



# Learner Guide

**White Card Course**

**CPCWHS1001 – Prepare to work Safely in the construction industry**

**Victoria**

# 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 OHS induction information you require to work on a construction site in Australia.

You will learn about:

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



## 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."***

# OHS Requirements

OHS legislation, primarily defined by the Occupational Health and Safety Act 2004, sets out duties for employers, employees, and other parties to ensure a safe and healthy workplace.

Law or Guideline	Description
<b>Acts</b>	Laws to protect the health, safety and welfare of people at work.
<b>Regulations</b>	Gives more details or information on particular parts of the Act.
<b>Codes of Practice/ Compliance Codes</b>	Are practical instructions on how to meet the terms of the Law.
<b>Australian Standards</b>	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. The following is a list of the current health and safety laws in each state and territory of Australia:



- Australian Capital Territory: Work Health and Safety Act 2011
- New South Wales: Work Health and Safety Act 2011
- Northern Territory: Work Health and Safety (National Uniform Legislation) Act 2011
- Queensland: Work Health and Safety Act 2011
- South Australia: Work Health and Safety Act 2012
- Tasmania: Work Health and Safety Act 2012
- Victoria: Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2017
- Western Australia: Work Health and Safety Act 2020



The following key elements of the OHS legislation will impact the way you do your job, and the responsibilities of your workplace. Duties

1. There is a primary duty of care requiring employers Sometimes referred to as a PCUB (Persons Conducting or Undertaking a Business) 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 OHS requirements.
3. Workers conduct themselves in a way that does not negatively impact on the health and safety of themselves or others.





# 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 OHS 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 OHS issues or requirements for that particular site (or part of that site).
- **Task-specific** – This induction provides information relating to OHS issues for a specific work activity.

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



## 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.

# OHS Duty of Care



Both you and your employer have a legal responsibility to do everything reasonably practicable to protect yourself and 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.



## Rights and Responsibilities

**Rights** are what I'm entitled to and supposed to get at work. For example, I have the right to have access to clean drinking water.

**Responsibilities** are duties or how I should work. For example, it is my own responsibility to arrive at work on time.

An employee's rights are often the employer's responsibility and vice-a-versa as shown by the arrows below.

	Responsibilities	Rights
<b>Employee (You)</b>	<ol style="list-style-type: none"><li>1. Taking reasonable care of yourself and others</li><li>2. Not doing anything that would affect the health and safety of others at work</li><li>3. Following any reasonable health and safety instructions from your employer</li></ol>	<ol style="list-style-type: none"><li>1. Safe Workplace (Including PPE equipment, and safety procedures)</li><li>2. Adequate facilities</li><li>3. Instructions, Information, and Training</li></ol>
<b>Employer (Your Boss)</b>	<ol style="list-style-type: none"><li>1. Safe workplace so far as reasonably possible</li><li>2. Provide and Maintain tools and equipment</li><li>3. Inform workers of their Rights and Responsibilities</li></ol>	<ol style="list-style-type: none"><li>1. Employees follow directions and instructions</li><li>2. To be informed about hazards</li><li>3. Expect employees to take reasonable care</li></ol>

Both you, and your employer and have rights and responsibilities under duty of care to do everything reasonably practicable to protect others from harm in the workplace.

# 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.

Examples may include:

- Being provided clear work instructions, including the required PPE
- Access to site amenities
- Not using drug and alcohol at work
- Being appropriately trained/qualified
- Maintaining a clean worksite
- Smoking in designated areas away from flammable materials

## 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?

## Access to Site Amenities such as Drinking Water and Toilets

The employer must, provide and maintain for employees of the employer a working environment that is safe and without risk to health (OHS Act Vic 2004, Section 21 [2(d)])

This includes adequate amenities or facilities such as

1. Toilets
2. Clean drinking water
3. Hand washing facilities on site



There should be toilets and clean drinking water on site for you to use. It is your responsibility to make sure the toilet facilities are clean and hygienic.

It's important to have clean drinking water on site 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. Make sure you utilise the clean drinking water provided on site.

## Drugs and Alcohol at Work

Drugs and alcohol - including medicines prescribed by a doctor or available from a pharmacy can affect a person's ability to

1. Ability to concentrate
2. Ability to work safely

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

You are a danger to yourself and to those around you when under the influence of drugs and alcohol.

You must be fit and well enough to do your job, not be under the influence of drugs and alcohol, or use alcohol or illegal drugs while at work.



## Plant and Equipment including Licencing, Competency and Refresher Training/ or a High-Risk (HRW) license



For some jobs in the construction industry, a High Risk licence is required to ensure they are carried out safely. These may include:

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



## Housekeeping and maintaining a clean site

Keep work area clean, tidy and free of debris

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

## 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.



## 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.

Make sure all materials are collected and removed properly. Ensure any recyclable material is stored or recycled appropriately.

General rubbish needs to be disposed of according to organisational policies and procedures. This will help keep the work area clean and free of any potential accident or incident from occurring.

## Preventing Bullying and Harassment

All employers have the responsibility to make sure their employees, and people who apply for a job are treated fairly.

This responsibility is set out in federal and state anti-discrimination laws, as well as part of the *Fair Work Act 2009 (Cth)*. Taken together, they make certain types of workplace behaviour against the law.

As an employer, you need to prevent discrimination, harassment, or bullying from occurring in the workplace.

Employees have the right to report any incidents that occur where they feel they are being treated unfairly, discrimination against, bullied or harassed.

Bullying is not tolerated in any workplace.

If you are being bullied or see somebody else being bullied, **you must report it.**



**Brodie's Law** is an amendment to the Victorian Crimes Act 1958 which makes serious bullying an offence punishable by a maximum of 10 years' imprisonment. The law is named after Brodie Panlock, a 19 year old who committed suicide after being bullied at work.

### Examples of Bullying and harassment

- Withholding information
- yelling, screaming or offensive language
- excluding or isolating employees
- psychological harassment and intimidation
- Harassment for racial, family, religion, cultural or sexual orientation differences
- 

### What is unlawful discrimination?

Discrimination occurs when a person, or group of people is treated less favourably than another person or group because of their background or certain characteristics.

Federal discrimination laws protect people from discrimination on the basis of their:

- race, including colour, national or ethnic origin or immigration status
- sex, pregnancy, marital status, and breastfeeding
- Age
- Disability, or
- sexual orientation gender identity, and intersex status



## Smoking on Site



Only smoke in designated areas on site. All construction sites should have designated smoking areas.

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

## 2 Identify construction hazards and risk control measures

### Risk Management

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.

Basic risk management process should follow these 5 steps:

1. Identify the hazard.
2. Assess the risk.
3. Consult and report your findings.
4. Control the hazard.
5. Review the effectiveness of the control(s).



### 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. Or the outcome or consequence.

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).

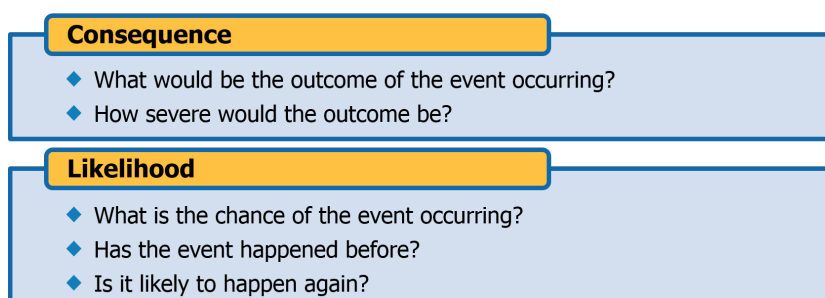
Some construction hazards you should check for in the work area:

Hazard	Definition	Example and Hazard Description
<b>Asbestos</b>	A group of naturally occurring fibrous minerals used in construction and other industries, which can cause serious respiratory illnesses when inhaled.	Cutting into an old homes wall sheets that are asbestos and breathing in the fibres. Breathing asbestos fibres can have serious lasting impact on health.
<b>Confined Spaces</b>	Areas that are not designed for continuous occupancy and have limited openings for entry and exit, posing special risks to workers.	Working in a sewer pit. Could suffocate or faint.
<b>Chemical Spills</b>	The accidental release of hazardous chemicals, which can pose risks to health, safety, and the environment.	Spilling fuel on the ground. Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.
<b>Electrical Hazards including Power Lines, Cords and Equipment</b>	Risks associated with the use of electrical power, including shock, burns, and fire hazards from power lines, cords, and electrical equipment.	Using a working platform around powerlines and it connecting with the powerlines. Could be electrocuted.
<b>Excavations, including Trenches</b>	The process of digging into the ground, which can create risks such as cave-ins, falling materials, and hazardous atmospheres.	Digging a trench with an excavator. Could fall in, could collapse, could damage underground services.
<b>Falling Objects</b>	Objects that can fall from heights and pose a risk of injury to people below.	Working on a roof and using tools that could fall. Could cause damage to property or injury to personnel below when dropped.
<b>Fire</b>	Uncontrolled combustion causing heat, light, and smoke, which can result in injury, death, and property damage.	Welding a plumbing pipe. Could cause damage to property or injury to personnel.
<b>Hazardous Substances and Dangerous Goods</b>	Materials that pose a risk to health, safety, or property due to their chemical nature and physical properties.	Using heavy duty solvent. Exposure may cause injury through burns or ingestion
<b>Liquids Under Pressure</b>	Fluids contained in a system under pressure, which can cause injury or damage if released uncontrollably.	Plumbing water pipes. Could cause an explosion and injury if pressurised beyond the recommendation
Hazard	Definition	Example and Hazard Description
<b>Hot and Cold Working Environments (Temperatures)</b>	Environments where the temperature is significantly higher or lower than normal, potentially impacting worker comfort, performance, and safety.	Working in Cairns on construction sites in the middle of summer. Could cause dehydration/sunburn/collapse.
<b>Manual Handling</b>	The physical act of lifting, carrying, pushing, pulling, or moving objects by hand or bodily force.	Lifting a concrete bag. Could cause injury (strain).
<b>Noise, Dust and Vapours</b>	Environmental hazards in workplaces that include excessive sound levels (noise), fine particulate matter (dust), and harmful gases (vapours).	Cutting concrete with a concrete cutter. Could cause hearing, breathing or vision problems.
<b>Plant and Equipment Operation</b>	The movement and operation machinery within a worksite.	Operating a 20t excavator on site. Could be struck by or injured while using mobile equipment.
<b>Traffic and Mobile Plant</b>	The movement and operation of vehicles and mobile machinery within a worksite.	Working on a road that still has live traffic. Could be hit by moving vehicles.

<b>Unplanned Collapse</b>	The sudden and unexpected failure of structures or excavation sites	Working in an excavated trench. Could collapse on people in the trench causing suffocation or injury.
<b>Ultraviolet (UV) Radiation</b>	A type of electromagnetic radiation from the sun or artificial sources that can cause health issues with excessive exposure.	Working outside in the sun. Could cause sunburn.
<b>Working at Heights including Scaffolding</b>	Performing tasks at elevated positions with a risk of falling, often involving the use of scaffolding, ladders, or platforms	Working on a unit block roof. Could fall from height, objects could fall from heights.
<b>Construction work that requires a high risk license</b>	WorkSafe issues high risk work licences under the Occupational Health and Safety Regulations 2017. It a license that is required for certain skills that is issued and regulated by the state safety body	Examples of construction work that requires a high risk license can be found on page 7 (1.4.4) for examples and descriptions

## Risk Management

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



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:

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

<b>Frequency</b>	<b>Description</b>
<b>Rare</b>	May only occur in exceptional circumstances.
<b>Unlikely</b>	The risk event could occur at some time (during a specified period), but it is unlikely.
<b>Possible</b>	Might happen at some time, occurrence would not be unusual.
<b>Likely</b>	Will probably occur in most circumstances.
<b>Almost Certain</b>	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				
	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
Likelihood					
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				
	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
Likelihood					
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	<b>Extreme</b>	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	<b>This is an unacceptable risk level</b> The task, process or activity <b>must not proceed</b> .
High	<b>This is an unacceptable risk level</b> The proposed activity can only proceed, provided that: <ol style="list-style-type: none"><li>1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls.</li><li>2. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.</li><li>3. The risk assessment has been reviewed and approved by the Supervisor.</li><li>4. A Safe Working Procedure or Work Method Statement has been prepared.</li></ol> The supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	<b>This is an unacceptable risk level</b> The proposed activity can only proceed, provided that: <ol style="list-style-type: none"><li>1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls.</li><li>2. The risk assessment has been reviewed and approved by the Supervisor.</li><li>3. A Safe Working Procedure or Work Method Statement has been prepared.</li></ol>
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.

## Consult and Report

Before you start any work, check for documentation, workplace procedures or workplace policies that explain how to eliminate or control the hazard.

Talk to others, your manager, supervisor, team leader or health and 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.

## 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.

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
<b>1. Elimination</b>	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.
<b>2. Substitution</b>	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).
<b>3. Isolation</b>	This is where you isolate the hazard. This might mean fencing off an area or restricting access to the hazard in some other way.
<b>4. Engineering Controls</b>	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.
<b>5. Administrative Controls</b>	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.
<b>6. Personal Protective Equipment (PPE)</b>	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.

It is important to consider all of the options available when deciding on the best course of action. Not all options are available, realistic or possible under some circumstances.

You may need to use a range of risk controls to reduce the risk level to an acceptable level.

## Complete Practical activity 1

## 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 requires 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:

- Eye protection (e.g. goggles). – Trainer will demonstrate use
- Headwear (e.g. hard hat). – Trainer will demonstrate use
- Hearing protection (e.g. muffs) – Trainer will demonstrate use
- High-visibility vest, shirt or jacket. – Trainer will demonstrate use
- Hand protection (e.g. gloves).
- Protective, well-fitting clothing.
- Respiratory protection (e.g. ½ or full mask respirator)
- Safety footwear (e.g. boots).
- UV-protective clothing and sunscreen.
- Harness



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.

## Complete Practical activity 2

## 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.

The acceptable level of risk is determined by an organisation's policy, goals and objectives towards safety.

Reviewing their effectiveness includes checking that controls are in place and operational in accordance with standard procedure.



- 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 after the control is in place?

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

You must ensure all controls are reviewed regularly as working conditions can change often.

If you determine the risk to be at an unacceptable level, the work must not be carried out until an authorised person can review the situation.





# Identify Health and Safety Communications and Reporting Process

## WHS documents

- Site Safety Inspection Reports
- Risk Assessment Reports
- Job Safety Analysis
- Safe Work Method Statement (SWMS)
- Incident and Accident Report
- Safety Data Sheet (SDS)

## Site Safety Inspection Reports

In Victoria, site safety inspection reports are crucial for identifying and addressing potential hazards in the workplace, ensuring compliance with safety regulations, and promoting a safe working environment. These reports are typically generated following a thorough site inspection, which involves assessing the work environment, equipment, work processes, and how workers interact with these elements.

SITE INSPECTION					
COMPANY NAME			INSERT COMPANY LOGO		
COMPANY ADDRESS			COMPANY PHONE NUMBER		
Job name / number:		Job Location:			
Project Manager:		Assessor name:			
Site Supervisor:		Date:			
HEALTH AND SAFETY SITE INSPECTION					
1. Site Control			2. Site Facilities		
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Hazard board and signage up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	Offices clean, adequate & good lighting
<input type="checkbox"/>	<input type="checkbox"/>	Environmental plans/measures	<input type="checkbox"/>	<input type="checkbox"/>	Smoko sheds – clean, potable water
<input type="checkbox"/>	<input type="checkbox"/>	Toolbox talk last date	<input type="checkbox"/>	<input type="checkbox"/>	Toilets – clean, washing water
<input type="checkbox"/>	<input type="checkbox"/>	Safety inductions for all on site	<input type="checkbox"/>	<input type="checkbox"/>	Tool/equipment sheds adequate
<input type="checkbox"/>	<input type="checkbox"/>	Safety notice board current	<input type="checkbox"/>	<input type="checkbox"/>	
3. General Site Tidiness & Accessways			4. Personal Safety Equipment		
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Clear, safe access to work areas	<input type="checkbox"/>	<input type="checkbox"/>	Signage displayed and legible

## Risk Assessment Form

In Victoria, a risk assessment form is a document used to systematically identify, analyze, and evaluate potential hazards and risks in a workplace or situation, particularly in the context of occupational health and safety. These forms help determine the likelihood and severity of potential harm

RISK MATRIX																																																					
<p>Utilise the risk matrix in the next column to identify the risk and risk rating. The higher the risk rating number, the higher the risk. For example, a risk number 8 would have priority over a risk number in the range 1-6.</p>																																																					
<p><b>EXTREME RISK</b> – Immediate action required</p> <p><b>HIGH RISK</b> – Senior management attention required</p> <p><b>Moderate Risk</b> – Management responsibility required</p> <p><b>LOW RISK</b> – Manage by routine procedures</p>																																																					
<p><b>RISK HIERARCHY OF CONTROL</b></p> <p>1. Elimination – E.g. eliminate the need for a fall risk area by careful design</p> <p>2. Substitution – E.g. Benching or enclosing the fall risk area with edge protection</p> <p>3. Isolation – E.g. Isolating the hazard or practice from people involved in the work</p> <p>4. Engineering – E.g. Using a fall injury prevention system</p> <p>5. Administrative – E.g. Procedures, training, marking signs, limiting exposure time</p> <p>6. PPE – E.g. Using gloves, safety glasses, safety boots and high visibility clothing</p>																																																					
<table border="1"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Consequence</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Likelihood/Probability</td> <td>Absolutely certain/inevitable</td> <td>A</td> <td>8 (24)</td> <td>9 (27)</td> <td>10 (30)</td> <td>11 (33)</td> <td>12 (36)</td> </tr> <tr> <td>Very likely/obvious</td> <td>B</td> <td>6 (18)</td> <td>7 (21)</td> <td>8 (24)</td> <td>9 (27)</td> <td>10 (30)</td> </tr> <tr> <td>Probable/likely to happen</td> <td>C</td> <td>4 (12)</td> <td>5 (15)</td> <td>6 (18)</td> <td>7 (21)</td> <td>8 (24)</td> </tr> <tr> <td>Unlikely/possible</td> <td>D</td> <td>3 (9)</td> <td>4 (12)</td> <td>5 (15)</td> <td>6 (18)</td> <td>7 (21)</td> </tr> <tr> <td>Not likely/possible</td> <td>E</td> <td>2 (6)</td> <td>3 (9)</td> <td>4 (12)</td> <td>5 (15)</td> <td>6 (18)</td> </tr> </tbody> </table>								Consequence					1	2	3	4	5	Likelihood/Probability	Absolutely certain/inevitable	A	8 (24)	9 (27)	10 (30)	11 (33)	12 (36)	Very likely/obvious	B	6 (18)	7 (21)	8 (24)	9 (27)	10 (30)	Probable/likely to happen	C	4 (12)	5 (15)	6 (18)	7 (21)	8 (24)	Unlikely/possible	D	3 (9)	4 (12)	5 (15)	6 (18)	7 (21)	Not likely/possible	E	2 (6)	3 (9)	4 (12)	5 (15)	6 (18)
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Activity	Possible Hazards	Initial Risk Score <small>Risk before controls</small>	Control Measures <small>Control measures have been identified using the hierarchy of control Elimination -&gt; Substitution -&gt; Engineering -&gt; Admin -&gt; PPE</small>	Residual Risk Score <small>Risk after controls</small>	Control Responsibility

## Job Safety Analysis Worksheet (JSA) Source - Worksafe Victoria

A Job Safety Analysis is a task specific document listing the steps, hazards and risks, and risk control measures involved in performing the job. It includes information on how to reduce the risk involved in completing the work, and similar to a SWMS

### Job safety analysis

Labour hire providers can use this template to assess the risk of injury and illness at the host workplace. A job safety analysis (JSA) should be completed for each job the labour hire worker will perform.

The labour hire provider should be qualified to either do the JSA or assess the quality of the JSA undertaken by the host employer. The labour hire provider and host employer must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities where they have a shared duty under the Occupational Health and Safety Act 2004 (OHS Act). They must also consult with all employees, including labour hire workers, when doing certain things relating to occupational health and safety.

For each task listed in the table below, the labour hire provider or host employer should refer to the relevant WorkSafe guidance, along with the requirements under the OHS Act and Occupational Health and Safety Regulations 2017. Guidance documents are available at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Host employer

Host employer representative

Title

Labour hire worker's job title

Location of the job

Description of job

Completed by

Title

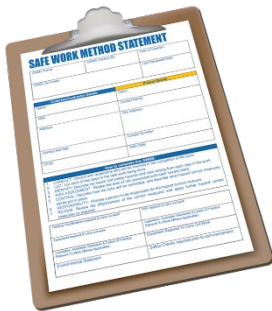
Date of inspection

3

No.	Task type	Task details	Briefly describe how and when injuries could occur	Those consulted	Briefly describe actions to prevent the likelihood of injury	Person responsible for actions	Date completed
1.	<b>Hazardous manual handling</b> List tasks involving: <ul style="list-style-type: none"> <li>repeated, sustained or high force</li> <li>sustained awkward postures</li> <li>repetitive movements</li> <li>exposure to sustained vibration</li> <li>handling people or animals</li> <li>handling loads that are unstable, unbalanced or hard to hold</li> </ul> <b>WorkSafe guidance:</b> Compliance code: Hazardous Manual Handling						
2.	<b>Slips, trips and falls</b> List tasks where there is a reasonable chance of: <ul style="list-style-type: none"> <li>slipping</li> <li>tripping</li> <li>falling from the same level</li> </ul> <b>WorkSafe guidance:</b> Preventing slips, trips and falls at work checklist						
3.	<b>Moving vehicles or mobile equipment</b> List tasks where there is a reasonable chance of interacting with moving vehicles or mobile equipment <b>WorkSafe guidance:</b> Developing a forklift traffic management plan						
4.	<b>Outdoor work</b> List tasks performed outdoors <b>WorkSafe guidance:</b> Skin cancer and outdoor work: A guide for employers						
5.	<b>Long hours</b> List tasks involving long hours <b>WorkSafe guidance:</b> Fatigue prevention in the workplace: Your health and safety guide						

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## Safe Work Method Statement (SWMS)



A Safe Work Method Statement is a site-specific statement that must be prepared before any high-risk construction work is commenced. It covers the job and safety responsibilities of each member of a work group.

A SWMS is a safety planning tool that identifies hazards and risks in High Risk Construction Work (HRCW) and documents the control measures necessary to manage those risks. The SWMS should describe to workers in clear terms how risks from the work will be effectively controlled to enable the work to be carried out safely.

Workers should be involved in discussions of tasks, associated hazards, risks and controls.

Safe Work Method Statement - Source - Worksafe Victoria

**Appendix A - Sample safe work method statement (SWMS) template for high-risk construction work (HRCW)**

**OUTLINE:** A SWMS must be prepared for proposed work to ensure any of the HRCW activities listed below and that work poses a risk to the health and safety of any person. Affected employees and their HSRs must be consulted in the preparation of the SWMS. Once a SWMS has been developed and implemented, the HRCW must be performed in accordance with the SWMS. Only a holder of a valid licence or permit to undertake the HRCW is allowed to do so. The SWMS is not to be completed until the HRCW is completed with or without a review and if necessary, revised whenever the HRCW changes, or after any incident that occurs during HRCW or there is any indication that risk control measures are not adequately controlling the risks. An employer must retain a copy of the SWMS for the duration of the HRCW.

Direct employer: \_\_\_\_\_ Date SWMS provided to PC: \_\_\_\_\_  
 Direct employer's company name: \_\_\_\_\_  
 Principal contractor (PC): \_\_\_\_\_ Work supervisor: \_\_\_\_\_ Site location address: \_\_\_\_\_  
 Email: \_\_\_\_\_ P#: \_\_\_\_\_ Email: \_\_\_\_\_ P#: \_\_\_\_\_ Work activity: \_\_\_\_\_

**High-risk construction work:**

<input type="checkbox"/> There is a risk of a person falling more than 2m	<input type="checkbox"/> Work is on or adjacent to roadways or railways used by road or rail traffic	<input type="checkbox"/> Work is in, over or adjacent to water or other liquids where there is a risk of drowning
<input type="checkbox"/> There is movement of powered mobile plant	<input type="checkbox"/> There are structural alterations that require temporary support to prevent collapse	<input type="checkbox"/> Work is in an area where there are artificial extremes of temperature
<input type="checkbox"/> Work is on or near energised electrical installations or services	<input type="checkbox"/> Work involves a trench or shaft if the excavated depth is more than 1.5m	<input type="checkbox"/> Work is on or near pressurised gas, distribution mains or piping
<input type="checkbox"/> Work involving demolition	<input type="checkbox"/> Work involves confined space	<input type="checkbox"/> Work is on or near chemical, fuel or refrigerant lines
<input type="checkbox"/> Work involves lift-up or precast concrete	<input type="checkbox"/> Work on telecommunication towers	<input type="checkbox"/> Work involving diving
<input type="checkbox"/> Work involves removal or likely disturbance of asbestos (the preparation of an asbestos control plan is taken to be preparation of a SWMS)	<input type="checkbox"/> Work is in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work involving the use of explosives
		<input type="checkbox"/> Work involving a tunnel

Person responsible for ensuring compliance with SWMS: \_\_\_\_\_ Date SWMS received: \_\_\_\_\_  
 What measures are in place to ensure compliance with the SWMS? (for example direct supervision, regular spot checks) \_\_\_\_\_  
 How will the SWMS control measures be reviewed? \_\_\_\_\_ Review date: \_\_\_\_\_ Reviewer's signature: \_\_\_\_\_

**Selecting risk controls**

1. Any risk to health and safety must be eliminated if it is reasonably practicable to do so.

2. Any remaining risk must be reduced, so far as is reasonably practicable, by:

- Implementing any mandated controls specified by law (e.g. the OHS Regulations 2017)
- Substituting a new activity, process, plant, process or substance (e.g. scaffold experience to labour)
- Isolating persons from the hazard (e.g. turn off power for mobile crane operation)
- Using engineering controls (e.g. guard rails, trench shields)

3. If any risk to health or safety remains, it must be reduced by using:

- Administrative controls (e.g. activity specific safety training, work instructions, warning signal)
- PPE such as respiratory protection, hard hats, high-visibility clothing

**More Effective**

**Less Effective**


What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?		
List the HRCW work tasks	List the hazards and risks of the task	List the risk control measures	List how the control measures will be implemented	List who is responsible for the control measure being implemented
<b>EXAMPLE:</b> • Roof tiling	<b>EXAMPLE:</b> • Slipping or falling from roof	<b>EXAMPLE:</b> • Scaffold with catch platform and/or guardrail system • Fall restraint system such as harness and appropriate anchor point	<b>EXAMPLE:</b> • Scaffold or guardrail supplied and erected by supplier or competent person • Fall restraint system installed and used by appropriately trained persons	<b>EXAMPLE:</b> • Principal contractor/builder • Roofing/roofing supervisor

## Incident and Accident Reports

Incident and accident reports must be completed immediately in the event of any incident.

Use as much detail as possible when filling out these forms as it may have a bearing on an outcome of workers compensation and safety improvements in the workplace.

## Incident Report Form - Source-Safework Victoria



# Incident notification form

Under OHS laws, employers are required to notify WorkSafe about workplace:

- fatalities
- serious injuries
- health and safety incidents.

## Important

1. Call WorkSafe Advisory on 1800 136 089 to get your incident notification ID.  
We'll enter this number below and quote you when contacting WorkSafe about the injury.
- Incident notification ID: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
2. Complete this form within 48 hours of becoming aware of the incident.
3. Do not disturb the site until either:
  - a WorkSafe inspector arrives
  - WorkSafe tells you that you can close down the site.

---

## Next steps

To complete this form, you need details of:

- the incident,
- injuries or fatalities that may have occurred
- personal and contact information of anyone involved
- an Australian Business Number (ABN) or Australian Company Number (ACN) for your business.

**Step 1 of 5**

### Contact details

Complete your personal and/or business information below.

#### Person submitting details

Given name:	Family name:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Telephone number:	Contact email:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

#### Business details

Name of employer/self-employed person/person in charge of equipment:


What's the ABN (if digital) or ACN (if digital) for your business?

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

You can find them on the Australian Business Register if needed: [abr.business.gov.au](http://abr.business.gov.au)

Business address:

F0R64-03/2025



<b>Step 2 of 5</b>	
<b>Incident details</b>	
Tell us when and where the incident took place.	
<b>When did the incident occur?</b>	
Incident date	Incident time
Where did the incident occur? Tick location.	
<input type="checkbox"/> Select set-up site of equipment for prescribed equipment incidents. You can find a list of prescribed equipment under Schedule 1 of the Equipment (Public Safety) Regulations 2007. <a href="#">legislation.gov.uk/enforce/bulbatory-rules/equipment-public-safety-regulations-2007</a>	
<input type="checkbox"/> At a workplace <input type="checkbox"/> Set-up site of equipment	
Incident address	
<b>Step 3 of 5</b>	
<b>Incident description</b>	
Tell us what happened. Include personal details from anyone who saw the incident happen.	
<b>Write a brief description of the incident.</b>	
Include any activity undertaken at the time of the incident. Let us know if any client, substance or equipment involved.	
<b>How are you now preventing these incidents? (Optional)</b>	
Let actions taken to prevent the incident occurring again.	

**Who saw the incident?**  
 If below, add the name and contact details of anyone who saw what happened, or were first to the scene.

**Witness 1**  
 Given name \_\_\_\_\_  
 \_\_\_\_\_  
 Family name \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 \_\_\_\_\_  
 Contact email (optional) \_\_\_\_\_  
 \_\_\_\_\_

**Witness 2**  
 Given name \_\_\_\_\_  
 \_\_\_\_\_  
 Family name \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 \_\_\_\_\_  
 Contact email (optional) \_\_\_\_\_  
 \_\_\_\_\_

**Witness 3**  
 Given name \_\_\_\_\_  
 \_\_\_\_\_  
 Family name \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 \_\_\_\_\_  
 Contact email (optional) \_\_\_\_\_  
 \_\_\_\_\_

**Witness 4**  
 Given name \_\_\_\_\_  
 \_\_\_\_\_  
 Family name \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 \_\_\_\_\_  
 Contact email (optional) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Step 4 of 5

### Injuries and deaths

If relevant, please provide the names and details of those who were injured or died in this incident. We also need a brief description of the injuries or cause of death.

Deaths

If relevant, please provide the names and details of those who died in this incident. Print and complete a copy of this page for each death.

Given name	Family name
<div>Gender</div> <div> <input type="checkbox"/> Woman           <input type="checkbox"/> Men           <input type="checkbox"/> Non-binary/gender diverse         </div> <div> <input type="checkbox"/> A different term:           <input type="checkbox"/> Unknown         </div> <div> Date of birth </div>	

Workplace details

Workplace relationship

☐ Employee
 ☐ Contractor
 ☐ A member of the public

Occupation

Employer name

Cause of death

Write a brief description of the cause of death.

<b>Injuries</b>	
First event: please provide the name and contact details of anyone who was injured in this incident. Print and complete a copy of this page for each injured person.	
<b>Given name</b>	<b>Family name</b>
<input type="text"/>	<input type="text"/>
<b>Telephone number</b>	<b>Contact email</b>
<input type="text"/>	<input type="text"/>
<b>Gender</b>	
<input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-binary/gender diverse <input type="checkbox"/> A different term <input type="text"/> <input type="checkbox"/> Unknown	
<b>Date of birth</b>	
<input type="text"/>	
<b>Workplace status</b>	
Workplace relationship <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> A member of the public	
<b>Occupation</b>	
<input type="text"/>	
<b>Employer name</b>	
<input type="text"/>	
<b>Injuries</b>	
Write a brief description of the injuries.	
<input type="text"/>	

Step 5 of 5

Declaration

It is a condition of reporting this incident that you:

1. read the Declaration below
2. sign your name.

I confirm that I read and understand the Collection of personal and health information section on this form. See further below.

I declare that where I've provided information to WorkSafe about another individual:

- I have informed them that am providing their information to WorkSafe
- I am authorized to do so.
- the information was collected according to the [Privacy and Data Protection Act 2004](#).

Signature

Date

Name

Send notification form

Thanks for completing this notification. We'll assess the information you've provided to see if we need to make further enquiries.

Please note:

- you're required to keep a copy of this form for 5 years
- you need to send this notification notification form to WorkSafe within 48 hours of becoming aware of the incident.

You can do this by emailing [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au) or posting the form to:

WorkSafe Victoria  
 14/60 Sturt Street  
 Geelong VIC 3220.

You can also call WorkSafe on 1800 658 088 between 7:30 am and 6:30 pm Monday to Friday if you have any queries.

Collection of personal and health information

We use personal and health information from this form to:

- monitor, assess and investigate workplace incidents
- administer and enforce legislation administered by WorkSafe
- administer and evaluate WorkSafe's programs generally
- conduct legal proceedings.

We collected this information as required by:

- the Occupational Health and Safety Act 2004
- other legislation administered by WorkSafe.

If you do not send this form, your injury may not be fine.

Use of personal information

WorkSafe may share your information with:

- its contractors and agents
- other regulatory agencies
- courts or tribunals
- any person or organisation authorised by the individual to which it relates, or by law, to obtain it.



## Safety Data Sheet (SDS)

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

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

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



### GHS SAFETY DATA SHEET

I. PRODUCT IDENTIFICATION		
MANUFACTURER/SUPPLIER GNB Industrial Power A division of Exide Technologies 3950 Sussex Avenue Aurora, IL 60504-7932	CHEMICAL/TRADE NAME (as used on label)	002FCLA Lead Acid Cell (Antimony), GNB Flooded Classic, Pacific Chloride, GNB, GNB Tubular, Pacific Chloride, Tubular, Tubular-HP, Liberator, KDZ, Titan, GNB Fusion, Exide Fusion, GNB Flooded Classic Platinum, Tubular-LM
PRODUCT ID: UN2794		
FOR FURTHER INFORMATION Primary Contact: Exide MSDS Support (770) 421-3485 Secondary Contact: Joe Bolea (423) 989-6377 Fred Ganster (610) 921-4052	CHEMICAL FAMILY/ CLASSIFICATION  FOR EMERGENCY CHEMTREC (800) 424-9100 (703) 527-3887 - Collect 24-hour Emergency Response Contact Ask for Environmental Coordinator	Electric Storage Battery
II. HAZARD IDENTIFICATION		
Signal Word: Danger		
Category:	GHS Codes	Description
Health:  STOT RE 2 Acute Tox. 4 Repr. 1A Skin Corr. 1A Flam. Gas 1  Aquatic Chronic 1 Aquatic Acute 1	H302	Harmful if swallowed.
	H314	Causes severe skin burns and eye damage.
	H332	Harmful if inhaled.
	H360	May damage fertility or the unborn child.
	H373	May cause damage to organs through prolonged or repeated exposure.
	H220	Extremely flammable gas (hydrogen)
	H410	Very toxic to aquatic life with long lasting effects.
	P260	Do not breathe dust/fume/gas/mist/vapors/spray.
	P301/330/331	IF SWALLOWED: rinse mouth. DO NOT induce vomiting.
	P303/361/353	IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower.
Handling:	P304/340	IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.
	P305/351/338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
	P310	Immediately call a POISON CENTER or doctor/physician.
	P210	Keep away from heat/sparks/open flames/hot surfaces. No smoking.
	P260	Do not breathe dust/fume/gas/mist/vapors/spray
	P264	Wash thoroughly after handling.
	P280	Wear protective gloves/protective clothing/eye protection/face protection.
	P403	Store in well-ventilated area
	P405	Store locked up.
	P391	Collect spillage
	P273	Avoid release to the environment
	P501	Dispose of contents/container in accordance with local/regional/national/international regulation.
<b>WARNING:</b> Batteries subjected to abusive charging at excessively high currents for prolonged periods of time without vent caps in place may create a surrounding atmosphere of the offensive strong inorganic acid mist containing sulfuric acid.		
<b>Reactivity:</b> Organic materials, chlorates, carbides, fulminates, water, powdered metals. Reacts violently with water with evolution of		

Z99-SDS-FLOODPBBB 2013-09

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# WHS Personnel





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







- **Your supervisor** can provide you with guidance on where to access information relevant to your job (instructions) and can explain the safety procedures and requirements relevant to your role. They are experienced persons who have work extensively in the field. Supervisors will observe all workers to ensure they are all following WHS policies and procedures.
- **Your HSR (health and safety representative)** An employee duly elected to represent the workgroup, worksite, and you as a worker in matters of health and safety. Your OHS representative is there to facilitate OHS consultation, give information on OHS, raise your views, interests and concerns to a OHS committee.  
Note: They are elected by the employees, not appointed by the employer.
- **OHS committee** is a group of people on a worksite or in your company who offer strategic direction and resolve OHS matters in the workplace. They are responsible for looking at safety issues and suggesting ways of improving work practises, use of equipment, communication, and training of staff.
- **First aid officers** are authorised and qualified members of the team who are responsible for administering first aid in the workplace. They must be trained and appointed.

## Common Workplace Signage

Another important safeguard method is the use of appropriate signage within and around the worksite. Signs have different colours, which represent instructions.

			
<p><b>Danger/Do not Signs</b> They are RED <b>Purpose:</b> Warn of a particular hazardous condition that is life-threatening.</p>	<p><b>Warning Signs</b> They are YELLOW <b>Purpose:</b> Warn of a particular hazard or hazardous condition that is not life-threatening.</p>	<p><b>Emergency Sign</b> They are GREEN <b>Purpose:</b> Show emergency information like Fire exit, Emergency facilities and First Aid</p>	<p><b>Regulatory – Mandatory</b> They are BLUE <b>Purpose:</b> Must do/comply in the interests of safety.</p>

			
<p><b>Prohibition Sign</b> Red circle and cross bar over a black pictogram and black wording. <b>Purpose:</b> Activities/conditions that are forbidden (ie. No Entry)</p>	<p><b>Fire signs</b> They are made up of a red solid rectangle with white pictogram/text. <b>Purpose:</b> Fire extinguisher/blanket/ho se reel, Fire alarm.</p>	<p><b>Limitation Restriction</b> Red circle border (no crossbar) around black pictogram and black wording <b>Purpose:</b> Limitation or restriction on activity/condition.</p>	<p><b>Safety and lockout tags</b> Placed on things to notify others. Reasons could be faulty equipment, isolation of equipment, notify of a danger. <b>Danger and Isolation Tags</b> can only be removed by the person that places the tag <b>Out of service tags</b> can be removed by a competent person after it has been fixed</p>
<p align="center"><b>Site Safety, Directional, Traffic and Warning Signs and Symbols.</b></p>			



# 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).
- OHS regulatory authority (e.g. WorkSafe, WorkCover, Safework).

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

Incident report forms are available for recording the details of incidents in the workplace.

See above for a copy of a Workplace Incident Record.

## Identify incident and emergency response procedures

### Workplace Emergencies

Construction site emergencies may include:

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

Dial '000' if there is an emergency.



## 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).



# Workplace Incidents

## An Incident

### 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.

## Near misses

"Near misses" can be defined as close calls that have the potential for property loss or injury.

A near miss will prevent a task from being completed as planned. Most accidents can be predicted by close calls. These are accidents that have almost happened or possibly did happen but simply didn't result in an injury this time around. Here are some examples of near misses in the workplace:

- An employee trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of the desk.
- An outward-opening door nearly hits a worker who jumps back just in time to avoid a mishap.
- Instead of using a ladder, an employee puts a box on top of a drum, loses balance and stumbles to the ground. Although the employer is shaken, there is no injury.
- 

Near misses should be recorded and reported even though no injury may have been sustained to improve work practices.



## Examples of incidents

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.

All incidents **MUST** be reported!

# 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 response 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 calling emergency services (Dial 000) let the operator know the following details:





- 1.** Where the emergency is.
- 2.** Details of exactly what happened.
- 3.** Details of any injuries.
- 4.** Any action that has been taken so far.
- 5.** Your name.
- 6.** Details of any other parties that have been contacted.

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

## 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><b>Breathing Apparatus</b></p> <p>A self-contained breathing apparatus (SCBA) is a device worn by rescue workers, fire fighters, and others to provide breathable air in situations with an immediate danger to life and health.</p>	
<p><b>Fire Blanket</b></p> <p>Fire blankets are used for small fires to smother them. 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><b>Fire Extinguisher</b></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><b>Fire Hose Reel</b></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 classes of fire

There are six classes of fire: Class A, Class B, Class C, Class D, Class E, and Class F.

An easy way to determine which fire extinguisher to use is by the different coloured bands on the top of each cylinder. This coloured band tells us what type of fire extinguisher it is therefore allowing us to recognise which fire to use it for. If you can not remember the band on the extinguisher you can refer to the green images on the extinguisher or refer to the plate above where the extinguisher is hanging.

Important: It is essential you identify the type/class of fire before extinguishing the fire. When you identify the type of fire you can get the correct fire extinguishing agent for the fire.

	<b>Class A</b> Flammable Materials (eg: paper & wood)	<b>Class B</b> Flammable Liquids (eg: paint & petrol)	<b>Class C</b> Flammable Gases (eg: butane & methane)	<b>Class D</b> Flammable Metals (eg: lithium & potassium)	<b>Class E</b> Electrical Equipment (eg: computers & generators)	<b>Class F</b> Cooking Fats and Oils (eg: fryers & chip pans)
 <b>Water</b>						
 <b>Dry Chemical Powder ABE</b>						

 <b>Carbon Dioxide CO2</b>						
 <b>Foam</b>						
 <b>Wet Chemical</b>						

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	<b>Class A</b> Flammable Materials (eg: paper & wood)	<b>Class B</b> Flammable Liquids (eg: paint & petrol)	<b>Class C</b> Flammable Gases (eg: butane & methane)	<b>Class D</b> Flammable Metals (eg: lithium & potassium)	<b>Class E</b> Electrical Equipment (eg: computers & generators)	<b>Class F</b> Cooking Fats and Oils (eg: fryers & chip pans)
 <b>F 500 suitable for Lithium-Ion battery fires</b>						

This diagram has been used from <https://www.fireextinguisheronline.com.au/blog/post/types-of-fire-extinguisher-in-australia-all-you-need-to-know>