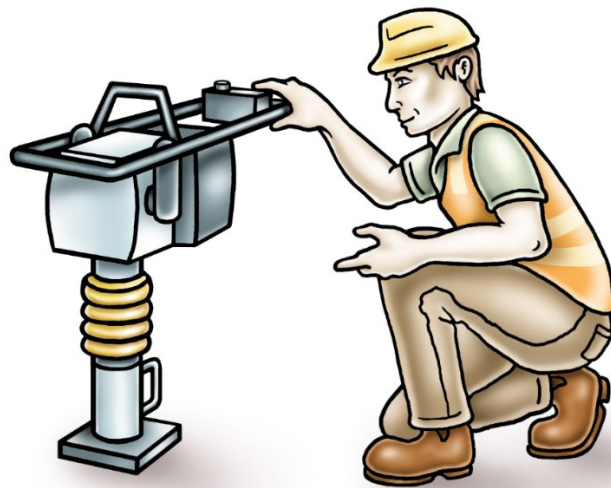
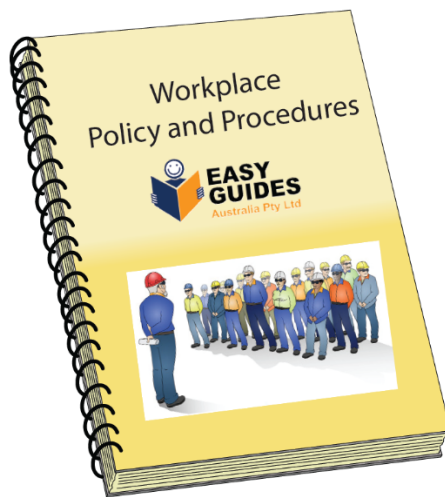


CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry

Learner Workbook

(Instructions And Marking Guide)



This resource was developed by:



Student Name: _____

Date: _____

Practical tasks

To demonstrate competency in this unit, a person must apply WHS requirements, policies and procedures on **three** separate and different occasions in the construction industry.

There are 3 practical tasks in this course.

Practical task 1 – Identify and assess risks and hazardous materials.

Practical task 2 – Plan and apply safe work practices (3 Practical activities must be performed in this task)

Practical task 3 – Follow emergency procedures

- Tasks can be completed individually or in small groups
- Tasks are designed to be workplace or scenario based. They can be completed based on:
 - The student's workplace
 - Scenarios provided in this document
- Or
- Scenarios written by the trainer.

Suggested demonstration tasks that can be performed;

- Manual handling or moving supplies from one location to another.
- Moving Hazardous substances from one location to another using the appropriate PPE and equipment or manual handling.
- Doing a fire drill and providing basic first aid.

Duration of Assessment: in 2-3 hours blocks or over a period of time.

Schedule Assessment date and time: _____

Element review questions - 1

To be completed by students after completing the following elements:

- Identify and assess risks
- Identify hazardous materials

Question 1	Performance Criteria 1.1
If you believe a hazard is dangerous and needs immediate attention, who should you report it to?	
Answer may include but is not limited to:	
<ul style="list-style-type: none"> • Supervisor • Manager • Health and safety officer • Safety officer with safety response training • Person qualified to handle asbestos • Other workers – warn them. 	

Question 2	Performance Criteria 1.2
What is the difference between a hazard and a risk?	
Answer:	
A <u>Hazard</u> is anything that has the potential to injure or harm someone.	
A <u>Risk</u> is how likely it is that someone will be hurt or injured by the hazard.	

Question 3	Performance Criteria 1.3
The site you are working on is littered with timber offcuts and broken bricks. Workers often take smoke breaks near a large container of flammable cleaning solvent.	
What is wrong with this worksite?	
Answer:	
These are unsafe work practices. There is potential for an accident or incident to happen.	

Question 4	Performance Criteria 1.4
What are Australian Standards?	
Answer:	
Australian Standards are work guidelines. They set the minimum accepted performance or quality for a specific hazard, process or product.	

Question 5	Performance Criteria 2.1
What steps should you follow if you need to handle or use hazardous materials?	
Answer may include but is not limited to:	
<ul style="list-style-type: none"> • Identify what the hazardous material is • Follow company procedures for handling or using the material. This could include reading the SDS and/or SWMS or speaking to your supervisor • Follow any government laws, standards or codes of practice when handling or using the material. 	

Question 6	Performance Criteria 2.2
One of the Hierarchy of hazard controls is to use administrative measures. Explain what this means.	
Answer may include but is not limited to:	
<p>Companies can change policies or work practices to reduce risks. For example they could restructure breaks and rotate jobs so a worker is not exposed to a hazard for long. The Health and safety committee might make suggestions about administrative measures for controlling hazards. Having emergency procedures in place and practicing safety drills is also an administrative measure.</p>	

Question 7	Performance Criteria 2.3
You have found a material on the worksite that you think might contain asbestos, what should you do?	
Answer:	
<ul style="list-style-type: none"> • Report it to your supervisor immediately • Place warning signs and barriers to keep people out of the area • If it is asbestos, an asbestos register and management plan will need to be set up • Only work with or near asbestos if you have been properly trained. 	

Question 8	Performance Criteria 2.4
List 5 materials you might find on a construction site that contain asbestos?	
Answer may include but is not limited to:	
<ul style="list-style-type: none"> • Rope • Textile insulation 	

- Cement sheeting
- Roof cladding
- Cement piping
- Electrical switchboards
- Insulation
- Fire doors
- Millboard
- Sheeting under floor tiles
- Waterproof membrane.

Hazards and risks worksheet answers

Question P1	Performance Criteria 1.1
<p>Think about the hazards you have on your worksite. Imagine you are looking for hazards:</p> <ul style="list-style-type: none"> • Above your head • On or below the ground • Above ground to the top of your head. <p>List examples of the hazards you might find.</p>	
<p>Answer will depend on the students worksite or may include but is not limited to:</p> <p>Laying cement slab</p> <ul style="list-style-type: none"> • Pedestrians • Traffic hazards • Wind conditions • Working in the sun/UV radiation • Manual handling • Trip hazards. <p>Renovating an old warehouse</p> <ul style="list-style-type: none"> • Potential existence of asbestos containing materials • Dust • Noise • Manual handling • Moving machinery and equipment • Working at heights • Working in confined spaces • Trip hazards. <p>Constructing a new 3-storey apartment block</p> <ul style="list-style-type: none"> • Recently excavated ground • Noise • Dust • Manual handling • Traffic hazards 	

- Working at heights
- Plant and machinery

Question P2	Performance Criteria 1.1
What type of hazards would you immediately report to your supervisor?	
Answer may include but is not limited to: Dangerous hazards that are likely to harm or injure someone. For example a dangerous chemical spill or a trench with broken shoring. Always report suspected ACM.	

Question P3	Performance Criteria 1.1
A hazard has been identified and reported to the appropriate person, what needs to be done next?	
Answer: A risk assessment should be done next so a control method can be found and put in place.	

Question P4	Performance Criteria 1.2
You see a hazard at the worksite which is almost certain to cause an accident. The accident caused by the hazard would result in injuries to workers requiring first aid treatment. Use the risk assessment matrix at the back of this document to answer the following questions:	
a) How would this risk be classed (Acute, moderate, high or low)?	
b) Who should decide what action needs to be taken to control the hazard?	
The answer based on the risk assessment matrix is: a) A hazard that is almost certain (likelihood) to happen and result in minor (consequences) injuries is classed as high risk. b) A hazard that is a high risk (3) requires an urgent decision to be made by the highest level of management.	

Question P5	Performance Criteria 1.2
Select three (3) of the hazards you have listed in question P1. In the table below record the hazard, what could happen if someone is exposed to the hazard, the likelihood of it happening and what the consequence might be?	
Incident report form alternative – Select one of these hazard exposures to fill in the Incident report form.	

Answer will depend on the hazards chosen:

Hazard	Affect of exposure	Likelihood	Consequence

Question

P6

Performance Criteria 1.3

What safe work practices/controls can be used for the hazards you have identified in question P5?

Answer will depend on the hazards chosen:

Hazard	Safe work practice/Control

Question

P7

Performance Criteria 1.4

When should an accident/incident report be completed?

An accident/incident report should be completed whenever an accident or incident occurs. This includes near misses.

Question

P8

Performance Criteria 2.1

List three (3) examples of hazardous materials or situations you could find on your work site.

Answer may include but is not limited to:

Asbestos containing materials (ACM)
 Insulation materials
 Solvents
 Glues and cleaning chemicals
 Treated timber
 Faulty tools and equipment.

Question P9	Performance Criteria 2.2
Apply the Hierarchy of hazard control to find a suitable control method for each of the hazardous materials you identified in question P8?	
Answer should take into consideration	
<ul style="list-style-type: none"> • Can you eliminate it? • What substitution, isolation or engineering controls could you apply? • What administrative measures could you apply? • What PPE would you need? 	

Question P10	Performance Criteria 2.3
What signs or safety tags would you use to warn about the hazards and hazardous materials you identified in question P8?	
Answer will depend on the hazards chosen.	

Question P11	Performance Criteria 2.4
Where are you likely to find ACM on a construction site?	
Answer may include but is not limited to:	
<ul style="list-style-type: none"> • In rope form used as insulation or a seal around boilers, drying ovens and pipes. • Used as textile insulation around flues, pipes and air-conditioning ducts. • In cement sheeting used as eaves on buildings and house. • In corrugated roof cladding. • In cement pipes. • On Electrical switchboards. • Under vinyl floor tiles. • Used on walls and ceilings around furnaces and in air conditioning ducts. • Used in fire doors. • As fireproofing on beams in buildings. • As waterproof coating on roofs • As carpet tile glue. 	
Note: Buildings constructed after 2003 should not have any asbestos in them. The use of asbestos was banned in December 2003.	

Question P12	Performance Criteria 2.4
How dangerous might the asbestos you identified above be?	
<p>Answer may include but is not limited to:</p> <p>Asbestos rope – if damaged it could release fibres. Should be removed by a qualified person</p> <p>Asbestos textile – if undamaged, it can be left there. If badly damaged it should be removed by a qualified person.</p> <p>Asbestos cement sheeting – If not damaged it is not dangerous. Crumbly asbestos roof cladding can release asbestos fibres into the air and should be removed by a qualified person.</p> <p>Electrical switchboard –can be worked around using correct PPE and engineering measures for hazard control.</p> <p>Insulation in roof spaces – it can release asbestos fibres in the air and would be quite dangerous. It should be removed by a qualified person.</p>	

Practical task 1 – Identify and assess risks and hazardous materials



Overview of this training task:

For this task the learner can work individually or in small groups (trainer's choice) to look for hazards and risks at their worksite. If they don't have a worksite you will need to give them a worksite scenario to base the task on.

In this task the students will think about the hazards and risks they are likely to encounter on a construction site. Students will complete the 'Hazards and risks worksheet' Risk Assessment Sheet (individually or in small groups). This will get them thinking about hazards, hazardous materials and risk.

Once you have discussed the results with the class or individual they can fill out one of the following forms as they would in their own work environment:

- Incident report form
- Risk assessment and control form; or
- Sample asbestos register.

Before you give this practical task to students make sure they have completed the following elements in the Learner Guide:

Element 1 - Identify and assess risks

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

Each student will need:

- Either a print out, or a verbal 'description of work' (if they don't have a workplace). There are examples below or you can come up with your own.
- A print out of '**Hazards and risks worksheet**' – from the **trainer's resource folder**.
- Print out of **Incident report, Risk assessment** and control form or Asbestos register – from the **trainer's resource folder**.
- Pen and Paper
- Classroom.

What you do:

- Divide the students into small groups (if applicable).
- Give the student/s a description of some work (if applicable)
- Have the student/s complete the 'Hazards and risks worksheet' based on their worksite or the 'description of work' scenario they were given.
- When the 'Hazards and risks worksheet' is complete, discuss the answers individually or as a class.
- When the results have been discussed get each student to fill out their own blank form (Incident report, risk assessment, risk assessment and control form or asbestos register).
- Note fill out 2 risk assessment forms one for a work place and 1 for handling hazardous materials.



Assessment Criteria Check List Task 1

Did the candidate:

	Yes	No	N / A
1.0 Identify and assess risks.			
1.1 Identify, assess and report hazards in the work area to designated personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards: chemical spills, electrical safety work in confined spaces, excavations, including trenches, falling objects, fires, gases, hazardous materials, high or very low temperatures, HIV and other infectious diseases, liquids under pressure, manual handling, moving machinery and equipment, noise, dust and vapors, overhanging beams, protrusions, sharp equipment, traffic,, ultraviolet (UV) radiation, unplanned collapse, working at heights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel: designated safety officers, determined by the enterprise, who have undertaken specific safety response training, managers or other senior personnel, personnel competent and/or licensed in the safe handling of asbestos, supervisors. AT: Identify and Assess hazards in the work area, communicate results and fill in Assessment Report and write a summary report after identify hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Report safety risks in the work area based on identified hazards, to designated personnel. Have a Discussion, audio recording of discussion to filled in Risk Assessment Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow Safe Work Practices, include: day to day observation of WHS / OHS policies and procedures, emergency procedures, risk assessment, use of basic firefighting equipment relating to: access to site amenities, such as drinking water and toilets, general requirements for safe use of plant and equipment, general requirements for use of personal protective equipment and clothing, housekeeping to ensure a clean, tidy and safer work area, no drugs and alcohol at work, preventing bullying and harassment, smoking in designated areas, storage and removal of debris. e.g registering at site office (sign in / sign out)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow duty of care: relate to: legal responsibility under duty of care to do everything reasonably practicable to protect others from harm, relevant state and territory OHS requirements and include employers and self-employed, persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, subcontractors and inspectors, may relate to: own responsibilities to comply with safe work practices, including activities that require licenses, tickets or certificates of competency. e.g Wearing the correct shoes (steel cap boots), ??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Submit Incident report doc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident reporting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> accidents resulting in personal injury or damage to property. near misses or dangerous occurrences that do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example: <ul style="list-style-type: none"> 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 <p>Collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment.</p> <p>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.</p> <p>AT: Fill in an Incident report.</p>			
<p>Australian government and state or territory OHS/WHS legislation: Australian standards, construction industry OHS/WHS standards and guidelines, duty of care, health and safety representatives, committees and supervisors, JSA and safe work method statements, licences, tickets or certificates of competency, National Code of Practice for Induction Training for Construction Work, national safety standards, WHS / OHS and welfare Acts and regulations, safety codes of practice.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Information: diagrams or sketches, emergency situation contacts, evacuation plans, instructions issued by authorised organisational or external personnel, labels, manufacturer specifications and instructions, memos, MSDS, organisation work specifications and requirements, plans and specifications, regulatory and legislative requirements, such as Acts, regulations and codes of practice, relevant Australian standards, reports of near misses or accidents, safe work procedures or equivalent documentation, safety meeting minutes, signage, verbal or written and graphical instructions, work bulletins, work schedules.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Identify hazardous materials and other hazards on work sites.</p>			
<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hazardous materials: ACM, cleaning chemicals, including those in pressurised containers, glues, insulation materials, solvents, treated timber products.</p> <p>AT: Move hazardous materials around the work place, if no work place is available then simulate one. E.g water bottles and write correct hazardous labels for the bottles and select the correct hazardous PPE to use.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>