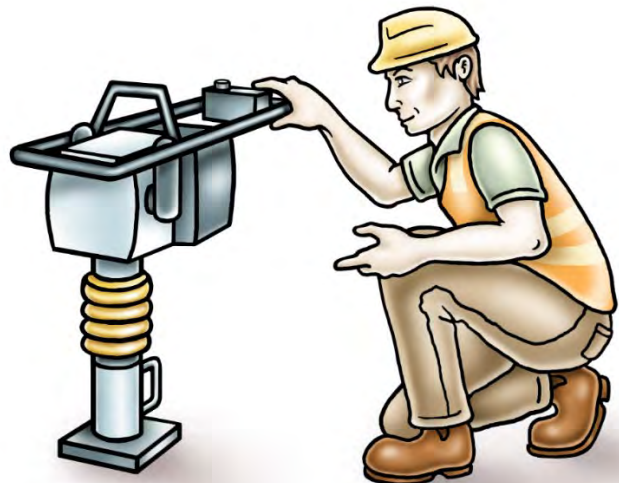
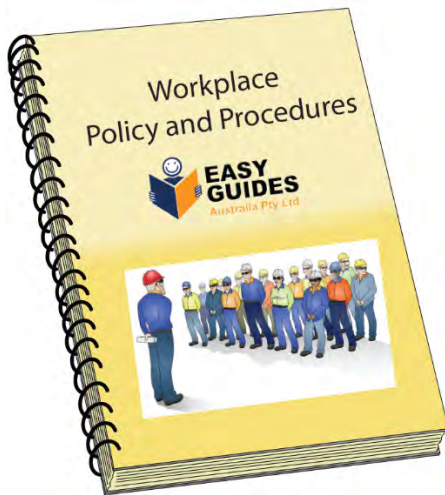


CPCCWHS2001 - Apply WHS requirements, policies and procedures in the Construction industry

Learner Workbook



This resource was developed by:



Student Name: _____

Date: _____

Instructions to learner

Review questions

The review questions are broken up into three sections in the Learner Workbook.

Element review questions – 1. Should be completed after elements:

1. Identify and assess risks
2. Identify hazardous materials and other hazards

Element review questions – 2. Should be completed after elements:

3. Plan and prepare for safe work practices
4. Apply safe work practices

Element review questions – 3. Should be completed after element:

5. Follow emergency procedures
-

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

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 documentor
 - Scenarios written by the trainer.

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

Schedule Assessment date and time: _____

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.

Element review questions - 1


Answer the following review questions after your trainer has taken you through the following Elements.

- Identify and assess risks
- Identify hazardous materials and other hazards

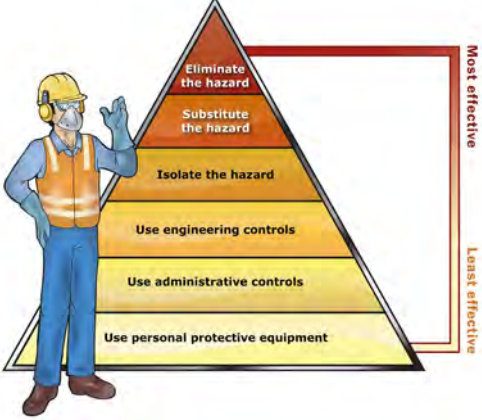
Question 1	Performance Criteria 1.1
If you believe a hazard is dangerous and needs immediate attention, who should you report it to?	
	

Question 2	Performance Criteria 1.2
What is the difference between a hazard and a risk?	
	
A hazard is:	A risk is:


Question 3	Performance Criteria 1.3
<p>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.</p> <p>What is wrong with this worksite?</p>	

Question 4	Performance Criteria 1.4
<p>What are Australian Standards?</p>	
	

Question 5	Performance Criteria 2.1
<p>What steps should you follow if you need to handle or use hazardous materials?</p>	

Question 6	Performance Criteria 2.2
One of the Hierarchy of hazard controls is to use administrative measures. Explain what this means.	
	

Question 7	Performance Criteria 2.3
You have found a material on the worksite that you think might contain asbestos, what should you do?	

Question 8	Performance Criteria 2.4
List 5 materials you might find on a construction site that contain asbestos?	
	

Practical task 1 – Identify and assess risks and hazardous materials

Overview of this training task:

For this task you can work individually or in small groups (check with your trainer) to look for hazards and risks at your worksite. If you don't have a worksite the trainer will give you a worksite scenario to base the task on.

Complete the 'Hazards and Risks worksheet'. The results can be discussed with your trainer or as a class. Once you've discussed the results, fill out one of these forms (your trainer will say which one):

- Incident Report form
- Risk Assessment and Control form
- Sample Asbestos Register.


What you need for this task

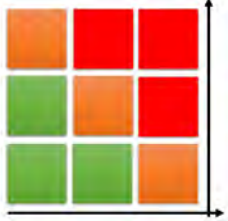
- Description of work handout (if applicable)
- Pen and paper
- Hazards and risks worksheet
- Blank form/s: Risk assessment and control; Incident report; Sample asbestos register (the trainer will choose which one).

How to do this task

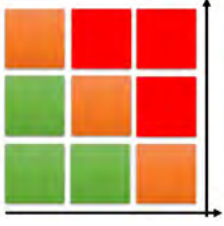
1. Think about the type of worksite described in the Description of work handout or your own worksite.
2. Individually or in your group, answer the questions on the Hazards and risks worksheet.
3. When you finish the worksheet, discuss the results with your trainer or as a class.
4. Finally, fill out the blank form your teacher has given you.



Question P2	Performance Criteria 1.1
What type of hazards would you immediately report to your supervisor?	
	

Question P3	Performance Criteria 1.1
A hazard has been identified and reported to the appropriate person, what needs to be done next?	
	

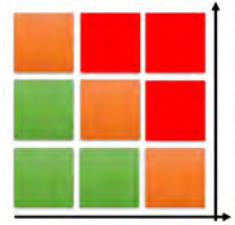
Question P4	Performance Criteria 1.2
<p>You see a hazard at the worksite which is almost certain to cause an accident. The accident caused by the hazard would result in injuries to workers requiring first aid treatment.</p> <p>Use the risk assessment matrix at the back of this document to answer the following questions:</p> <p>a) How would this risk be classed (Acute, moderate, high or low)?</p> <p>b) What action should be taken?</p>	

Question P5	Performance Criteria 1.2																
<p>Select three of the hazards you have listed in question P1.</p> <p>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?</p> <p>Incident report form alternative – Select one of these hazards and fill in an Incident report form.</p>																	
																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Hazard</th> <th style="width: 35%;">Affect of exposure</th> <th style="width: 15%;">Likelihood</th> <th style="width: 25%;">Consequence</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Hazard	Affect of exposure	Likelihood	Consequence												
Hazard	Affect of exposure	Likelihood	Consequence														


Question P6	Performance Criteria 1.3								
<p>What safe work practices/controls can be used for the hazards you have identified in question P5?</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Hazard</th> <th style="width: 75%;">Safe work practice/Control</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Hazard	Safe work practice/Control						
Hazard	Safe work practice/Control								

Question P7	Performance Criteria 1.4
When should an accident/incident report be completed?	

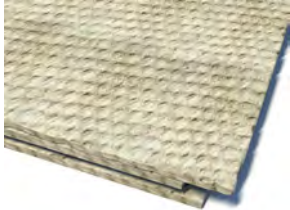
Question P8	Performance Criteria 2.1
List three (3) examples of hazardous materials or situations you could find on your work site.	



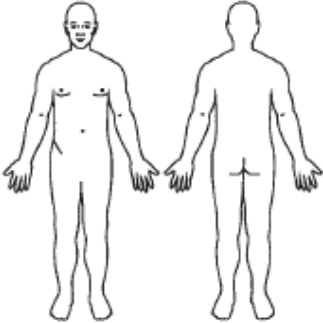
Question P9	Performance Criteria 2.2
Apply the Hierarchy of hazard control to find a suitable control method for each of the hazardous materials you identified in question P8?	

Question P10	Performance Criteria 2.3
<p>What signs or safety tags would you use to warn about the hazards and hazardous materials you identified earlier?</p>	
	

Question P11	Performance Criteria 2.4
<p>Where are you likely to find ACM on a construction site?</p>	

Question P12	Performance Criteria 2.4
<p data-bbox="148 280 893 313">How dangerous might the asbestos you identified above be?</p> 	
ACM	How dangerous? What action is needed?

Incident report form

Section A: Details of incident							
Name:				Sex:	M / F		
Dept/section:				ID number:			
Employment:	<input type="checkbox"/> Full time		<input type="checkbox"/> Casual		<input type="checkbox"/> Self-employed		<input type="checkbox"/> General public
	<input type="checkbox"/> Part time		<input type="checkbox"/> Volunteer		<input type="checkbox"/> Other:		
Describe the incident:							
Date:		Time:		Date reported:		Time reported:	
What happened?							
Where did it happen?							
Who was involved?							
<input type="checkbox"/> Near miss (a dangerous incident without injury to a person or damage to property). Go to section C.							
<input type="checkbox"/> Accident (an incident resulting in injury to a person or damage to property). Complete section B & C.							
Section B: Accident/injury report							
		Mark the injury on the diagram. Explain the injury/accident below.					
		Medical treatment:	<input type="checkbox"/> None		<input type="checkbox"/> First aid		<input type="checkbox"/> Doctor only
<input type="checkbox"/> Admitted to hospital:							
Section C: Investigation and preventative action taken							
Investigation – why do you think the accident happened?							
Risk control measures – how can the site's risk control measures be improved?							
Who is responsible for putting the control measures in place?							
Name:				ID number:			
Dept/section:				Completion date:			

Risk assessment and control form

Workplace area or grouping:		Reference no:	
Form completed by:		Date form completed:	
Signature:			

Hazard identification	
Hazard:	
Associated risk:	
Specific circumstances relating to the risk:	
Persons at risk:	

Risk assessment					
Likelihood: (circle)	Almost certain	Likely	Possible	Unlikely	Rare
Consequences: (circle)	Catastrophic	Major	Moderate	Minor	Insignificant

Risk control	
Possible control options:	
Elimination:	
Substitution, isolation or engineering:	
Administrative or PPE:	
Preferred control options and why:	

Implementation plan						
Control option	Associated activities	Resources required	Person(s) responsible	Implement. date	Sign off and date	Scheduled review date