10-21 November?

Answer: 4.5 hours

Question 6: How many regular hours did Christina work for that period?

Answer: 29.5 hours

Question 7: Christina is paid $20 per hour for each regular hour and an extra $5 per hour for overtime hours. What was her total pay for the period covered by this time sheet?

Answer: (4.5 x $25) + (29.5 x $20) = $112.50 + $590.00 = $702.50

### Sunny Services

### Time Sheet

| Name | Christina De Souza | Week starting | 10 November, 2015 |
| --- | --- | --- | --- |
| Job role | Casual support worker | Employee number | 7061 |
| Date | Start time | End time | Regular hours | Overtime hours |
| 10/11/15 | 09:00 | 12:00 | 3 |  |
| 11/11/15 | 09:00 | 13:00 | 4 |  |
| 12/11/15 | 09:00 | 12:00 | 3 |  |
| 13/11/15 | 13:00 | 16:00 | 3 |  |
| 16/11/15 | 17:00 | 19:30 |  | 2.5 |
| 17/11/2015 | 09:30 | 13:00 | 3.5 |  |
| 18/11/2015 | 14:00 | 17:30 | 3 | 0.5 |
| 19/11/2015 | 14:00 | 17:30 | 3 | 0.5 |
| 20/11/2015 | 14:00 | 17:30 | 3 | 0.5 |
| 21/11/2015 | 08:30 | 13:00 | 4 | 0.5 |
| Total Hours | 29.5 | 4.5 |
| Employee signature | CDeSouza | Date | 21/11/2015\* |
| Supervisor signature |  | Date |  |

\*Any date after the 21/11/2015 is acceptable