

LEARNER GUIDE



Training support material for:

CPCCWHS2001 –

**APPLY WHS REQUIREMENTS,
POLICIES AND PROCEDURES IN THE
CONSTRUCTION INDUSTRY**



Includes test
yourself questions



**EASY
GUIDES**

Australia Pty Ltd

Industry Training Resources

This learner support material is designed to help trainees prepare for the requirements of the Unit of Competency:

CPCCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry contained in the CPC- Construction, Plumbing and Services Training Package .

Application:

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity. It applies to workers in the construction industry.

This unit also relates directly to the general construction induction training requirements of the Model Work Health and Safety Regulations 2011 and relevant occupational health and safety regulations for Victoria and for Western Australia. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry covers these induction training requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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This book is a collaborative effort, designed and produced by:

Writers: Jennifer Williams, Paul Wiles

Editor: James Tennant, Paul Wiles

Desktop Publishers: Sonia Daru, Nathan Leigh, Maree Herbert

Illustrators: Nathan Leigh, Shirhan Manan, Stephen Sombillo

3D Graphics: Nathan Leigh, Shirhan Manan

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CPCWHS2001 – Apply WHS requirements, policies and procedures in the Construction Industry

Learner Details	
Name:	
Address: _____ _____	
Mobile:	Phone number:
Supervising Employer/Registered Training Organisation (RTO)	
Employer/RTO name:	
Address: _____ _____	
Mobile:	Phone number:



Contents

Introduction	5
Element 1 – Identify and assess risks	11
Element 2 – Identify hazardous materials and other hazards on work sites	55
Element 3 – Plan and prepare for safe work practices	83
Element 4 – Apply safe work practices	99
Element 5 – Follow emergency procedures	133
Glossary	157
Test yourself – Questions	161

Introduction

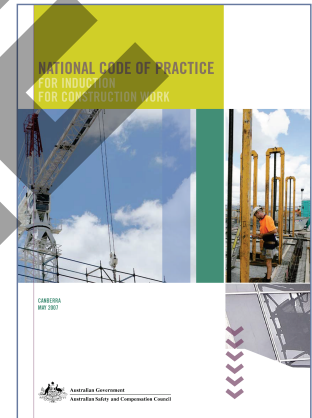


SAMPLE

Applying safe work practices, policies and procedures in the construction industry

People who work in construction need to know how to work safely. This includes being able to identify hazards and risks. When doing their work, they must:

- Follow work instructions provided by their employer
- Follow company policies and procedures
- Follow government laws and regulations.



'White card'

Induction training must be done before a worker can enter a construction worksite.

The unit of competency compulsory for induction training is: CPCWHS1001 Prepare to work safely in the construction industry' which is covered by Easy Guides' Construction Induction Learner Guide.

This Learner Guide, Apply WHS requirements, policies and procedures in the construction industry is at a higher skill level and focuses on actually doing the job safely.

Both units are included within the CPC- Construction, Plumbing and Services Training Package and can be delivered within the VET sector.

Note:

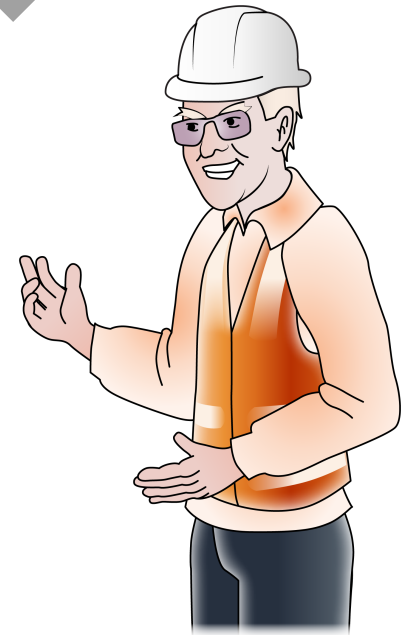
Keep a photocopy of your White Card. If you happen to lose the original you may not be allowed on the worksite whilst you are waiting for a new card.



Induction training falls into three categories

- General induction
- Site specific induction
- Task specific induction

An employer has a **duty of care** under the WHS/OHS Act to provide employees with information, instruction, training and supervision as is necessary to perform their work safely.



Aims of general induction training

General induction training aims to provide persons with a basic knowledge of workplace health and safety legislative requirements, principles of risk management and the prevention of injury and illness in the construction industry.

General induction training should be undertaken by anybody working in general construction (commercial and civil) as well as those in the residential construction sector.



General induction training should include a formal training program that provides workers in the construction industry with an awareness and understanding of:

- their rights and responsibilities under WHS/OHS law
- common hazards and risks that are in the construction industry
- basic risk management principles
- the standard of behaviour expected of workers on construction sites.



Aims of general induction training (continued)

General induction training is recommended for:

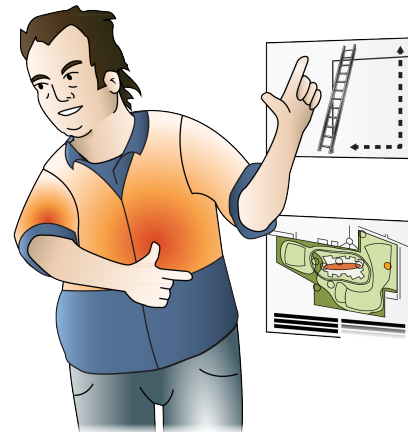
- Anybody carrying out construction work including site managers, supervisors, surveyors, labourers and trades persons.
- Anybody with access to operational construction zones unaccompanied or not directly supervised by an inducted person.
- Anybody whose employment causes them to routinely enter operational construction zones.



General induction should be completed upon **entry** to the industry before commencing construction work.

However, general induction may be repeated when the person with control of the construction work decides that there is a need for additional training.

This can be determined through supervision, incidents that may occur, risk management, or when a person re-enters the industry after an extended absence; for example, two consecutive years.



Element 1 - Identify and assess risks

This element covers the following performance criteria:

- 1.1. Identify, assess and report hazards in the work area to designated personnel.
- 1.2. Report safety risks in the work area based on identified hazards, to designated personnel.
- 1.3. Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.
- 1.4. Contribute to WHS, hazard, accident or incident reports in accordance with workplace procedures, Australian government and state or territory WHS legislation, and relevant information.





1.1 Identify, assess and report hazards

A hazard is anything that can harm you or others while you are working. The first thing you need to do is to identify these hazards before you start work.

Take a good look at your workplace and decide if anything could possibly cause injury to you or anyone else in the area.



Above head height

You should check above eye level for:

- Powerlines
- Buildings
- Trees
- Other obstructions
- Objects that could fall from height.

Ground to eye height

You should check around eye height for:

- Other equipment
- Pedestrians
- Machinery
- Things in the path of travel
- People
- Other obstructions.

Ground level (and below)

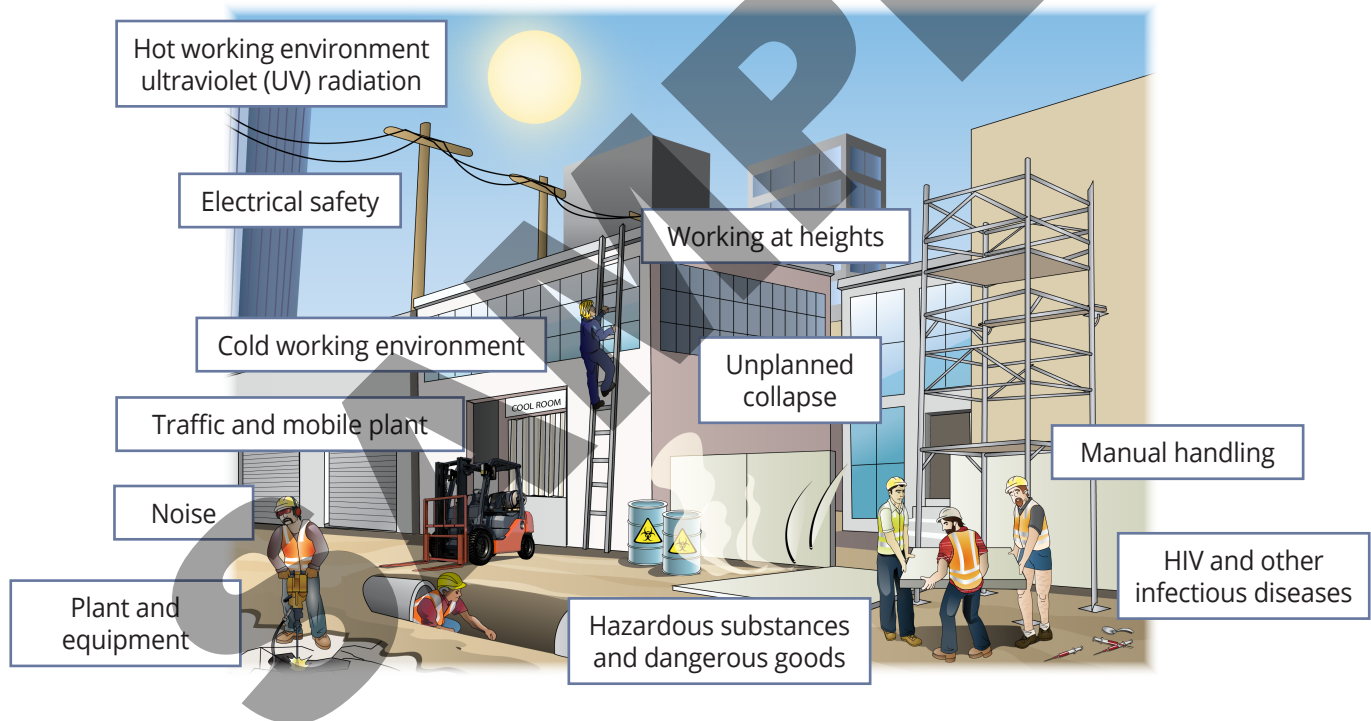
You should check the ground to see:

- If the surface is stable and level
- If there are spills or wet surfaces
- Is there debris/rubbish
- Is the surface strong enough to support the weight of any equipment or materials
- Are there trenches or recently backfilled trenches
- Is the ground unstable.

Common construction hazards

What is a work area hazard?

Construction work is done in lots of different work environments such as on building sites, in confined spaces, in trenches, on rooftops, or inside buildings. These different work environments often have different hazards.



Common construction hazards (continued)

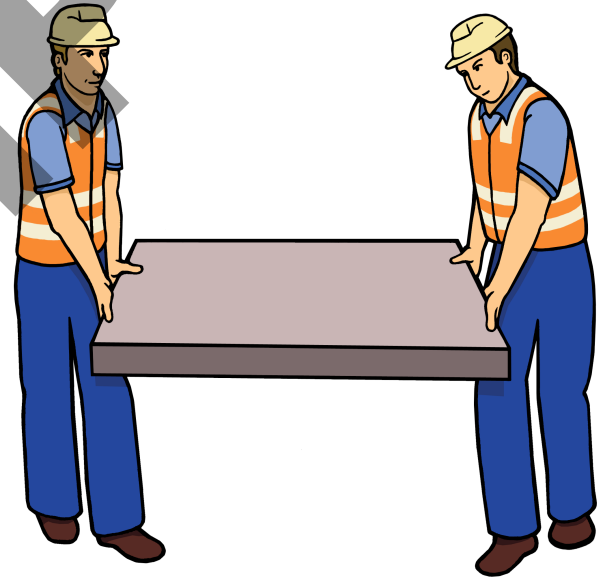
Noise, dust and fumes

Protect yourself with personal protective equipment (PPE). You might need gloves, hearing protection, eye protection and an approved respirator. Wet down dusty areas to stop dust spreading in the air.



Manual handling and moving machinery and equipment

Remember that other people may have different physical abilities to you. For example, awkward objects should always be lifted by two people together – no matter how weak or strong a worker appears to be.



Excavations, including trenches

Use barricades to keep people away and to stop people falling in.



Assess the hazard

Once the hazards have been identified you must learn how to manage them. A risk assessment should be carried out to assess the chance of the hazard causing harm or an injury (the risk). Control measures can then be discussed and put in place.

Hazard

A hazard is any thing or any situation which could injure or harm you.

In other words, it is anything that can hurt you.



Risk

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

In other words, how likely it is that somebody or something may be harmed by the hazard.



Control

Put controls in place to reduce the risk or eliminate the hazard.



Risk assessment – putting it all together

The form represented in the following pages will help you decide how serious a risk is to you or other people. Use the form to decide if you need to do anything about the risk.

This form is an example of a risk assessment and control form. You can use it at your workplace to help with risk management. You can find out more about risk management in the Queensland Workplace Health and Safety codes of practice.

The following tables and form will show you how to do a risk assessment for the following workplace activity.

Workplace activity – Risk assessment

- You need to access the top of a high load to attach lifting gear
- The anchor point cannot be reached from ground level
- The current process is to climb the load and attach the lifting gear
- The current controls in place include using a ladder to access the top of the load and the dogger wears a hard hat and gloves.

The following Steps 1 to 5 give a guide to information needed for a risk assessment.

There are many different forms and tables used in industries but the process is always similar.



Element 2 - Identify hazardous materials and other hazards on work sites

This element covers the following performance criteria:


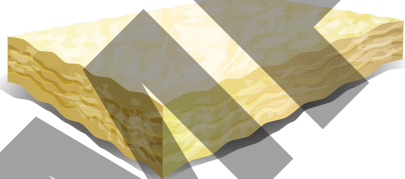



- 2.1 Correctly identify and, if appropriate, handle and use hazardous materials on a work site in accordance with legislative requirements, and workplace policies and procedures.
- 2.2 Apply measures for controlling risks and construction hazards effectively and immediately.
- 2.3 Use appropriate signs and symbols to secure hazardous materials that have safety implications for self and other workers, immediately they are identified.
- 2.4 Identify asbestos-containing materials on a work site and report to designated personnel.





2.1 Identify hazardous materials

Construction worksites often contain materials that can harm you or others.
Some hazardous materials commonly found on construction sites include:

<p>Asbestos containing materials (ACM) - anything which contains asbestos.</p> 	<p>Insulation materials</p> 	<p>Solvents</p> 
<p>Glues and cleaning chemicals</p> 	<p>Treated timber products</p> 	










Identify hazardous materials (continued)

Hazardous chemicals and materials can usually be identified by looking at labels and Safety Data Sheets (SDS). This information can tell you what is in the chemical or material that makes it hazardous.

Labels can have information on them like **DANGER** or **WARNING** or may have words that describe how a chemical or material may affect you, for example:





- May cause respiratory irritation (breathing problems)
- May cause cancer
- Fatal if inhaled
- Flammable liquid and vapour
- Causes severe skin burns and eye damage.

Symbols are also used so you can quickly identify them:

Flammability		Acute toxicity		Certain health hazards	
Chronic health hazard		Corrosive		Explosive	
Oxidising		Gases under pressure		Environmental hazard	

Identify hazardous materials (continued)

Some hazardous chemicals and materials can be produced by jobs you do on the work site. These are harder to identify because they do not have labels or may not have a SDS. For example:

<p>Exhaust fumes from plant and machinery produce harmful gases</p> 	<p>Welding can cause toxic fumes and vapours</p> 
<p>When grinding metals toxic dust or fumes may be released</p> 	<p>Chemicals used to make timber products like Medium Density Fibre (MDF), and dusts released from cutting and sanding timbers are hazardous to health or can present a dust explosion risk.</p> 









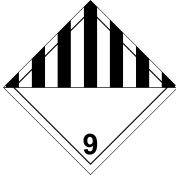
If hazardous chemicals or materials are created in the workplace, you must manage the risks.



2.3 Securing hazardous materials

Hazardous materials that have been identified on the worksite must be correctly labelled and stored (secured). Everyone should know where hazardous materials are kept and how they should be handled.

As well as having hazard labels attached, hazardous materials can be labelled with dangerous goods diamonds. Dangerous goods come in a number of different classes. Each class of dangerous goods can have a number of sub classes.

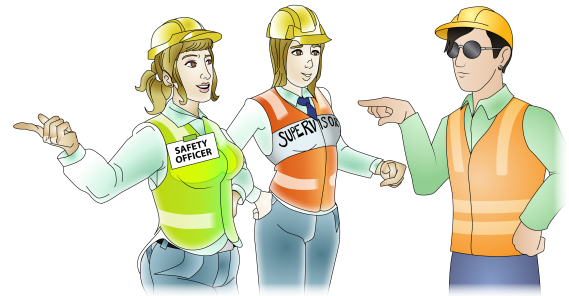
Class 1 Explosives 	Class 2 Gases 	Class 3 Flammable liquids 
Class 4 Flammable solids 	Class 5 Oxidizing agents and organic peroxides 	Class 6 Toxic and infectious substances 
Class 7 Radioactive substances 	Class 8 Corrosive substances 	Class 9 Miscellaneous 

For more information on dangerous goods refer to the Australian Dangerous Goods code.

Element 3 - Plan and prepare for safe work practices

This element covers the following performance criteria:

- 3.1. Identify, wear, correctly fit, use and store correct personal protective equipment and clothing for each area of construction work in accordance with workplace procedures.
- 3.2. Select tools, equipment and materials, and organise tasks in conjunction with other personnel on site and in accordance with workplace procedures.
- 3.3. Determine required barricades and signage, and erect at the appropriate site location.
- 3.4. Apply material safety data sheets (MSDSs), job safety analyses (JSAs) and safe work method statements (SWMSS) relevant to the work to be performed.





3.1 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is worn by a person to provide a barrier between themselves and a hazard. PPE will help to minimise the risk to a person's health and safety but it is not guaranteed to prevent injury. PPE is best used along with other hazard control measures.

- The employer (PCBU) must provide PPE or an allowance for the employee to purchase PPE
- Training should be done to learn how to correctly fit and use PPE
- PPE needs to be kept clean, hygienic and in good working order
- PPE must comply with Australian Standards, for example: AS/NZS 1337 Personal eye protection
- PPE should be stored so it is kept dry, clean and undamaged
- Check your workplace procedures to find out what PPE has to be worn.



**Look for safety signs around your worksite to show you when you need to wear different types of PPE.
PPE signs are mandatory; this means you MUST do what they say.**

Personal Protective Equipment (PPE) (continued)

Below are some examples of PPE that is worn at different times on a construction site. The PPE that is required will depend on the job being done.



Element 4 - Apply safe work practices

This element covers the following performance criteria:

- 4.1. Carry out tasks in a manner that is safe for operators, other personnel and the general community, in accordance with legislative requirements, and workplace policies and procedures.
- 4.2. Use plant and equipment guards in accordance with manufacturers' specifications, work site regulations and Australian Standards.
- 4.3. Follow procedures and report hazards, incidents and injuries to relevant authorities.
- 4.4. Recognise and do not use prohibited tools and equipment in areas containing identified asbestos..
- 4.5. Identify and follow requirements of work site safety signs and symbols.
- 4.6. Clear and maintain work site area to prevent and protect self and others from incidents and accidents, and to meet environmental requirements.





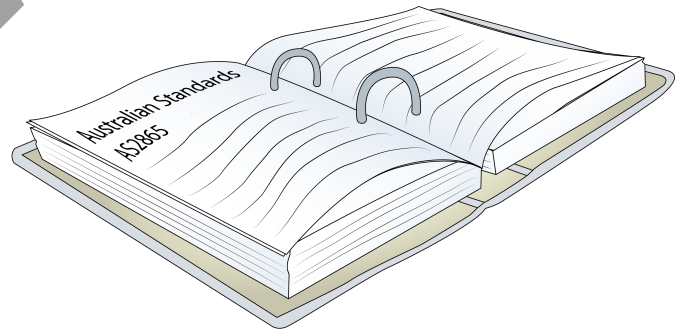
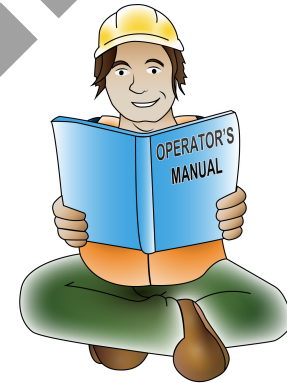
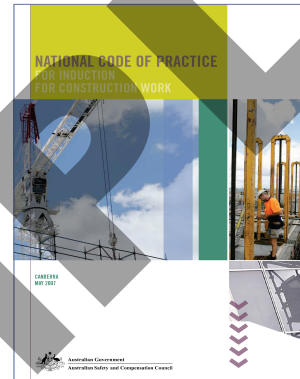
4.1 Perform tasks safely

All workers must perform their work in a way that is safe for:

- Machine operators
- Other workers
- The general community

There are various Acts, regulations, guidelines, standards, codes of practice, procedures and policies that give advice and instructions on how to work safely. Some examples of these are:

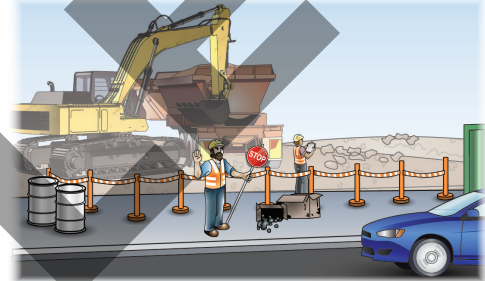
- Model WHS Act June 2011 (OHS Act for VIC)
- Australian standard AS 2865 - Confined spaces
- National code of practice for induction for construction work
- Safe operating procedures for specific plant and equipment
- Operator's manuals and instructions for using specific tools, equipment and plant.



Follow employer policies and procedures

When doing your job at the worksite, always be aware of company policies and procedures – and follow them. If you are ever unsure about a policy or procedure, ask your supervisor or other responsible person. Tell other workers about what you have found out so that everyone is doing the same thing.

One example of an employer's safety procedure is a traffic management plan. It tells you how to control vehicles in and around the worksite. It helps keep the site safe for you and others.



You may need a traffic control licence in your state or territory, before you can actually control traffic.

Communication

You need to communicate effectively on a construction site. This may involve using:

- Hand signals – if the other worker cannot hear you
- Fixed channel two-way radio – if the other worker cannot see you.

Two-way radio



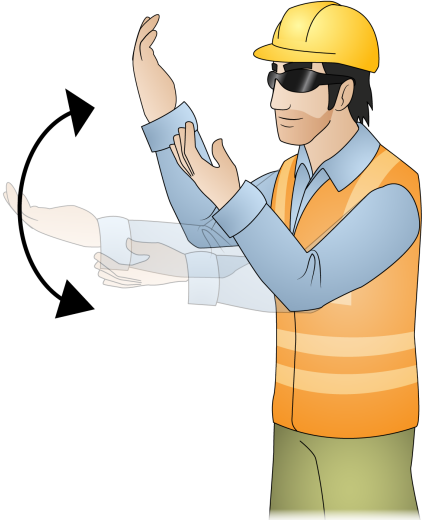

Make sure you know how to use the two-way radio properly. Test the equipment before you start the job.

Keep your mind on the job and quickly tell the other worker anything he needs to know. Use the terms that are commonly used at your worksite.



Communication (continued)

The hand signals below are examples of signals that could be used as a communication method on a construction site. They are not part of a standard and are not related to the hand signals used to direct load shifting equipment (e.g cranes).

<p>Start</p> <p>Both arms are extended horizontally with the palms facing forwards.</p> 	<p>Stop</p> <p>The right arm points upwards with the palm facing forwards.</p> 	<p>Move forwards</p> <p>Both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.</p> 
<p>Move backwards</p> <p>Both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.</p> 	<p>Danger</p> <p>Both arms point upwards with the palms facing forwards.</p> 