

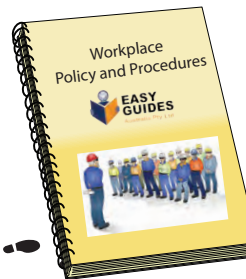
LEARNER GUIDE



Training support material for:

RIIWHS201E

Work safely and follow WHS policies and procedures



Produced by:



What are work requirements?

A work requirement is a **statement** that outlines the **work** that needs to be done.

Example of a work requirement statement;

- Dig a trench at Site 123243A Unit 4 / 18 Floriston Road Boronia.
- Lay asphalt down from eastern freeway Warragal, City of Warragal / police road to Hight Street Boronia turn off.
- Load and unload a plant 10 tonne excavator from Warragal, City of Warragal depo to Site 123243A Unit 4 / 18 Floriston Road Boronia 5day hire..



Who would write a work order?

Generally your **supervisor** or someone in authority would write a work order.

The **work order** or **work** that needs to be done can be broken down into smaller parts like a **job** or **job plan**.

Example of work order description;

- Dig a trench at Unit 4 / 18 Floriston Road Boronia on the property to make an inground pool.
- Lay asphalt down from mile marker 17 to 23 or before Boronia turn off, lanes 1 and 2 to be closed off for the laying of turf and lane 3 open for traffic.



Easy Guides Aust Pty Ltd
 Address: 19 Foston Rd
 Boronia VIC 3155
 Phone: 1300 753 225
 email address: admin@easyguides.com.au

WORK ORDER / Work Plan

WORKER ORDER NUMBER: 1001
 Other work on call: Super Man - M: 1800 001 000

Site Supervisor: Joe Black
 Team Leads: ANDY 911 911

CLIENT NAME: Joe Black
 ORDER NUMBER: 1001-010

CLIENT PHONE: 0421 123 456
 CUSTOMER ID: C1230

CLIENT EMAIL: admin@easy.com.au
 ORDER RECEIVED BY: J11/12/2021

ORDER DATE: 21/12/2021
 ENTRIES START DATE: 01/12/2021
 ENTRIES END DATE: 31/12/2021

WORK ORDER BY: James Sorenson
 SIGNATURE: James Tennant

WORK DESCRIPTION:
 Excav a fence around the ABC123 18 Floriston Road Boronia VIC 3155 to create a work zone or restriction area for the general public for the work.
 Road is gate for truck to come in and out of site.

ADDITIONAL COMMENTS:
 Road closed for the concrete and trucks to enter site this can be done at all other stages if road has but however if can be done on same day this would be good.

SERVICE AND LABOUR DESCRIPTION	HOURE	RATE	AMOUNT
Mining	0.5	35	35
Source all documents and permits	0.5	300	150
Measurements	1	35	35
City notes	4	35	140
Excuse dirt digger 1	2	35	70
Excuse dirt digger 2	2	35	70
Post 1 post in dirt person 1	2	35	70
18 hole with dirt person 2	2	35	70
Remove extra hole	1	35	35
Total Hour	8	LABOUR TOTAL	710

PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
Posts	1000	1	1000.00
Flags	1000	0.50	500.00
Flags	3	5.00	15.00
Survey Dots	1	200	200
Gravel, Cubic meters - length x width x depth			
Long load truck dimensions 12.5 meters by 2.5 meters, 12.2 x 2.5 x 1.5 meters = 46.875-cu	46.87 cuM	10	468.75
Who fence mesh - 1000 meters	1000	1	1000
MATERIALS TOTAL			2883.7

WORK ORDER COMPLETED BY: Joe Black

CLIENT APPROVAL NAME AND TITLE: Joe Black
 ORDER DATE: 11/12/2021

APPROVING PARTY SIGNATURE: James Sorenson
 ORDER DATE: 11/12/2021

SUBTOTAL	TOTAL TAX %	TOTAL TAX	TOTAL
\$ 1293.7	20%	\$ 258.7	\$ 1552.4
			\$ 139.37
			ORDER
			TOTAL
			\$1732.07

What is a Job or Job plan?

A **job or job plan** is a break down of a work order, that **identity's** the **tasks** that are needed to be *performed* and the *resources* and *time allocation* for completion of a work order. Each task, that is created, creates a set of **work instructions** for a worker to perform.

Example of a task or work instructions;

- Task 1. Close lane 1 off,
- Task 2. Close land 2 off,
- Task 3. Get Scraper to tear up bitumen,
- Task 4. Get roller to compact ground,
- Task 5. Get turf machine to lay turf.

Task No	Progress	
	1/02/2022	2/02/2022
Task 1		100%
Task 2	25%	
Task 3		50%

What is the purpose of a Job Plan?

A job plan **confirms** that you, as the worker, understands the work requirements given to you by your supervisor.

Work Requirements

Easy Guides Aust Pty Ltd
 Address: 10 Foxton Rd
 Brisbane VIC 3000
 Phone: 1800 710 220
 Email Address: info@easyguides.com.au
 Website: www.easyguides.com.au
 Sales: 1800 710 220
 Fax: 1800 710 220

WORK ORDER / Work Plan

Job Name: [Blank]
Job Number: 1400 911 911
Client Name: [Blank]
Client Code: C123
Client Address: [Blank]
Client Contact: [Blank]
Client Phone: [Blank]
Client Email: [Blank]
Client Website: [Blank]

Work Order Details:
Work Order No: [Blank]
Work Order Date: [Blank]
Work Order Status: [Blank]

Work Order Description:
Work Order Details: [Blank]
Work Order Status: [Blank]

Work Order Summary:
Work Order Details: [Blank]
Work Order Status: [Blank]

Work Order Materials:
Work Order Details: [Blank]
Work Order Status: [Blank]

Work Order Labor:
Work Order Details: [Blank]
Work Order Status: [Blank]

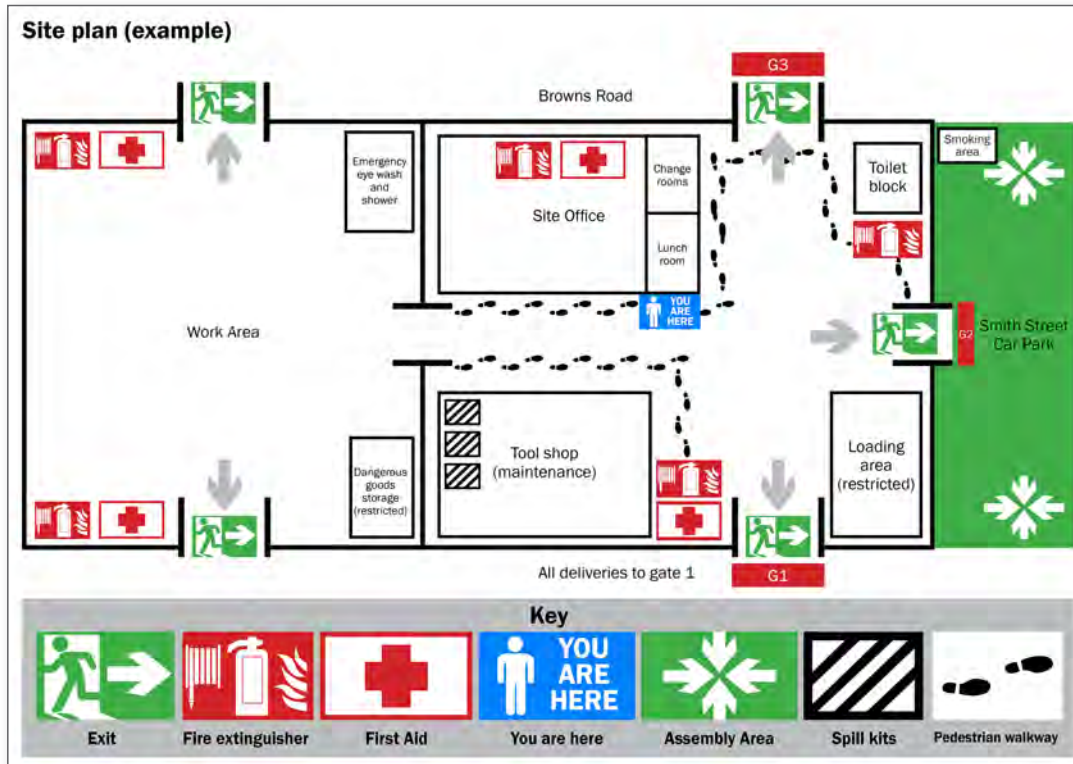
Job Plan Work Summary For Work: (Work Order - WO-019)

Date	Tasks	Personnel	Equipment / Material	Qty	Documents and Permits	Duration	Start Date	End Date	Price
2/1/2022	Task 0. Have meeting with supervisor to discuss work order.	Supervisor, Harry Styles				30 min / 0.5 hrs	2/1/2022	2/1/2022	\$35,\$35
6/1/2022	Task 1 – Measure and mark fence post positions as per plans	Harry Styles Super Man	Spray Can – Pink, Green, Blue Pegs 1000, Line Tape Measure / Digital Pegs Tape Line	1000 1 1		1hr	6/1/2022	6/1/2022	\$1 \$10 \$5
2/1/2022	Task 2 – Check area for underground s	Local Council / Supervisor			Underground line document report	3 days	2/1/2022	5/1/2022	\$35
6/1/2022	Task 3 – Dig post holes using post hole digger	Harry Styles	Post Hole Digger			4 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 4 – Remove excess dirt from holes using spade	Harry Styles	Spade	2		4hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 5 – Place one fence post in each hole	Harry Styles	Pick	2		4hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 6 – Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1
6/1/2022	Task 6 – Rape fence mesh around pole stumps	Harry Styles Superman	Wire fence mesh Wire Cutters and Mesh Ties	1000		4hrs	6/1/2022	6/1/2022	\$35, \$35
6/1/2022	Task 7 – Level and brace each post, fill holes with dirt/cement mix and compact area around post.	Harry Styles Superman	Dirt / Cement Mix			4hrs	6/1/2022	6/1/2022	\$35, \$35
6/1/2022	Task 7 – Wait for delivery of gravel		Gravel			8 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 8. Level out section of property for gravel to be dumped for drive-way	Harry Styles Superman	Shovel Spade			2 hrs	6/1/2022	6/1/2022	\$10, \$35,\$35
6/1/2022	Task 9. Secure Site after all work done	Harry Styles	Pad Lock and key			0.5 hrs	6/1/2022	6/1/2022	\$35

Site plans (continued)

Below is an example of how a site plan may look.

It is also a good idea to take a tour of the site, this could be part of the site induction procedure.



*Signs and symbols (continued)***Dangerous goods**

Dangerous goods are organised into different classes depending on what they are.

Some classes have a number of sub classes.

For more information refer to the
Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code)

**Globally Harmonized System (GHS)**

The Globally Harmonized System of classification and labelling of chemicals (GHS) have become mandatory under the model work health and safety laws from 1 January 2017.

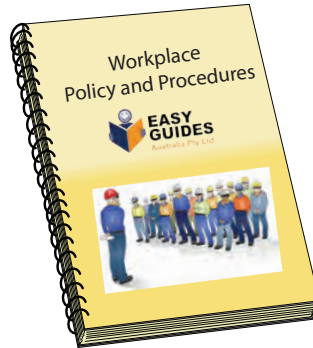
For more information refer to your
State/Territory Work Health and Safety regulator



QUESTION 5

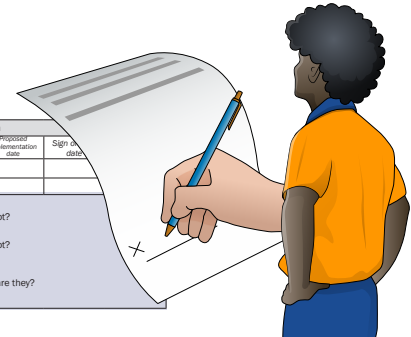
As a worker on a construction site, you are responsible for following workplace policies and procedures to maintain workplace health and safety standards.

How do we confirm that people have followed work place policy and procedures in the work place?



A training deceleration statement that follows a policy and procedures document and, in some cases, in a risk assessment control form OR obtain a signature that work has been carried out.

Implementation Plan					
Control option	Associated activities	Resources required	Person(s) responsible	Proposed implementation date	Sign off date
Review					
Are control measures in place?	Yes	No	Why not?		
Are controls preventing or minimising the risk?	Yes	No	Why not?		
Are there any new problems with the risk?	Yes	No	What are they?		



QUESTION 6

What document do you create to confirm work requirements that your supervisor has given to you in the work place?

Circle the Correct Answer.

Choices to choose from:

- a. Work order
- b. Requirements document
- c. Job plan or a job plan work summary document

Task No	Progress	
	1/02/2022	2/02/2022
Task 1	<div style="width: 100%;"></div>	100%
Task 2	<div style="width: 25%;"></div>	25%
Task 3	<div style="width: 50%;"></div>	50%

Job Plan Work Summary

Tasks	Personnel	Equipment / Material	Qty	Documents and Permits	Duration	Start Date	End Date	Price
Task 0 - Have meeting with supervisor to discuss work order.	Supervisor, Harry Styles				30 min / 0.5 hrs	2/1/2022	2/1/2022	\$35,535
Task 1 - Measure and mark fence post positions as per plans	Harry Styles Super Man	Spray Can - Pink, Green, Blue Pegs 1000, Line Tape Measure / Digital			1hr	6/1/2022	6/1/2022	
		Pegs	1000					\$1
		Tape	1					\$10
		Line	1					\$5
Task 2 - Check area for underground s	Local Council / Supervisor			Underground line document report	3 days	2/1/2022	5/1/2022	\$35
Task 3 - Dig post holes using post hole digger	Harry Styles	Post Hole Digger			4 hrs	6/1/2022	6/1/2022	\$35
Task 4 - Remove excess dirt from holes using spade	Harry Styles	Spade	2		4hrs	6/1/2022	6/1/2022	\$35
	Superman	Pick	2					
Task 5 - Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1
								\$35

Correct Answer: c. Job plan or a job plan work summary document

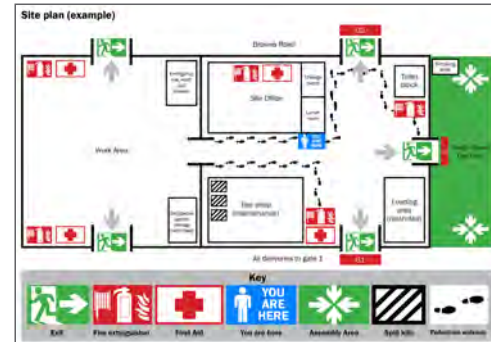
QUESTION 7

A site plan is a diagram of the worksite showing where all the important areas are.

Identify some of the things you might find marked on the plan.

Answer may include but is not limited to:

- Location of first aid facilities/equipment
- Location of fire fighting and emergency response equipment
- Emergency exits and evacuation assembly points
- Location of site office
- Restricted areas
- Location of amenities, for example toilets, washing facilities etc.

**QUESTION 8**

What is the difference between a mandatory sign and a prohibition sign?

Mandatory signs inform you of something you **MUST** do.



Prohibition signs inform you of something you **MUST NOT** do.



QUESTION 11

How do you know what PPE is required to be worn on a worksite or for a particular task?

- Check the policies, procedures and rules for the work site
- Look for signs indicating what you need to wear.

**QUESTION 12**

What are the reasons for maintaining a clean, tidy and safe work area?

- Prevent hazards
- Protect workers from incidents and accidents
- Meet environmental requirements.

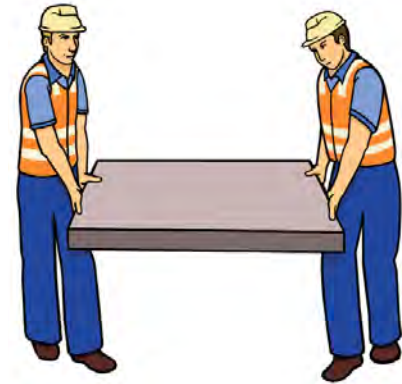


QUESTION 15

Describe what manual handling is.

Manual handling is any activity that requires a person to:

- lift
- lower
- push
- pull
- carry
- move, hold, or restrain any person, animal or thing.

**QUESTION 16**



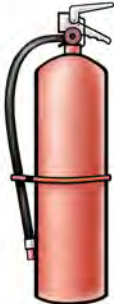

What can be the consequences (effects) of incorrect manual handling?

Any manual handling activity that is done incorrectly can result in injuries. These are called **musculoskeletal disorders**.



Fire extinguishers

Fire extinguishers come in different types. The correct type of extinguisher must be used on a fire. Labelling and colour coding help to quickly identify the correct extinguisher.

Extinguisher type	Label	Colour	Current
<p>Water</p> <p>Water extinguishers are efficient and cost-effective against Class A fires involving paper, textiles, wood, plastics and rubber.</p>	 <p>THIS EXTINGUISHER WATER TO BE USED FOR WOOD, PAPER, RUBBISH FIRES</p> <hr/> <p>NOT FOR ELECTRICAL OR FLAMMABLE LIQUID FIRES</p>		
<p>Foam</p> <p>These extinguishers contain a concentrate mixed with water which produces foam when discharged.</p> <p>Foam extinguishers are effective against Class A & B fires involving paper, textiles, wood, plastics, rubber, petrol, oil and paints. The foam provides a blanket covering when utilised on flammable liquid or carbonaceous fires assisting with the exclusion of oxygen and thus reducing the ability of fuel to continue burning.</p>	 <p>THIS EXTINGUISHER FOAM TO BE USED FOR OIL AND FLAMMABLE LIQUID FIRES</p> <hr/> <p>NOT FOR ELECTRICAL FIRES</p>	