

**TABLE OF CONTENTS FOR CPCWHS1001– LEARNERS GUIDE**

Introduction ..... 2

    Course Overview ..... 2

MODULE 1 – health & safety Legislative Requirements..... 2

    Duty of Care ..... 2

    Safe Work Practices..... 3

    Risks and Hazards..... 5

    Risk Management..... 5

    Common Construction Hazards include:..... 6

    Workplace Safety Signage ..... 8

    regulatory signs ..... 8

SAMPLE PAGES

## INTRODUCTION

This training course is based on the National Unit of Competency CPCWHS1001- Prepare to work safely in the construction industry.

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires that the person is able to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and to prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

## COURSE OVERVIEW

This course offers the general OHS/WHS induction information you require to work on a construction site in Australia.

The course covers:

- The Occupational Health & Safety/Work Health and Safety Legislative frameworks
- Hazards and risks
- Construction industry knowledge
- Accidents and incidents
- Site safety

## MODULE 1 – HEALTH & SAFETY LEGISLATIVE REQUIREMENTS

Occupational Health and Safety (OHS) and Workplace Health and Safety (WHS) Acts and Regulations are statute law that must be adhered to, they are legally binding. Codes of Practice, Compliance Codes and Australian Standards give us practical guidance on how to meet the requirements set down by the law.

## DUTY OF CARE

Both you and your employer have a legal responsibility under the Act to do everything reasonably practicable to protect others from harm in the workplace.

Duty of care applies to:

- Employers (PCBU) and self-employed persons
- Persons in control of the work site
- Supervisors
- Manufacturers and suppliers
- Workers
- Subcontractors and inspectors

Under the Victorian Occupational Health & Safety Act 2004:

### *Duties of employees*

While at work, an employee must take reasonable care:

- Of his or her own health and safety
- Of the health and safety of persons who may be affected by the employee's acts or omissions in a workplace
- To co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
- To not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

### *Duties of persons who manage or control workplaces*

A person who (whether as an owner or otherwise) has, to any extent, the management or control of a workplace must ensure (so far as is reasonably practicable), that the workplace and the means of entering and leaving it are safe and without risks to health.

In other words,....

**Your own** responsibilities are to comply with safe work practices, including activities that require licences, tickets or certificates of competency. You should take reasonable care to protect the health and safety of yourself and others through your actions at work.

**Your employer's** (PCBU) responsibility is to provide a safe working environment, systems, equipment, facilities, information, instruction and training. This safe environment should also extend to protecting members of the public or visitors to the construction site.

**YOU HAVE A FAMILY TO GO HOME TO**

---

## SAFE WORK PRACTICES

- Access to site amenities such as drinking water and toilets
- Not being under the influence drugs and alcohol at work
- Safely using plant and equipment; including having licences and training required for equipment
- Wearing PPE
- Cleaning up rubbish and removing trip hazards
- Storing equipment and materials properly (stacking items off walkways, storing equipment according to manufacturer's recommendations
- Storing and removal of debris
- Preventing bullying and harassment
- Only smoking in designated areas
- Actions that you take while at work to minimise the chance of causing harm to yourself, others or equipment.

It is your responsibility to make sure that you work in a safe way to avoid accidents.

This includes ensuring you safely perform all work tasks and use equipment safely.

## SAFE USE OF PLANT AND EQUIPMENT INCLUDING LICENSING AND REFRESHER TRAINING.

Some jobs require a High risk work license, these include:

- ▶ Driving a Forklift
- ▶ Operating a boom-type elevated work platform over 11 meters
- ▶ Scaffolding
- ▶ Dogging
- ▶ Rigging
- ▶ Hoist and crane operation
- ▶ Using earthmoving equipment
- ▶ Handling dangerous materials

Some jobs don't require a High Risk Work license, however, do require training, these include:

- ▶ Working in confined spaces
- ▶ Working at height
- ▶ Use of scissor lifts, vertical lifts, boom under 11 meters



## PERSONAL PROTECTIVE EQUIPMENT [PPE]

Each workplace and job require different Personal Protective Equipment. These items are often a mandatory requirement for entering work areas. Depending on the job you do, you may have to wear any of the following:

ITEM	PURPOSE	ITEM	PURPOSE
<b>Aprons</b>	To protect body and clothing <i>from spills/ contaminants</i>	<b>Respiratory protection</b>	Prevent breathing in toxic/ hazardous substances
<b>Arm guards</b>	Project arms <i>from flying objects</i>	<b>Safety footwear</b>	Protect feet <i>from falling or rolling objects</i>
<b>Eye protection/ Goggles</b>	Protect eyes <i>from dust, chemicals or flying particles</i>	<b>UV protective clothing (hat, sun glasses, long sleeve shirt) and sunscreen</b>	Help prevent sunburn
<b>Gloves</b>	Protect hands <i>from cuts, burns, heat, vibration, hazardous substances</i>	<b>Harnesses</b>	Prevention of falls
<b>Hard hat</b>	Protect head <i>from falling objects</i>	<b>High visibility retro reflective vests</b>	Make you more readily seen
<b>Hearing protection</b>	Protect ears/ hearing <i>from loud noise</i>	<b>Protective, well fitted clothing</b>	No loose items to be caught on objects

If you are not familiar with an item of PPE, ask a competent person to show you how to use it.



Always inspect PPE prior to use.

Safety glasses that are scratched or where visibility is affected should be disposed of.

Hard hats that have been dropped should be replaced

---

## RISKS AND HAZARDS

A RISK is the chance of a hazard hurting you or somebody else or of it causing some damage.

A HAZARD is the thing or situation that causes injury, harm or damage.

If you can remove or at least control a HAZARD you can reduce the RISK involved.

This is known as RISK MANAGEMENT

---

## RISK MANAGEMENT

Risk management is the process of reducing or managing the risks when working with or with a hazard or in a hazardous situation.



Risk management is made up of the following stages:

1. Hazard Identification
2. Risk Assessment
3. Consultation and Reporting
4. Hazard Control
5. Review

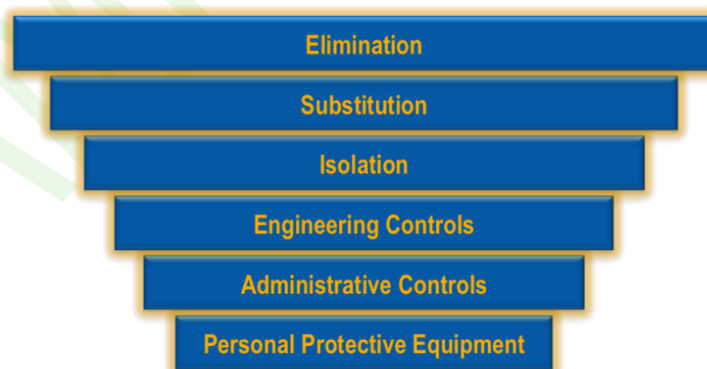
**COMMON CONSTRUCTION HAZARDS INCLUDE:**

Hazard	Risks
<b>Confined spaces</b>	Could suffocate
<b>Electrical safety (power lines, power cords &amp; power equipment)</b>	Could be electrocuted
<b>Excavations, including trenches</b>	Could fall in, could collapse
<b>Falling objects</b>	Could cause damage to property or injury to personnel
<b>Hazardous substances and dangerous goods</b>	Exposure may cause injury or illness
<b>Asbestos</b>	Could cause lung disease
<b>Dust</b>	Could cause eye irritation, coughing, sneezing, hay fever, asthma attacks
<b>Hot and cold working environments</b>	Could cause dehydration/sunburn or heat stroke Exposure to cold could cause hypothermia
<b>Manual handling</b>	Could cause injury (strain)
<b>Noise</b>	Could cause hearing loss
<b>Plant and equipment</b>	Could be struck by or injured while using mobile equipment
<b>Traffic and mobile plant</b>	Could be hit by moving vehicles
<b>Unplanned collapse</b>	Could cause damage to property or injury to personnel
<b>Ultraviolet (UV) radiation</b>	Could cause sunburn
<b>Working at heights</b>	Could fall from height, objects could fall from heights

#### 4. HAZARD CONTROL

The Hierarchy of Hazard Control is the name given to a range of control methods used to eliminate or control hazards in the workplace. The Hierarchy has 6 levels:

<b>1. Elimination</b>	Completely remove the hazard. This is the best kind of hazard control. Elimination could be through design or by policies and procedures
<b>2. Substitution</b>	Swap a dangerous work method or situation for one that is less dangerous. Use of equipment, materials, or processes, that make the job safer.
<b>3. Isolation</b>	Isolate or restrict access to the hazard. This could be through installation of screens, barriers, isolating electricity supplies, using edge protection and guard railing.
<b>4. Engineering Measures</b>	Use equipment to lower the risk level. Rearrange the workplace, modify equipment, change the sequence or frequency of tasks, improve ventilation.
<b>5. Administrative/ Safe Work Practices</b>	Site rules and policies attempt to control a hazard. Have proper training in place, rotate job roles, limit time in confined space and hazardous areas, have warning signs
<b>6. Personal Protective Equipment</b>	The least effective control. Use PPE while you carry out your work – this should be selected at the planning stage of your work and checked before starting the task. PPE should be maintained and in good condition.



## WORKPLACE SAFETY SIGNAGE

In Australia, safety signs are divided into four (4) groups:

- ▶ Regulatory
- ▶ Emergency
- ▶ Fire
- ▶ Hazard

### REGULATORY SIGNS



#### Prohibition Signs

AS 1319 specifies these signs are to have a red annulus and slash symbol on a white background. They indicate actions or activities that are not permitted.

#### Mandatory Signs

AS 1319 specifies these signs shall be a blue disc with the symbol in white. The word **MUST** is usually contained in the message.

#### Limitation or restriction Signs

White with a red circle around a black image or number. Advice on information about restrictions or limitations of tasks