



Learner Guide

White Card Course QLD

CPCWHS1001 - Prepare to Work Safely in the Construction Industry

National Courses PTY LTD – Trading as National White Card Courses

Introduction To Your Course

Welcome to your Course with National Courses PTY LTD trading as National White Card Courses
Safework NSW approval number 800381

A time guide for you day can be found below.

- Start time 9am
- Lunch break 11:30am
- Finish time 2:00pm

What is a USI?

If you have not given us your USI, you must do so prior to the end of your class. A USI is a number that identifies you when it comes to education providers. Anyone that does any nationally accredited training from 2015 is required to have a USI, regardless of age or visa status. There is no exemption.

Note: We can only print your certificate as it is on the USI system. If your name has changed due to marriage or personal reasons, please contact the USI office on 1300 857 536 and they will update your name over the phone.

Get a USI?

If you have not given us your USI you must do so prior to the end of the class. You can get a usi by going to <https://www.usi.gov.au/students/get-a-usi> or if you prefer you can google “get a USI”. Follow the prompts to get your USI. It only takes 5 minutes. You will require one form of government issued ID (Passport, License, Medicare, Immi-card, birth certificate etc.)

If the USI can not verify your ID or you are having issues. Please contact the USI registry on 1300 857 536 and they will do it for you over the phone.

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1.1 Introduction

This course is based on the National Unit of Competency **CPCWHS1001 Prepare to Work Safely in the Construction Industry**.

The unit relates directly to the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2006).

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



You will learn about:

- Work Health and Safety responsibilities.
- Identifying and managing construction hazards and risks.
- Responding to accidents and incidents.

1.1.1 What is Construction Work?

The National Code of Practice for Induction for Construction Work defines construction work as:

"Any work on or in the vicinity of a construction site carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, and includes:

- ◆ ***The demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling***
- ◆ ***The assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure***
- ◆ ***Any work in connection with any excavation, landscaping, preparatory work, or site preparation carried out for the purpose of any work referred to in this definition, and***
- ◆ ***Any work referred to in this definition carried out under water, including work on buoys, obstructions to navigation, rafts, ships, and wrecks.***

It does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out."

1.2 WHS Requirements

WHS legislation is defined as laws and guidelines to help keep your workplace safe.

There are four main types:

Law or Guideline	Description
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice/ Compliance Codes	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

Specific health and safety requirements will depend on where you are working and can be found on the website of your state governing body.

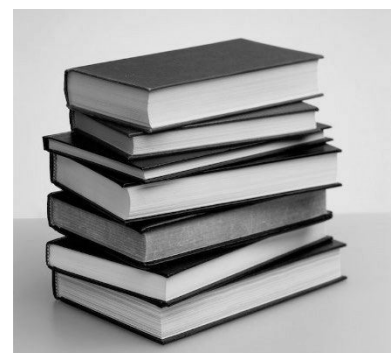
The Legislative act that relates to health and safety in QLD is the **Work Health & Safety Act 2011**.

You can also find information around health and safety in QLD through the:

- **Workplace Health and Safety Queensland**
- **safety alerts Codes of Practice**
- **Work Health and Safety Regulation 2011**

The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your workplace:

1. There is a primary duty of care requiring employers (sometimes referred to as 'Persons Conducting a Business or Undertaking' or PCBU) to ensure the health and safety of workers and others affected by the work.
2. Representatives of the employer are responsible for ensuring compliance with WHS requirements.
3. Workers conduct themselves in a way that does not negatively impact on the health and safety of themselves or others.



1.2.1 National Code of Practice for Induction for Construction Work

The National Code of Practice for Induction for Construction Work (2007) provides guidance to general and residential construction workers on the types of induction to provide an awareness and understanding of common construction workplace hazards and how they should be managed.



The code of practice outlines the requirements of induction training across 3 different areas:

- **General** – Safety training used to provide basic knowledge of WHS legislative requirements and risk management processes in the construction industry.
- **Site** – This training occurs when you arrive at a site and provides information about specific WHS issues or requirements for that particular site (or part of that site).
- **Task-specific** – This induction provides information relating to WHS issues for a specific work activity.



The purpose of these training materials is to meet the requirements of **General Induction Training**.

1.2.2 Who does General Induction Training apply to?

The code of practice recommends general induction training for the following people, occupations and tasks:

- Casual, part-time or labour-hire persons performing construction work.
- Owners carrying out construction work.
- Installation of joinery, pre-cast concrete panels, windows.
- Delivery drivers dropping off materials inside the construction zone.
- Engineers and surveyors who undertake preparatory site work.
- Cleaning and maintenance of structures under construction.
- Work experience students undertaking construction work.
- Traffic control for on-site construction work.
- Finishing and fit-out work such as painting, tiling, carpet laying, floor sanding.
- Landscaping.



1.3 Duty of Care

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

Duty of care applies to:

- Employers and self-employed persons.
- Persons in control of the worksite.
- Supervisors.
- Manufacturers and suppliers.
- Workers.
- Subcontractors and inspectors.



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

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

1.4 Safe Work Practices

Safe work practices are the 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.

1.4.1 Work Instruction

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- **The Site** – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?



You also need to make sure you have all of the details about the kind of work you will be doing:



- **The Task** – What are you doing? How are you going to do it? Are there any special requirements?
- **Plant** – What type of plant will be used? How big is it? How much room does it need?
- **Attachments** – What equipment will you need? Is the equipment available?
- **Communications** – How are you going to communicate with other workers?
- **Procedures and Rules** – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?

1.4.2 Access to Site Amenities such as Drinking Water and Toilets



There should be toilets and clean drinking water on site for you to use as well as hand washing facilities.

Drink plenty of water during the day to keep yourself hydrated, especially if you are working outside in the sun. Dehydration can cause fatigue and make it harder for you to concentrate.

1.4.3 Drugs and Alcohol at Work

Drugs and alcohol can affect your ability to concentrate and work safely. You are a danger to yourself and to those around you when working under the influence of drugs and alcohol.



1.4.3.1 Asbestos

Asbestos is a dangerous building material that was commonly used prior to the 1990s.

It is a fine particle of dust containing fibres which can cause serious illness when inhaled. If you are working on a house built prior to the 1990s, it is likely it contains Asbestos.

Asbestos is commonly found in

- Walls
- Roof sheets
- Pits
- Pipes
- Vinyl floor tiles
- 'Super Six' roofing
- Ceilings

1.4.3.2 Silica Dust

Crystalline silica (silica) is found in sand, stone, concrete, and mortar. It is also used to make a variety of products, including composite stone used to fabricate kitchen and bathroom benchtops, bricks, tiles, and some plastics. When workers cut, crush, drill, polish, saw, or grind products that contain silica, dust particles are generated that are small enough to lodge deep in the lungs and cause illness or disease, including silicosis.

1.4.4 Plant and Equipment, Trades & Competency and Refresher Training

For some jobs in the construction industry, special training is required to ensure they are carried out safely. These may include:



- Using earthmoving equipment.
- Working in confined spaces.
- Plumbing, electrical and building work.
- Working at heights
- Spotting

Some of these skills require you to get a High Risk Work License

Some skills require you to get a high-risk work License from you state safety regulator. These may include (not limited to):

- Driving a forklift.
- Erecting scaffolding over 4 metres high.
- Dogging, rigging and directing cranes.
- Hoist and crane operation.
- Personal and material hoist
- Elevated work platforms over 11m

1.4.5 Housekeeping

Clean up any rubbish you make as you work to help prevent tripping accidents, or accidents caused by flying debris.



1.4.6 Storing Materials and Equipment Properly



Make sure all equipment and materials are stored properly and safely.

Stack materials neatly so that they don't fall out on the next person who tries to get to them.

Make sure all equipment is stored according to the manufacturer's instructions.

1.4.7 Correctly Storing and Removing Debris

Dispose of any debris properly without impacting negatively on the environment. Make sure all materials are collected and removed properly.



1.4.8 Preventing Bullying and Harassment

Bullying is not tolerated in any workplace. If you are being bullied or see somebody else being bullied, you must report it. Remember, constructive feedback from your employer or manager is not a form of bullying.



1.4.9 Smoking on Site



Only smoke in designated areas away from flammable materials.

Smoking around flammable materials is extremely dangerous. Make sure you don't do it!

1.4.10 Powerlines

If you are working near power lines, you must be careful. There are many rules and regulations when it comes to working around powerlines in QLD.

The minimum exclusion zone for an untrained person, without consultation with the electrical entity, when working near uninsulated electrical powerlines up to 132 kV is 3 meters

The minimum exclusion zone for an untrained person, without consultation with the electrical entity, when working near uninsulated electrical powerlines above 275 kV is 6 meters

2.1 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.

2.1.1 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.



A **hazard** is the thing or situation with the potential to cause injury, harm or damage.

A **risk** is the chance of a hazard causing harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- Up high above your head.
- All around you at eye level.
- Down low on the ground (and also think about what is under the ground).

Some construction hazards you should check for in the work area:

Hazard	Description
Asbestos	Breathing asbestos fibres can have serious lasting impact on health.
Confined Spaces	Could suffocate.
Chemical Spills	Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.
Electrical Hazards including Power Lines, Cords and Equipment	Could be electrocuted.
Excavations, including Trenches	Could fall in, could collapse, could damage underground services.
Falling Objects	Could cause damage to property or injury to personnel.
Fire	Could cause damage to property or injury to personnel.
Hazardous Substances and Dangerous Goods	Exposure may cause injury.
Liquids Under Pressure	Could cause an explosion and injury
Hot and Cold Working Environments (Temperatures)	Could cause dehydration/sunburn or exposure to cold could cause hypothermia.
Manual Handling	Could cause injury (strain).
Noise, Dust and Vapours	Could cause hearing, breathing or vision problems.
Plant and Equipment Operation	Could be struck by or injured while using mobile equipment.
Traffic and Mobile Plant	Could be hit by moving vehicles.
Unplanned Collapse	Could cause damage to property or injury to personnel.
Ultraviolet (UV) Radiation	Could cause sunburn.
Working at Heights including Scaffolding	Could fall from height, objects could fall from heights.

2.1.2 Risk Management

The 5 steps for risk management can be followed as below:

Step	example
Identify Hazards	Finding all the things that could possibly harm you while undertaking the task
Assess Risk	Thinking about what would happen if exposed to the hazard. To assess the risk you should understand the risk that is explained below
Consult And Report	Discuss with other people involved in the task and document
Control The Hazard	Take action to eliminate or reduce the risks involved with the task
Review the risk controls	Once you have implemented the control measures you can re-analysis your risk using the risk matrix below. Your risk should now be lower and at a workable level once the control measures are implemented.

Risk analysis helps you to work out the 'risk level'. You can work out the risk level by looking at:

<p>Consequence</p> <ul style="list-style-type: none"> ◆ What would be the outcome of the event occurring? ◆ How severe would the outcome be?
<p>Likelihood</p> <ul style="list-style-type: none"> ◆ What is the chance of the event occurring? ◆ Has the event happened before? ◆ Is it likely to happen again?

Consequences of the hazard are not limited to injury, but can include property damage, loss of production (downtime) and negative impact on the environment.

Here are some examples of consequences:

	Injury	Property Damage/ Production Loss	Environmental Impact
1. Insignificant	Minor or short term injury.	Low financial loss.	Limited damage to minimal area of low significance.
2. Minor	Reversible disability or impairment.	Medium financial loss.	Minor effects on biological or physical environment.
3. Moderate	Moderate irreversible disability.	High financial loss.	Moderate short-term effects but not affecting eco-system.
4. Major	Single fatality.	Major financial loss.	Serious medium term environmental effects.
5. Catastrophic	Multiple fatality and/or significant irreversible effects.	Detrimental financial loss.	Serious long term environmental damage.

Likelihood is a factor that looks at how often an event is likely to happen. Here are some examples:

Frequency	Description
Rare	May only occur in exceptional circumstances.
Unlikely	The risk event could occur at some time (during a specified period), but it is unlikely.
Possible	Might happen at some time, occurrence would not be unusual.
Likely	Will probably occur in most circumstances.
Almost Certain	Is expected to occur in most circumstances.

You can use a risk matrix like the one shown here to work out the risk level:

	Consequence				
Likelihood	1. Insignificant	2. Minor First Aid Required	3. Moderate Medical Attention and Time Off Work	4. Major Long Term Illness or Serious Injury	5. Catastrophic Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

For example, a hazard that has a **Major** consequence and is **Almost Certain** to occur has a risk level of **Extreme**.

	Consequence				
Likelihood	1. Insignificant	2. Minor First Aid Required	3. Moderate Medical Attention and Time Off Work	4. Major Long Term Illness or Serious Injury	5. Catastrophic Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

The risk level will help you to work out what kind of action needs to be taken, and how soon you need to act.

Deciding whether a risk is acceptable or unacceptable may be different for each organisation. It will depend on the internal policy, goals and objectives of the organisation and relevant legislation.

Generally no level of risk is acceptable without some kind of intervention.

Extreme to moderate level risks must be dealt with before the work can begin.

The risk level can be used to decide the risk priority, showing which risk must be managed first in order to reduce the exposure to danger. Small or insignificant risks might be treated immediately where it would be relatively fast or inexpensive to do so.



The table below is an example:

Risk Level	Action
Extreme	This is an unacceptable risk level The task, process or activity must not proceed .
High	This is an unacceptable risk level The proposed activity can only proceed, provided that: <ol style="list-style-type: none"> 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. 2. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. 3. The risk assessment has been reviewed and approved by the Supervisor. 4. A Safe Working Procedure or Work Method Statement has been prepared. The supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	This is an unacceptable risk level The proposed activity can only proceed, provided that: <ol style="list-style-type: none"> 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. 2. The risk assessment has been reviewed and approved by the Supervisor. 3. A Safe Working Procedure or Work Method Statement has been prepared.
Low	The proposed task or process needs to be managed by documented routine procedures, which must include application of the hierarchy of controls.

High risk jobs should only be carried out when appropriate action has been taken to reduce the risk involved and clear guidelines and approvals are in place to ensure it can be attempted safely.

2.1.3 Control Hazards

Controlling a hazard can be achieved by a whole range of possible solutions. You will need to work out which is the best option for the situation.

Before you start, check for any documentation, workplace procedure, or workplace policy that explains how to eliminate or control the hazard.

Talk to other workers, your manager, supervisor, team leader, or health & safety representative to find out if the hazard has been addressed before and what techniques are available to you to resolve it.

If there are no existing guidelines for controlling a specific hazard, you will need to investigate options to manage it.

The Hierarchy of Hazard Control is the name for a range of control methods used to eliminate or control hazards and risks in the workplace.



The Hierarchy has 6 levels shown here from most effective to least effective:

Hierarchy Level	Action
1. Elimination	This is the best kind of hazard control. Eliminating or removing the hazard completely removes any risk connected to it. An example of eliminating a hazard would be removing dangerous materials from the site, or repairing defective equipment.
2. Substitution	This is where you swap a dangerous work method or situation for one that is less dangerous. For example using a group of people to move an item instead of trying to move it on your own (where the item cannot be broken down into smaller loads).
3. Isolation	This is where you isolate the hazard. This might mean fencing off an area or restricting access to the hazard in some other way.
4. Engineering Controls	This is where you use an engineering or mechanical method of doing the job. Examples would be using a piece of equipment to move a load instead of moving it by hand, or installing ventilation.
5. Administrative Controls	This is where site rules and policies attempt to control a hazard. It can include working in teams, setting specific break times and frequent rotations for repetitive work or using signage to warn of hazards.
6. Personal Protective Equipment (PPE)	This is your last line of defence and should be used with other hazard control methods. PPE includes any safety equipment or safety clothing worn on your body. Workplaces often have mandatory PPE requirements for the site.

2.1.3.1 Working at Height & Confined Space

Control Measures you may use for falling objects to protect the public and other workers when doing height work.

overhead gantry
netting
perimeter containment screening
Stop Bars and Scaffolding

Work below 1.5m is not considered high-risk work, and a safe work method statement is not required

3 points of contact must be maintained at all times when using ladders or climbing machines

Any person who works at heights or in a confined space must hold the relevant training and ticket to do so. In most cases, a permit and a risk assessment must be completed.

For working at heights, engineering controls are required for housing construction work where the risk of falling is over 3m

For working at heights, engineering controls are required for commercial & other construction work where the risk of falling is over 2m

2.1.3.2 Personal Protective Equipment

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. It is required to enter most work sites.

Each workplace and job require different PPE. These items are often a mandatory requirement of entering work areas.

Depending on workplace requirements, environmental factors, and requirements of the job to be done, you may have to wear any of the following:

- Aprons.
- Arm guards.
- Eye protection (e.g. goggles).
- Hand protection (e.g. gloves).
- Headwear (e.g. hard hat).
- Hearing protection (e.g. muffs)
- High-visibility retro-reflective vests.
- Protective, well-fitting clothing.
- Respiratory protection (e.g. ½ or full mask respirator).
- Safety footwear (e.g. boots).
- UV-protective clothing and sunscreen.



Make sure any PPE you are wearing is in good condition, fits well and is right for the job.

If you find any PPE that is not in good condition, tag it and remove it from service. Tell your supervisor about the problem and they will organise to repair or replace the PPE.

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

2.1.4 Review Effectiveness of Controls

Once all controls are in place, each member of the team working in the area should evaluate and review the risk level and the effectiveness of the hazard controls.

Some examples of when the effectiveness of the control measures should be evaluated are.

- Before Starting
- After breaks
- Weather changes
- Site change
- Incidents on site
- The hazard changes
- when the results of monitoring show that the control measure does not control the risk
- when a health and safety representative requests the review as outlined in the legislation
- where a notifiable incident occurs



When evaluating the effectiveness of hazard controls, you may ask yourself questions such as:

- Does the applied control effectively manage or control the hazard?
- Will this control keep me and other workers in the area safe?
- Is the control a temporary measure?
- Can more be done to control the hazard?
- What level of risk is still applicable to this hazard?

Talk to your supervisor or WHS representative if you are not sure whether or not the risk has been reduced enough to carry out the work.

3.1 WHS Documents



Safe Work Method Statement (SWMS)

A Safe Work Method Statement is a statement that must be prepared before any high-risk construction work commences. It covers the job and safety for each task a company undertakes

Job Safety Analysis (JSA)

A Job Safety Analysis is a review of how a job is done, including the steps taken and risks inherent to the task. To put it simply, it is a risk assessment

Safety Data Sheet (SDS)

A Safety Data Sheet is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The SDS will contain details that can help you to identify:

Basic Details of the Chemical or Material	Name, type and identification number.
Hazards Associated with the Material	Whether it is flammable or corrosive.
Safe Handling and Storage Procedures	PPE to use, sealed containers or storage temperatures.
Emergency Procedures	What to do if the chemical or material gets out of hand.
Disposal Procedures	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods.








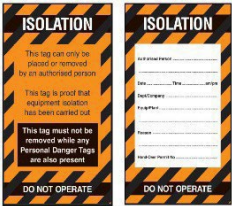
3.2 WHS Personnel

There are a number of different people that you can talk to about various WHS issues:

- **Your supervisor** Is a leader on the project that gives guidance and instructions to workers and contractors on the job
- **Your WHS representative** is a manager employed to represent your worksite and you as a worker when it comes to health and safety.
- **A WHS committee** is a group of people on a worksite or in your company who decide on workplace safety issues.
- **First aid officers** are qualified members of the team who are responsible for administering first aid in the workplace.

3.3 Common Workplace Signage

Another important safeguard method is the use of appropriate signage within and around the worksite. Signs have different colors, which represent instructions. For example: Red (do not), Blue (must do), Yellow (be aware) and Green (information).

			
<p>Danger Signs AS 1319 specifies that these signs are to be used where conditions are likely to be life threatening. The sign is to incorporate the word DANGER in white letters on a red oval shape inside a black rectangle.</p>	<p>Warning Signs AS 1319 specifies that these signs warn of conditions that are NOT likely to be life threatening if the message is ignored. The symbol used is a yellow equilateral triangle with a black enclosure.</p>	<p>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.</p>	<p>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. They indicate something that must be done.</p>
			
<p>Emergency Green Signs. These signs indicate the location or direction to emergency-related facilities and first aid or safety equipment. For e.g., This sign you would move towards & meet at if there was an emergency</p>	<p>Fire Signs First Signs are also red and will indicate fire services like; fire extinguishes, fire alarms, fire mains, fire hose reels etc.</p>	<p>limit sign These signs will tell you the maximum speed limit</p>	<p>Safety Tags & Lockout Systems There are many different types of tags for different purposes. If you place a tag you are the only one that can remove the tag for all type of tags except one. If you place an “out of service tag” if can be removed by an authorized person.</p>

3.4 Reporting All Hazards, Incidents and Injuries

Depending on the nature and severity of the situation you may need to report to:



- Your supervisor.
- Emergency services (e.g. police, ambulance, fire brigade and emergency rescue).
- WHS regulatory authority (e.g. WorkSafe, WorkCover).

All reports should be made in writing, verbally (face to face/phone) or using a relevant form. Ask your WHS representative or supervisor at the site office for the relevant forms and procedures for reporting hazards, incidents and injuries.

Construction incidents need to be reported to Workplace Health and Safety Queensland (WHSQ) by a PCBU immediately after becoming aware of them? These Include.

- a serious injury or illness of a person
- a dangerous incident
- the death of a person

Construction site emergencies may include

- Fire.
- Gas leak.
- Toxic and/or flammable vapor emission.
- Vehicle/machine accident.
- Chemical spill.
- Injury to personnel.
- Structural collapse.



Dial '000' if there is an emergency.

4.1.1 Emergency Response

In the case of an emergency:

- 1** Remain calm.
- 2** Raise the alarm with WHS personnel, your supervisor and/or first aid officer.
- 3** Get help from emergency services (Dial 000).
- 4** Evacuate if necessary (refer to site emergency plans).

4.2 Workplace Incidents

An incident is defined as:

An accident resulting in personal/serious injury, death, or damage to property or, a near miss or dangerous occurrence which does not cause injury but may pose an immediate and significant risk to persons or property, and needs to be reported so that action can be taken to prevent recurrence.

Examples of incidents could include:

- Breathing apparatus malfunctioning to the extent that the user's health is in danger.
- Collapse of the floor, wall or ceiling of a building being used as a workplace.
- Collapse or failure of an excavation more than 1.5 metres deep (including any shoring).
- Collapse or partial collapse of a building or structure.
- Collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment.
- Damage to or malfunction of any other major plant.
- Electric shock.
- Electrical short circuit, malfunction or explosion.
- Uncontrolled explosion, fire or escape of gas, hazardous substance or steam.
- Any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.



4.3 First Aid Response

During and after a workplace emergency, first aid may need to be administered to individuals who have been affected.



First aid should only be provided by a trained and authorised person. Each work site will have first aid officers who will need to be informed of any injury that requires first aid care. Workers must know how to contact a first aider and access a first aid kit.

It is important that you know how to respond to any first aid situation. If you do not have first aid training you can still assist by carrying out the following procedures:

1. **Checking the immediate area for any danger** – before approaching any injured person check the area to make sure you are not putting yourself in any danger.
2. **Checking the condition of the person** – are they conscious or unconscious? Are they burned, bleeding or suffering some other kind of immediately identifiable injury?
3. **Sending for help** – this should be done as soon as possible. Get in contact with the site first aid officer or if need be, call 000 and request an ambulance.



When speaking on the phone, try your best to maintain your composure, speak clearly to the telephone operator and try to answer all the questions as best you can.

There are situations where it may be necessary to request the use of a bystander's mobile phone to make the emergency call.



When being inducted on your site, when it comes to first aid you should be informed of.





1. basic procedures for accessing first aid when required
2. the names and locations of people trained to administer first aid
3. the location of first aid equipment and facilities
4. Phone numbers or contact information for first aid emergencies
5. Muster and location points

Do not hang up the phone until you have been given instructions on how to proceed.









4.4 Fire Safety Equipment

There are 6 common causes of fires in the workplace. They are; chemical, electrical, started by explosion, started by friction, caused by flammable materials, or caused by mechanical/welding.

The fire safety equipment that is commonly available on construction worksites may include the following:

<p>Fire Water Mains</p> <p>Used for larger fires by trained firefighting personnel where an ongoing water supply is needed</p>	
<p>Fire Blanket</p> <p>Fire blankets are ideal for settings where small Class F fires are a risk such as in kitchens or wherever oils or fats are exposed to potential ignition.</p> <p>They can also be used if a person's clothing has caught fire.</p>	
<p>Fire Extinguisher</p> <p>Portable fire extinguishers can save lives and property by putting out or containing fires within the capability of the extinguisher.</p> <p>However, they must be of the correct type for the particular fire, and they must be used correctly.</p>	
<p>Fire Hose Reel</p> <p>Fire hose reels provide a reasonably accessible and controlled supply of water to combat a potential Class A fire risk.</p> <p>All fire hose reels must comply with Australian Standard AS/NZS1221.</p>	

The following table details the classes of fire, and the appropriate equipment types for each class

		Type of Fire					
		Class A	Class B	Class C	Class D	Class E	Class F
		Wood, Paper, Plastic Etc.	Flammable & Combustible Liquids	Flammable Gases	Combustible Metal Fires	Electrically Energised Equipment	Cooking Oils And Fats
Type of Extinguisher or Equipment	Water 	✓	✗	✗		✗	✗
	Foam 	✓	✓	✗		✗	○
	Carbon Dioxide (CO2) 	○	○	✗		✓	✗
	Powder AB(E) 	✓	✓	✓		✓	✗
	Wet Chemical 	✓	✗	✗		✗	✓
	Vaporising Liquid 	✓	○	○		✓	✗
	Fire Blanket 	✗	✗	✗		✗	✓
	Fire Hose Reel 	✓	✗	✗		✗	✗

Note: Specific, special purpose powder extinguishers are available for Class D metal fires.
Seek Expert Advice.