

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



National code of practice of induction for construction work

The code brings together best practice approaches from Australian state and territory health and safety authorities into a framework to promote a nationally uniform approach to workplace health and safety induction training in the building and construction industry.

This code of practice provides guidance to persons working in the general and residential construction sectors. It covers:

- The type of induction training that may be needed to provide construction workers with an awareness and understanding of common hazards on construction sites.
- How these hazards should be managed.



The code is supported by the Unit of Competency — CPCCWHS1001 – Prepare to work safely in the construction industry / CPCWHS1001 - Prepare to work safely in the construction industry. This unit is contained in the CPC Construction, Plumbing and Services Training Package, enabling delivery within the VET sector.

Induction training falls into three categories

- **General induction**
- **Site specific induction**
- **Task specific induction**

Site specific and Task specific induction training have no formal training or assessment requirements.

However, an employer is under a **duty of care** under the health and safety Act to provide employees with information, instruction, training and supervision as is necessary to perform their work safely.



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.



1.2 – Duty of care requirements

Note:

The following information is based on the WHS Act. If your state is not using the WHS Act (ie Victoria), your trainer will provide you with the relevant section of your state Occupational Health & Safety (OHS) Act.

'The national WHS Act sets out the legal responsibilities that apply to persons conducting a business or undertaking (PCBU) and workers to make sure the workplace is as safe and healthy as possible.'

PCBUs (employer/workplace manager) and workers (employees) both have a duty of care responsibility to make sure the workplace is a healthy and safe place to be. A 'worker' includes people who are employees, contractors, sub-contractors, outworkers, employees of labour hire companies and volunteers.

The workplace must also not harm the health or safety of visitors or people nearby.



Worker's (employee's) duty of care

By law, as a worker you must take care of your own health and safety — and the health and safety of other people in the workplace.

You must also:

- Do your best to follow reasonable safety instructions from your PCBU/employer (boss).
- Follow workplace health and safety procedures and policies.
- Do not do work if you believe a hazard would be a serious risk to your health or safety.



PCBU's (employer's) duty of care

By law, a person undertaking a business or undertaking PCBU has a number of obligations under the Health and Safety Act.

These include:

- Provide a workplace that is safe and without risk to health.
- Train workers to work in a way that is healthy and safe. This must be in a way that is easy to understand.
- Report notifiable incidents.
- Consult (talk with) workers.
- Obey notices to comply with the Act.
- Make sure that all health and safety representatives receive their training.



Penalties

If you are a PCBU/employer or worker, the government can fine or even imprison you for failing your duty of care.



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:

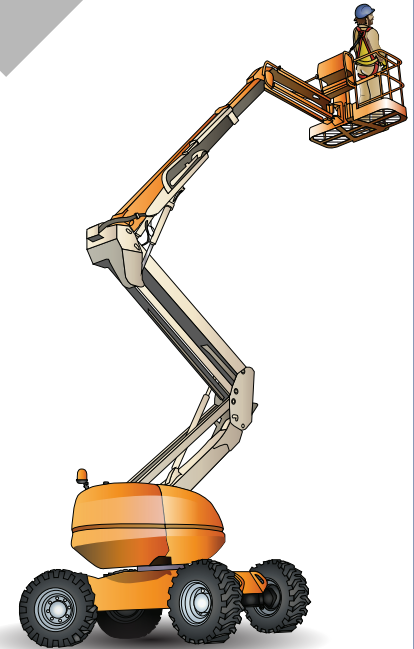
Dogging, rigging, scaffolding
(over 4 metres)



Forklift trucks



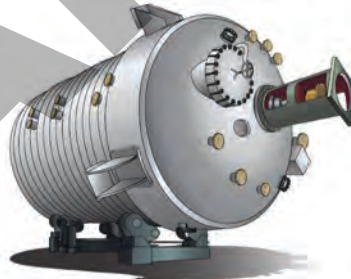
Elevating work platforms
(boom length 11 metres or more)



Cranes



Pressure equipment



Safe work practices (continued)

Use of plant and equipment

Operate plant, equipment and machinery in a safe and responsible way that does not put yourself or others at risk.

If you are on medication you must notify your supervisor before operating plant machinery.



Personal protective equipment (PPE)

The purpose of PPE (clothing, equipment or protective substances such as sunscreen) is to protect you from risk of injury or illness.

You should use personal protective equipment and clothing where necessary.



Bullying and harassment

Take care of yourselves and each other.

Bullying and harassment do not belong in the workplace. Report any bullying or harassment to your supervisor or other relevant person.



Smoking in the workplace

Some workplaces have special places for people who smoke. If you smoke, you must use these places to prevent a risk to others who do not smoke. It also removes the risk of a flame near flammable liquids.

Some sites may also have set smoking times.



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.



Identifying workplace 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.

Ground to eye height

You should check around eye height for:

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

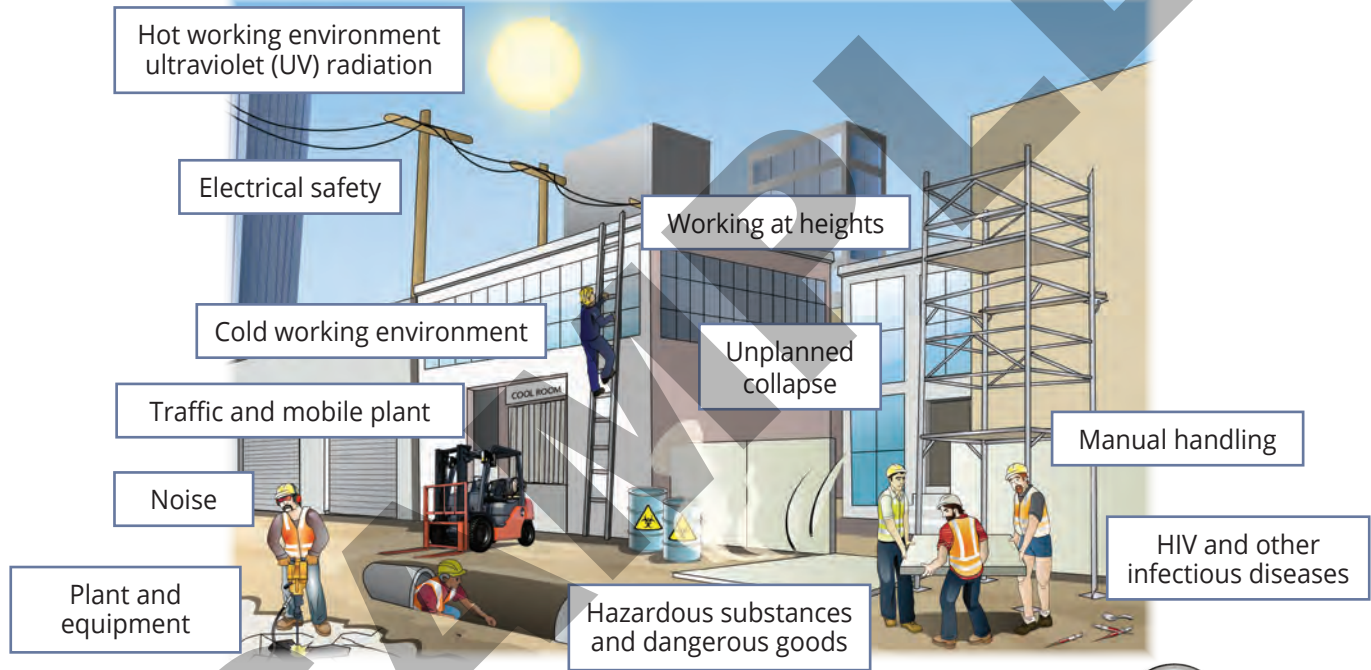
Safe Work Method Statement (SWMS)

One way to identify construction workplace hazards is to use a Safe work method statement (SWMS). Safe work method statements are required to be completed by employers for high risk construction work such as:

<p>Working at heights</p> 	<p>Construction involving tilt-up or precast panels</p> 	<p>Trenching</p> 
<p>Working in a confined space</p> 	<p>Work involving explosives</p> 	<p>Working in areas of extreme heat or cold</p> 



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.


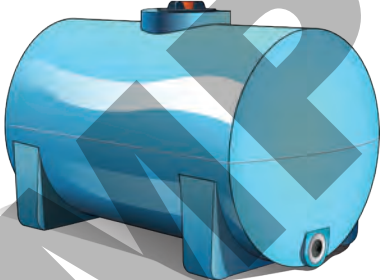
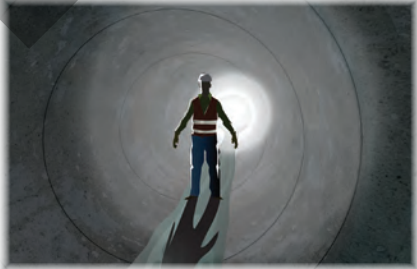

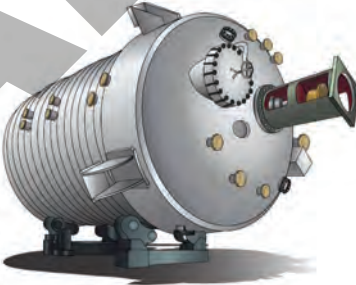



Confined spaces

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:

<p>Pits</p> 	<p>Tanks</p> 	<p>Ducts</p> 
<p>Pipes</p> 	<p>Pressure vessels</p> 	<p>Roof spaces</p> 

Excavations including trenches

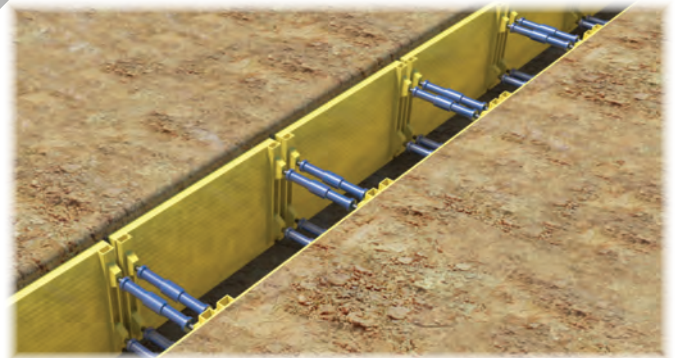
Barricades, guardrails or fencing should be used to prevent access to excavations and to stop people accidentally falling in. Signs should also be put in place warning of the dangers.



There are some cases where an excavation or a trench will need to be shored.

Shoring an excavation or using trench shields should be done whenever:

- the trench is more than 1.5 metres deep
- workers need to enter the excavation
- the ground is unstable and there is a likelihood the trench may collapse.



Noise

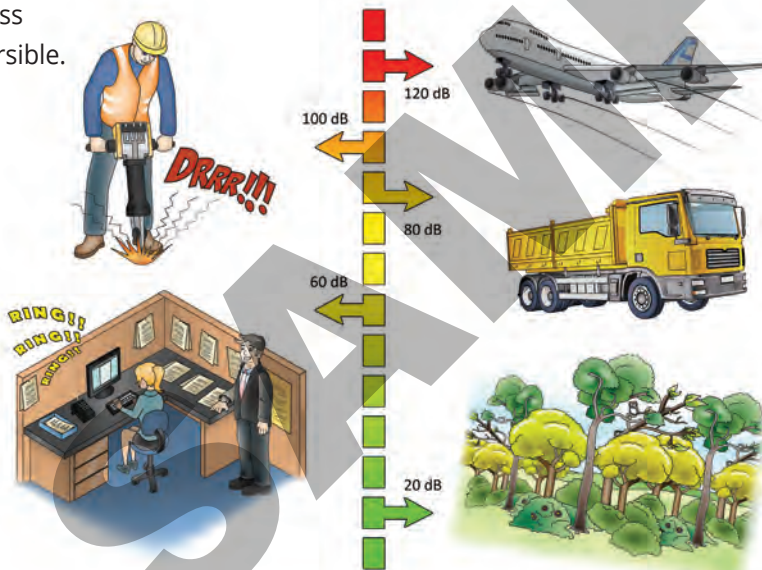
Noise which is usually caused by heavy vehicles and equipment can damage your hearing permanently.

Decibel levels of common sounds

8 hours of noise at 85db or noise levels of 140db even briefly can permanently damage your hearing.

Hearing loss is:

- slow
- painless
- irreversible.



Hearing protection

You should wear hearing protection like ear plugs or ear muffs whenever there is noise that could contribute to the loss of hearing.

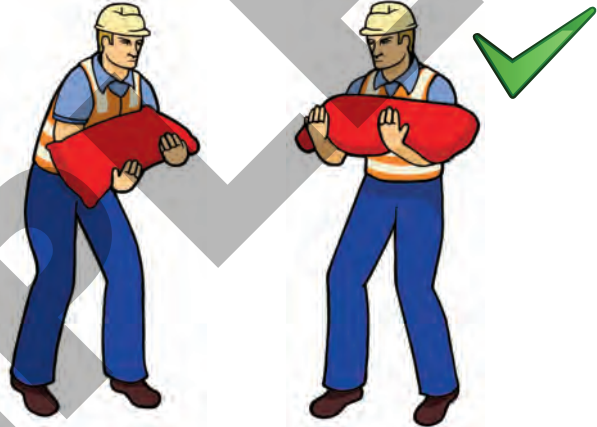


Manual lifting

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:

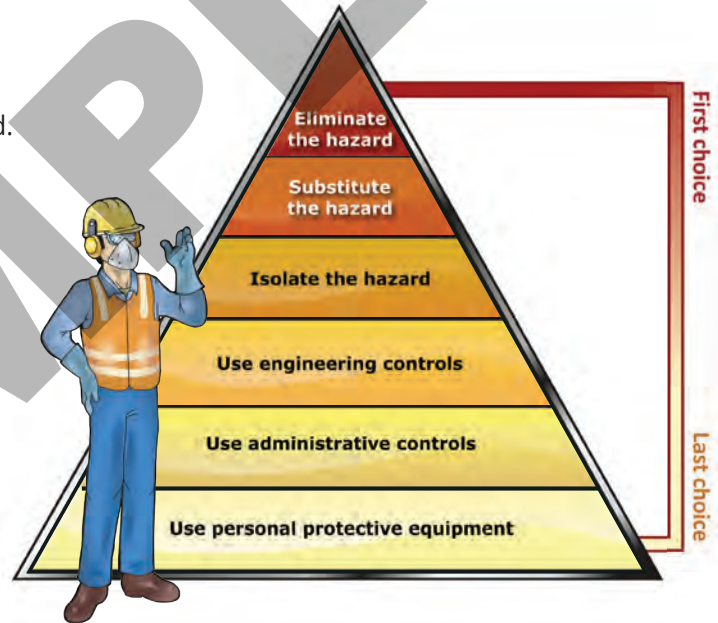


The Hierarchy of Hazard Control

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.





3.1 – Health and safety documents

Health and safety information

Ways to find out about and/or raise health and safety issues

The best place to get health and safety information is from your health and safety representative or committee. Talk to your health and safety representative if you have any concerns or if you see a problem that needs to be fixed. Other ways to find out health and safety information, or to contribute your own are:

Written notices

Reading or writing health and safety notices, newsletters, meeting minutes and bulletins.



Meetings

For example, health and safety committee meetings and toolbox talks.





3.2 – Designated health and safety personnel

Workplace health and safety representatives

Fellow workers elect health and safety representatives to:

- look into workplace health and safety issues
- get input from other workers on health and safety
- be a member of the health and safety committee.



Workplace health and safety committees

To be a member you must be employed by the workplace.

A committee tells the PCBU (employer) about workplace health and safety. The PCBU can choose to set up a health and safety committee or must do so if the health and safety representative asks them to.

There are a number of different people that you can talk to about various health and safety issues – not just your health and safety representative.

You could talk to:

Your supervisor or manager



Emergency services staff



First aid officers





3.3 – Safety signs and symbols




Safety signs and symbols

There are lots of different safety signs and symbols at any worksite. These signs are important because they can let you know if there is a hazard or if there are any special requirements on the worksite. You must follow any instructions on the signs — they have been posted to keep you safe.



Australian Standards for safety signs have standard colours, designs, shapes and sizes. These safety signs fit into four (4) different groups as shown in these tables.

Safety signs and symbols are instructions you MUST follow

1. Regulatory signs

Description	Prohibition signs	Mandatory signs	Limitation or restriction signs
Example:	<p>No smoking</p>  <p>NO SMOKING</p>	<p>Safety helmet must be worn</p>  <p>SAFETY HELMET MUST BE WORN</p>	<p>Speed limit is 50 kilometres per hour</p> 

Safety signs and symbols (continued)

2. Emergency information		3. Fire signs	
Description	<p>Green in colour</p> <p>These signs identify directions to find exits, first aid facilities and equipment.</p>	Description	<p>Red in colour</p> <p>These signs identify where to find fire-fighting equipment, alarms and exits.</p>
Example:	<p>First Aid facility</p> 	Example:	<p>Fire extinguisher</p> 

ELEMENT 4 - IDENTIFY INCIDENT AND EMERGENCY RESPONSE PROCEDURES

This element covers the following performance criteria:

- 4.1. Procedures for responding to incidents and emergencies are identified and explained.
- 4.2. Procedures for accessing first aid are identified.
- 4.3. Types and purpose of fire safety equipment are identified and discussed.





4.1 – Procedures for incident response

When something goes wrong what are you going to do?

General response procedures

The general response to any incident is to report the details to your supervisor or health and safety representative and fill out the necessary incident reports. This rule applies to accidents and near misses.

If somebody has been injured you **MUST** report the accident immediately.



Emergency response procedures

In an emergency you may not have much time to make a decision about what to do so it is important that you are aware of the appropriate emergency response procedures at your workplace.

An emergency is an unexpected crisis or event that calls for immediate action to be taken, and may bring a risk of serious injury or death to yourself and those around you.



Procedures for incident response (continued)

Three things you must do in any emergency

1. Remain calm



2. Warn others (raise alarm)



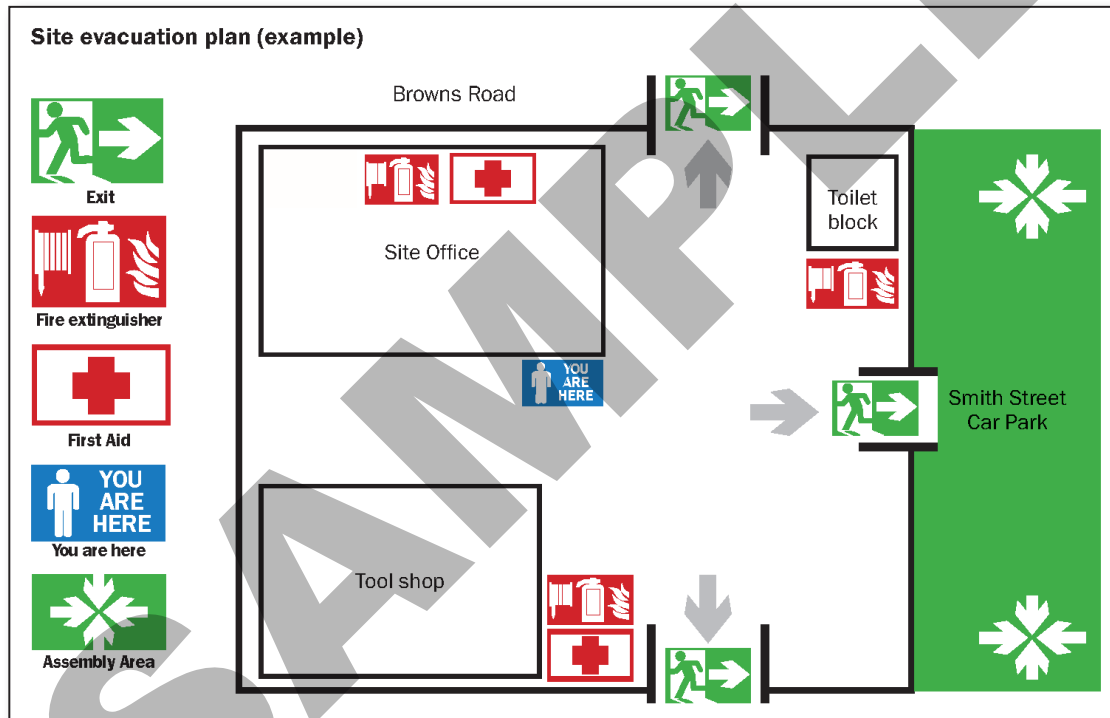
3. Get help

— other workers, first aid officer, supervisor, health and safety representative and emergency services.



Evacuation



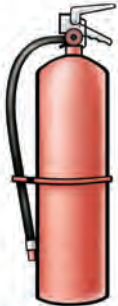



You may be required to evacuate the area. There will be set areas for you to assemble around your worksite. Workplaces should have site emergency plans and documentation clearly displayed.



Talk to your health and safety representative for more information on emergency procedures at your workplace.

Fire extinguishers (continued)

Different types of fire extinguishers

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>Foam</p> <p>These extinguishers contain a concentrate mixed with water which produces foam when discharged. 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>			

TEST YOURSELF - LEARNING TASKS

Check your knowledge of each chapter by answering the questions on the following pages.

Your trainer will check your answers.

Your trainer may remove the following pages as a record of evidence of training.



ELEMENT 1 REVIEW QUESTIONS

QUESTION 1 (PC 1.1)

List three (3) examples of Workplace Health and Safety legislation.

1.

2.

3.

