

# LEARNER GUIDE



Includes training tasks

# CONSTRUCTION INDUCTION (WHITE CARD)

Training support material for:

CPCWHS1001 -

Prepare to work safely in  
the construction industry

Produced by:



# ABOUT CONSTRUCTION INDUCTION



# ELEMENT 1 - IDENTIFY HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS OF CONSTRUCTION WORK

**This element covers the following performance criteria:**

- 1.1. Basic roles, responsibilities and rights of duty holders are identified and explained according to jurisdictional health and safety legislative requirements.
- 1.2. Duty of care requirements are identified.
- 1.3. Construction safe work practices are identified and explained.





## 1.1 – Health & Safety Legislative requirements

### Laws to keep your workplace safe

Health and safety requirements are outlined in Acts, Regulations, Codes of Practice and Australian Standards.



#### Acts

**Acts** are laws that explain how to improve health and safety in the workplace. Check your state or territory regulator for the current version. For example: Model Work Health and Safety Act or Occupational Health and Safety Act.

#### Regulations

**Regulations** explain specific parts of the Act. For example: Part 4.3 – Confined spaces, Part 4.4 – Falls

#### Codes of Practice/Compliance Codes

**Codes of Practice** are practical guidelines on how to comply with (meet the rules of) legislation. For example: HAZARDOUS MANUAL TASKS Code of Practice

#### Australian Standards

**Australian Standards** are work guidelines that set the minimum accepted performance or quality for a specific hazard, process or product. For example: AS 2550 – Cranes, hoists and winches – safe use set.

## Licences, tickets or certificates of competency

Some tasks will require you to hold a current licence, certificate or other qualification. Here are some examples:

- Licences issued under the **National Standard for Licensing Persons Performing High Risk** work such as:

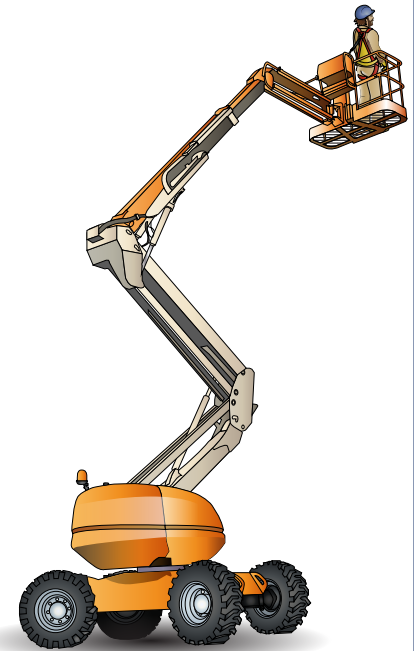
Dogging, rigging, scaffolding  
(over 4 metres)



Forklift trucks



Elevating work platforms  
(boom length 11 metres or more)



Cranes



Pressure equipment



# ELEMENT 2 - IDENTIFY CONSTRUCTION HAZARDS AND RISK CONTROL MEASURES

**This element covers the following performance criteria:**

- 2.1. Basic principles of risk management are identified.
- 2.2. Construction hazards are identified and discussed.
- 2.3. Purpose and use of PPE are identified and demonstrated.
- 2.4. Measures for controlling hazards are identified.





## 2.1 – Basic principles of risk management

### Hazard versus risk

#### What is the difference?

The constantly changing nature of construction work sets it apart from other types of work. Different hazards and risks emerge constantly—sometimes instantly.

Co-ordinating risk management is made more difficult by the stop and start nature of a construction project, high turnover of workers and temporary workplaces. These features contribute to the high levels of risk in the industry.

#### 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.



*Safe Work Method Statement (continued)*

## Construction work involving diving



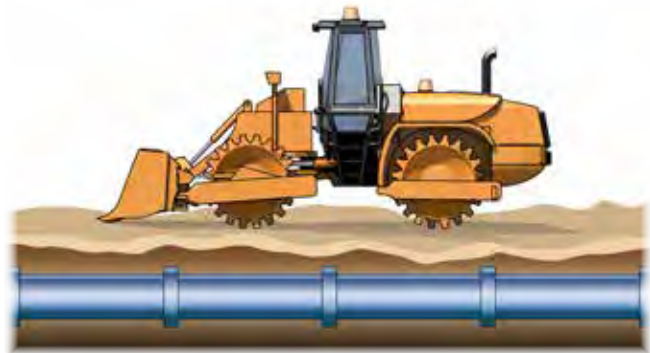
## Working adjacent to roadways or railways



## Work involving excavation deeper than 1.5 metres



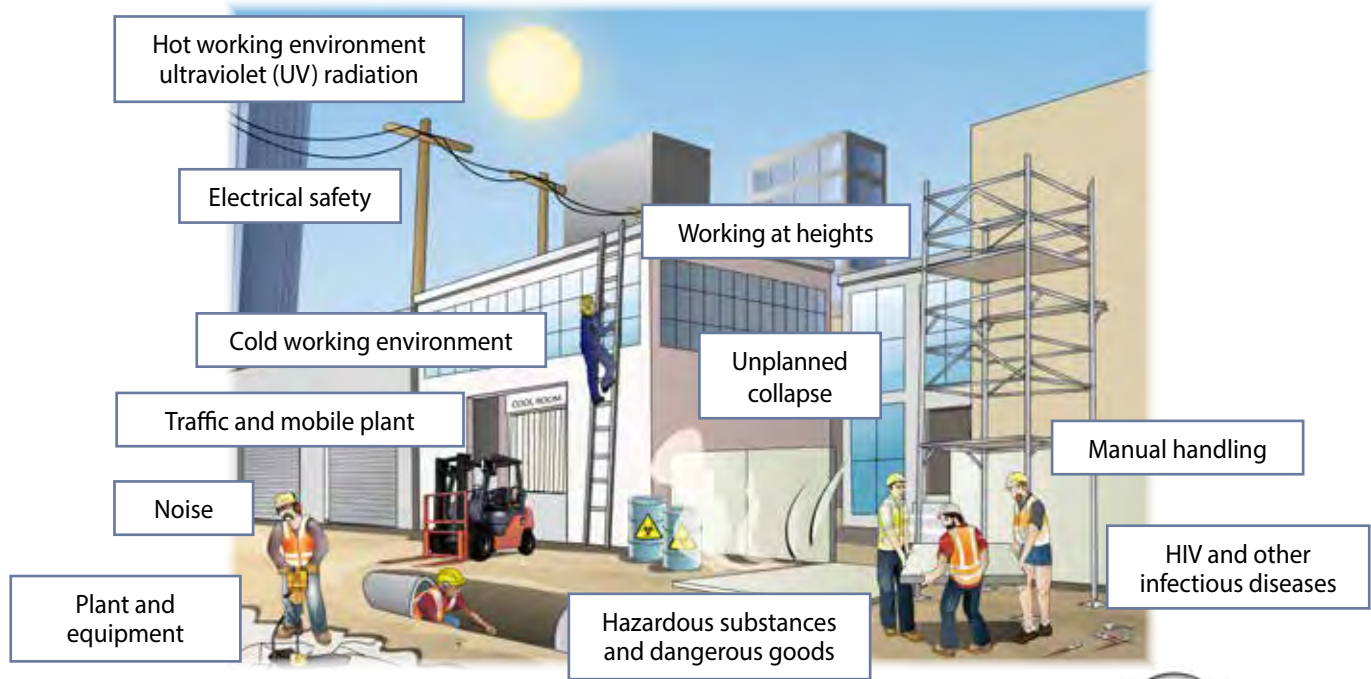
## Work on or near chemical, fuel or refrigerant lines







## 2.2 – Common construction hazards



You will see a number of these hazards while working in construction. Each of them carries a risk of harm to yourself and others so it is important that you check for these hazards regularly and know what to do if you find them.



## Confined spaces

Working in confined spaces requires special training and permits.

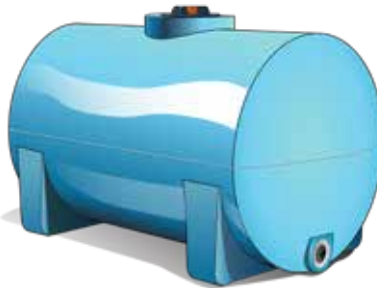
**DO NOT** undertake any work in confined spaces unless you are properly trained and experienced.

Confined spaces can include:

Pits



Tanks



Ducts



Pipes



Pressure vessels



Roof spaces

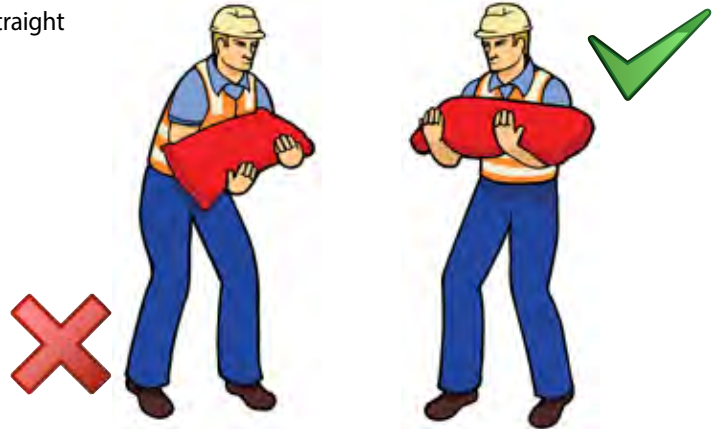


Manual lifting

Bend your legs and keep your back straight



Keep your back straight



Move your feet





## 2.3 – Personal Protective Equipment (PPE)

### The most common form of risk minimisation

Personal protective equipment (PPE) provides you with basic protection from hazards. It is not a guarantee that it will prevent injury, but it should help.

It is up to your employer to provide the necessary PPE for you to operate safely and also to make sure that you are trained to fit and use it properly. Look for safety signs around your worksite to show you when you need to wear different types of PPE.

It is a condition of entry on some construction sites that you wear specific PPE.



## Personal Protective Equipment (PPE)

The best way to make the workplace safe is to take away hazards altogether. But often you can't do this. This is where Personal Protective Equipment (PPE) can help.

PPE is clothing or equipment worn on the body to help protect you from hazards. PPE will not take away the risk of harm altogether, but it will help keep you safe.

Here are some examples of PPE:

Hard hat



Safety gloves



Safety vest



Dust mask



Ear muffs



Boots that cover the whole foot



Safety glasses/goggles



Sunscreen



Long sleeved top

Long pants

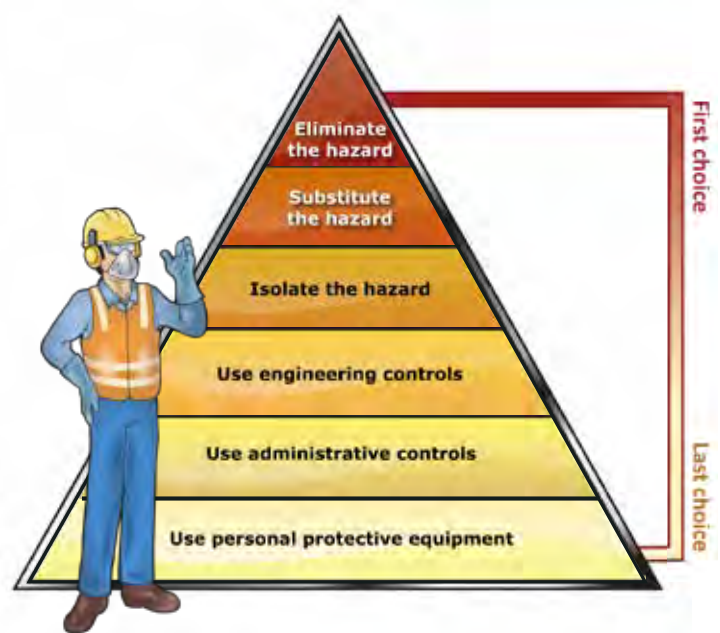


## The Hierarchy of Hazard Control

The **Hierarchy of Hazard Control** is a list of controls that you can use to eliminate or lower the danger from a hazard in the workplace.

There are the six (6) levels in the hierarchy from the **first choice** to the **last choice**.

- 1. Elimination:**  
If possible, remove (take away) the hazard.
- 2. Substitution:**  
Use a safer method if you can't remove the hazard.
- 3. Isolation:**  
Stop access to the hazardous (dangerous) area.
- 4. Engineering control measures:**  
Change the tools, equipment or environment to make it safer.
- 5. Administrative practices:**  
Reduce the time the worker is exposed to the hazards by using training, job rotation, the timing of jobs, etc.
- 6. Personal Protective Equipment (PPE):**  
Use PPE as your last line of defence.



Memory aid: **Every Saturday I Eat A Pie**

# ELEMENT 3 - IDENTIFY HEALTH AND SAFETY COMMUNICATION AND REPORTING PROCESSES

**This element covers the following performance criteria:**

- 3.1. Health and safety documents are identified and discussed.
- 3.2. Roles of designated health and safety personnel are identified and explained.
- 3.3. Safety signs and symbols are identified and explained.
- 3.4. Procedures for reporting hazards, incidents and injuries are identified.

