IMPORTANT

Good Morning and welcome to your White Card Course!

Please do not write in this book or remove it from the training room.

We have emailed you digital PDF copy of this learner guide via a downloadable link that you can keep forever, so you can always refer back to what you learnt today.

It was sent in your confirmation email when you initially booked this course, it will also be sent again in the email with your certificate after this class.

Enjoy your class 😊

Learner Guide

White Card Course

CPCWHS1001 – Prepare to work Safely in the construction industry

South Australia

Course Induction

You are doing this course with National Courses Pty Ltd. We trades as:

National White Card Courses | HCA Hospitality Courses Australia | National Courses | noc.edu.au National Online Courses | National First Aid Courses

1. Identification (ID)

You are required to provide one form of photo identification, it must be an official government issued ID.

2. Student Handbook

A Student Handbook has been emailed to you in your confirmation email.
This includes: Your rights and responsibilities, our responsibilities as the training provider, the process to make a complaint, appeal a decision, or provide feedback.

3. Training & Assessment Requirements

The training and assessment requirements and conditions are outlined at the start of your assessment. Your trainer will explain these to you now.

4. Certification

You will receive a white card today after class. If you have not provided us your USI and a photo for your wallet card, please do so now. Without this, we are unable to produce your white card. You will also receive a statement of attainment after this class via email for the unit code CPCWHS1001 – Prepare to work safely in the construction industry.

5. Your Training Room

Your trainer will cover where the toilets are, facilities on site, emergency procedures, where you can fill water bottles and mobile phone expectations. You are not allowed to smoke or vape on the premises. If you would like to smoke or vape you are welcome to outside the premises.

6. Questions & Support

If you have any questions, concerns, or require additional support that has not already been discussed, please inform your trainer now or at any time during the class.

This leaner guide has been sent to you by email via a downloadable link that you can refer to at any time. It will also be sent to you after this class with your certification. You have lined paper on the last page of the assessment you can rip off and use for notes if needed.

Get a USI	Find My USI
SCAN ME	SCAN ME

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:

- 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.***

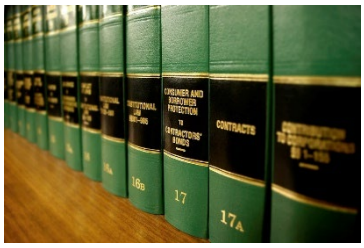
It does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out."

WHS Requirements

WHS 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.

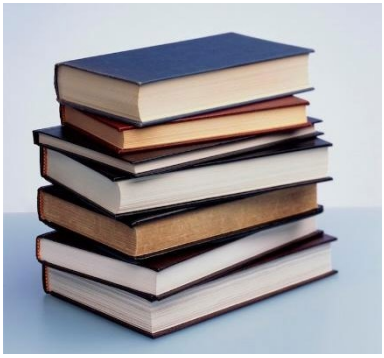
Law or Guideline	Description
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice/ Compliance Codes	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give 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. 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
  Work Health & Safety Regulation 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

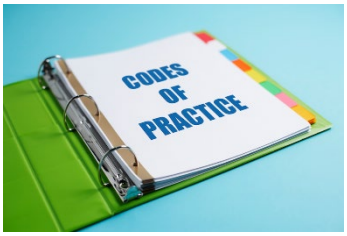
The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your workplace. Duties



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 WHS 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 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**.

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.

WHS 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
Employee (You)	1. Taking reasonable care of yourself and others 2. Not doing anything that would affect the health and safety of others at work 3. Following any reasonable health and safety instructions from your employer	1. Safe Workplace (Including PPE equipment, and safety procedures) 2. Adequate facilities 3. Instructions, Information, and Training
Employer (Your Boss)	1. Safe workplace so far as reasonably possible 2. Provide and Maintain tools and equipment 3. Inform workers of their Rights and Responsibilities	1. Employees follow directions and instructions 2. To be informed about hazards 3. Expect employees to take reasonable care

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

This includes adequate amenities or facilities such as

1. Toilets
2. Clean drinking working
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.

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.**

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 of 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).

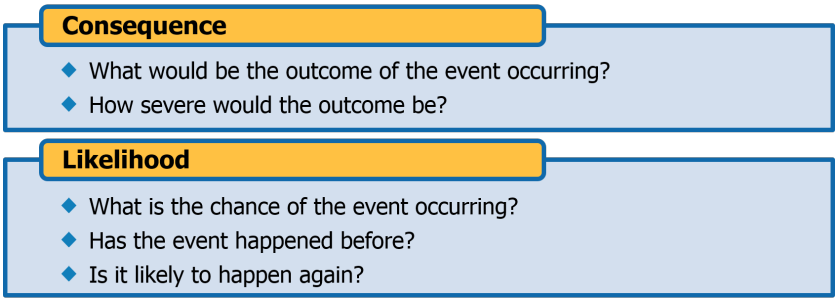
Some construction hazards you should check for in the work area:

Hazard	Definition	Example and Hazard Description
Asbestos	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.
Confined Spaces	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.
Chemical Spills	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.
Electrical Hazards including Power Lines, Cords and Equipment	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.
Excavations, including Trenches	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.
Falling Objects	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.
Fire	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.
Hazardous Substances and Dangerous Goods	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
Liquids Under Pressure	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**
Hot and Cold Working Environments (Temperatures)	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.
Manual Handling	The physical act of lifting, carrying, pushing, pulling, or moving objects by hand or bodily force.	Lifting a concrete bag. Could cause injury (strain).
Noise, Dust and Vapours	Environmental hazards in workplaces that include excessive sound levels (noise), fine particulate matter (dust), and harmful gases (vapours).	Cutting concrete with a concrete cuter. Could cause hearing, breathing or vision problems.
Plant and Equipment Operation	The movement and operation machinery within a worksite.	Operating a 20t excavator on site. Could be struck by or injured while using mobile equipment.
Traffic and Mobile Plant	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.

Unplanned Collapse	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.
Ultraviolet (UV) Radiation	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.
Working at Heights including Scaffolding	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.
Construction work that requires a high risk license	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:

	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: **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: **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.

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
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.

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 WHS 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

COMPANY ADDRESS

INSERT COMPANY LOGO

COMPANY PHONE NUMBER

Job name / number:		Job Location:	
Project Manager:		Assessor name:	
Site Supervisor:		Date:	

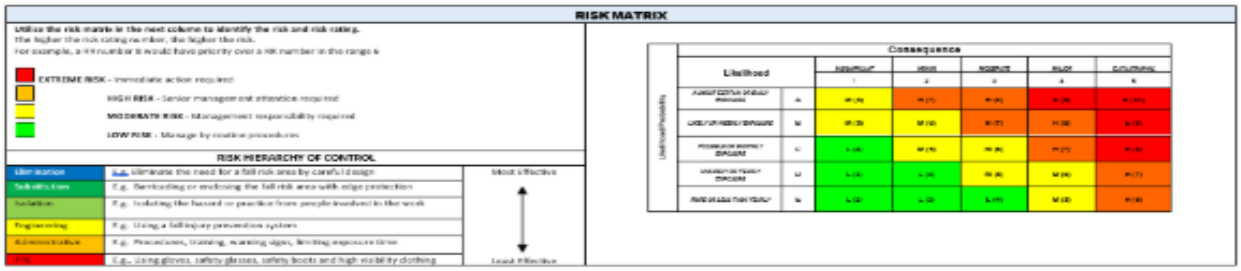
HEALTH AND SAFETY SITE INSPECTION

1. Site Control			2. Site Facilities		
YES	NO		YES	NO	
☐	☐	Hazard board and signage up-to-date	☐	☐	Offices clean, adequate & good lighting
☐	☐	Environmental plans/measures	☐	☐	Smoko sheds – clean, potable water
☐	☐	Toolbox talk last date	☐	☐	Toilets – clean, washing water
☐	☐	Safety inductions for all on site	☐	☐	Tool/equipment sheds adequate
☐	☐	Safety notice board current	☐	☐	

3. General Site Tidiness & Accessways			4. Personal Safety Equipment		
YES	NO		YES	NO	
☐	☐	Clear, safe access to work areas	☐	☐	Signage displayed and legible

Job Safety Analysis

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. A simple way to explain a JSA – it is a risk assessment.



RISK MATRIX

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 4 H number it would have priority over a 4K number in the range 4

EXTREME RISK - Immediate action required
HIGH RISK - Senior management attention required
MODERATE RISK - Management responsibility required
LOW RISK - Manage by routine procedures

RISK HIERARCHY OF CONTROL

Elimination	e.g. Eliminate the need for a fall risk area by careful design	Most effective
Substitution	e.g. Barricading or enclosing the fall risk area with edge protection	
Isolation	e.g. Isolating the hazard or practice from people involved in the work	
Engineering	e.g. Using a fall injury prevention system	
Administrative	e.g. Procedures, training, warning signs, limiting exposure time	
PPE	e.g. Using gloves, safety glasses, safety boots and high visibility clothing	Least effective

Consequence

Likelihood						
Likelihood	A					
	B					
	C					
	D					
	E					

Activity	Possible Hazards	Initial Risk Score Risk before controls	Control Measures Control measures have been identified using the Hierarchy of control Elimination ->Substitution ->Engineering -> Admin -> PPE	Residual Risk Score Risk after controls	Control Responsibility

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 companies steps, systems and controls on completing job safely 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 -

SAFE WORK METHOD STATEMENT – PLASTERING

NO.	ACTIVITY / WORK TASK STEPS	POTENTIAL HAZARDS	INHERENT RISK	CONTROLS REQUIRED	RESIDUAL RISK	RESPONSIBLE PERSON
	ACTIVITY / WORK TASK STEPS PROMPT: 1) PLANNING 1a) COMPETENCY 1b) EQUIPMENT 1c) EMERGENCY RESPONSE 1d) ISOLATIONS 2) COMMENCE SPECIFIC TASK STEPS 3) MONITOR AND MANAGE 4) COMPLET TASK STEPS 5) REMOVAL OF EQUIPMENT 6) SIGN OFF					
	1) PRE-PLANNING					
	Familiarisation with the work environment	1. Failure to identify all hazards of the task 2. Interface issues with other contractors / Client 3. Personnel unfamiliar with work area	M Possible Moderate	1.1 SWMS / JHA to be completed and signed by work crew prior to commencement of daily thereafter until task completed 1.2 SWMS / JHA to be signed by Supervisor as approved 1.3 Supervisors and personnel to be trained in hazard identification processes 2.1 Permit to Work (if required) to be raised and approved 2.2 Liaise with Contractors / Client prior to commencement 3.1 Personnel to be inducted for location / work area	L Unlikely Moderate	Supervisor
	1a) TRAINING / COMPETENCY / QUALIFICATIONS					
	Qualifications and competency criteria established	1. Plastering personnel and supervision are not adequately trained 2. Supervision fails to adequately understand plastering requirements	L Possible Minor	1.1 Clear guidelines regarding plastering qualifications / competencies established and adhered to 1.2 Plastering requirements incorporated into Safety Plan / SWMS 1.3 Plastering requirements endorsed by Top Management 2.1 Supervisors managing plastering activities to hold applicable qualifications / competencies	L Unlikely Minor	Supervisor
	1b) EQUIPMENT					
	Carry out prestart on equipment to be utilised for the task	1. Equipment fails during use 2. Equipment not designed for activities	M Possible Moderate	1.1 Equipment to be checked for excessive wear and tear 1.2 Place out of service tags and remove from service any equipment which is damaged or does not have a current tag 1.3 Equipment to be stored in a cool, dry place when not in use 2.1 Equipment to be utilised as per manufacturers specifications	L Unlikely Moderate	Work Team
	Set up plastering equipment	1. Manual handling injury	L Possible Minor	1.1 All personnel to utilise correct lifting and manual handling techniques 1.2 Personnel to request assistance or use mechanical aids if required	L Unlikely Moderate	Supervisor
	Prepare the equipment and materials	1. Equipment failure causing damage or harm prior to and during activity 2. Release of fumes / liquids causing personal injury due to inhalation/ingestion	L Possible Minor	1.1 Check equipment for operability 1.2 Check materials are correct and ready for mixing 2.1 Safety data sheet to be available, understood and all associated controls in place prior to handling hazardous materials	L Unlikely Moderate	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 / Accident Report

OFFICE USE ONLY	Further action required i.e. Reportable to Authority	Yes		Class of accident / incident	LTI		Witnessed or reported	Yes	
		No			No LTI			No	
					Property Damage				
					Other				

Where an incident, accident or near miss with the potential to cause serious injury, illness or an adverse environmental impact OR a potential has lost time injury occurs, the Principal Contractor is to be informed **immediately**. A decision will be made, following discussion with the Principal Contractor, as to who will carry out the accident / incident investigation.

A copy of the completed form is to be faxed to Principal Contractor

Client:	**Project:**
Site Address:	

Has the client been notified? Yes [ ] No [ ]

Time of accident/incident:	**Date of accident/incident: ____/____/____**
Accident / incident witnessed by (if applicable):	
Name of injured person/s and age (optional):	
Location of accident / incident (be specific)	
Nature of injury / illness / incident:	
Occupation of the injured person/s (if applicable): **PCBU:**	
Referred / transferred to:	
Damage to equipment / property: Yes [ ] No [ ]	
Description of accident / incident (Attach additional pages if required) **(Describe in detail, including names of witnesses, photos etc.)**	
Recommended preventive action:	
Have the relevant authorities (WorkCover, EPA, Police) been notified? Yes [ ] No [ ]	

Completed by:	**Position:**	**Date: ____/____/____**

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:

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.

EXIDE TECHNOLOGIES

GHS
SAFETY DATA SHEET

I. PRODUCT IDENTIFICATION

MANUFACTURER/SUPPLIER
GNB Industrial Power
A division of Exide Technologies
3950 Sussex Avenue
Aurora, IL 60504-7932

PRODUCT ID: UN2794

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

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: Electric Storage Battery

FOR EMERGENCY
CHEMTREC (800) 424-9300
(703) 527-3887 – Collect
24-hour Emergency Response Contact
Ask for Environmental Coordinator

II. HAZARD IDENTIFICATION

Signal Word: Danger

Category:		GHS Codes	Description
Health:	STOT RE 2	H302	Harmful if swallowed.
	Acute Tox. 4	H314	Causes severe skin burns and eye damage.
	Repr. 1A	H332	Harmful if inhaled.
	Skin Corr. 1A	H360	May damage fertility or the unborn child.
	Flam. Gas 1	H373	May cause damage to organs through prolonged or repeated exposure.
	Aquatic Chronic 1	H220	Extremely flammable gas (hydrogen)
	Aquatic Acute 1	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.
		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.
Handling:		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.

WARNING: 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.

Reactivity: Organic materials, chlorates, carbides, fulminates, water, powdered metals. Reacts violently with water with evolution of

Z99-SDS-FLOODPBSB 2013-09

Page 1 of 7

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 WHS representative.** An employee duly elected to represent the workgroup, worksite, and you as a worker in matters of health and safety.

- **WHS committee** is a group of people on a worksite or in your company who offer strategic direction and resolve WHS 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.

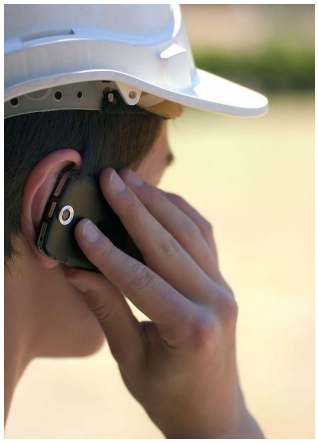
Common Workplace Signage

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

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

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

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, 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.

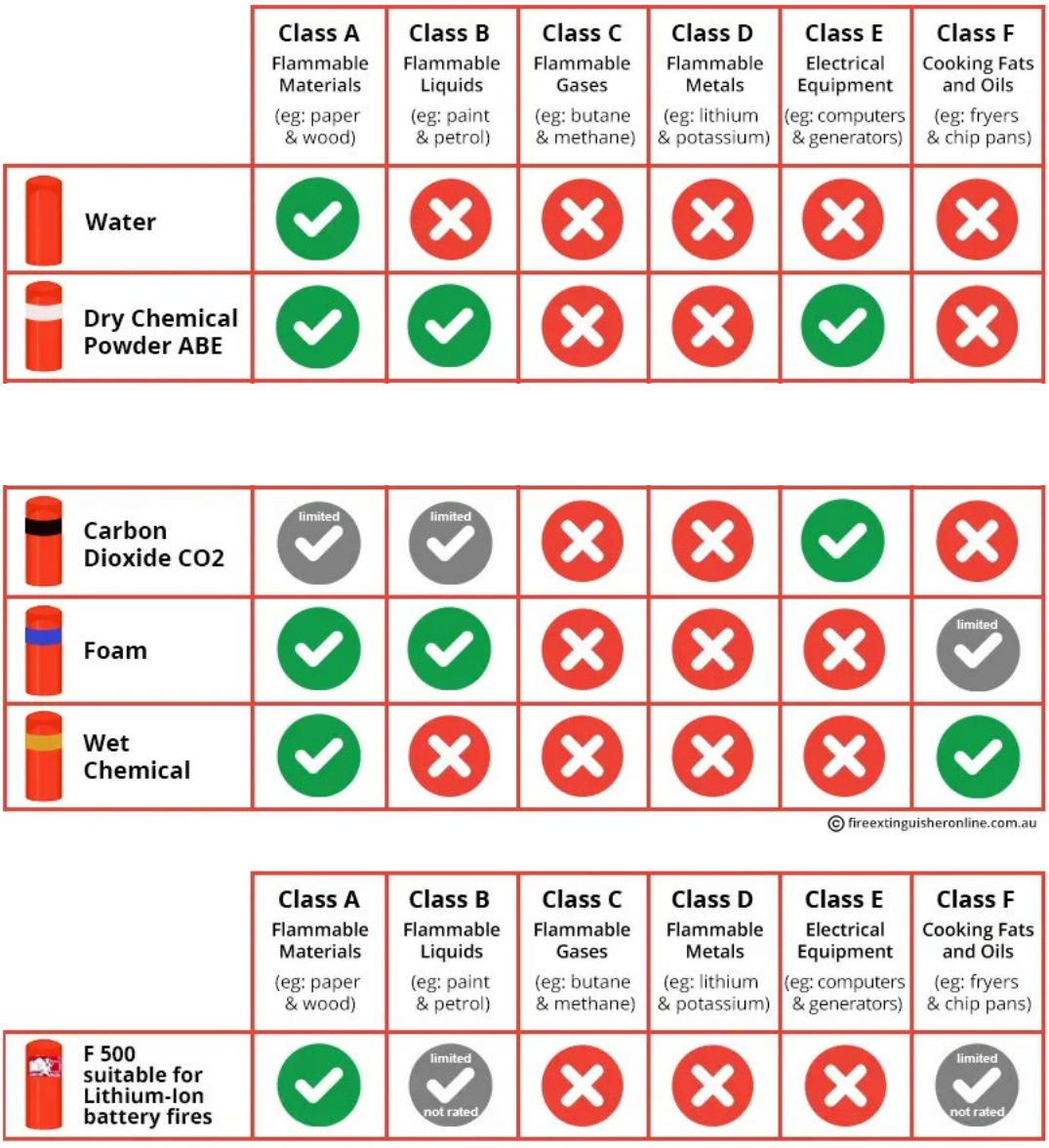
The fire safety equipment that is commonly available on construction worksites may include the following:

Breathing Apparatus 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.	
Fire Blanket 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. They can also be used if a person's clothing has caught fire.	
Fire Extinguisher Portable fire extinguishers can save lives and property by putting out or containing fires within the capability of the extinguisher. However, they must be of the correct type for the particular fire, and they must be used correctly.	
Fire Hose Reel Fire hose reels provide a reasonably accessible and controlled supply of water to combat a potential Class A fire risk. All fire hose reels must comply with Australian Standard AS/NZS1221.	

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.



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