QUEENSLAND LEARNER WORKBOOK

Marking Guide with answers

CONSTRUCTION INDUCTION

(WHITE CARD)

CPCWHS1001 -
Prepare to work safely in the construction industry

Produced by:

EASY GUIDES
Australia Pty Ltd

CONTENTS

HEALTH AND SAFETY LEGISLATION

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. Queensland has the Work Health and Safety Act 2011.

Regulations

Regulations explain specific parts of the Act. For example, Queensland has the Workplace Health and Safety Regulations 2002.

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. Question: The laws in Queensland come under what Act?

Answer: Work Health and Safety Act 2011 .....

2. Question: What is the name of the regulation in Queensland that gives you more information about the Act?

Answer: The Workplace Health and Safety Regulation 2002. .....

Duty of care under the OHS Act

Everyone employed by a company/PCBU (Person Conducting a Business or Undertaking) on a construction site has a 'duty of care'. The workplace must be a healthy and safe place to be.

Managers, supervisors, team leaders and all workers in general have a duty of care. A work-experience student or sub-contractor on site would also come under the 'duty of care'.

If you do not look out for the health and safety of others you can be fined or punished.

Someone not employed by the PCBU operating a construction site does not have a 'duty of care' for that site.

2. Question: What is the name of the regulation in Queensland that gives you more information about the Act?

Answer: .....

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 directions from your PCBU/employer (boss).
- Follow workplace health and safety procedures and policies.
- Report unsafe situations and hazards to their supervisor..

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.
- Ask workers to follow reasonable policies and procedures to keep everyone safe.
- 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.

3. Question: As an employee / worker what is your 'duty of care' under the WHS Act?

Answer: To look after the health and safety of yourself and others.

4. Question: What is the PCBU / employer's 'duty of care' under the WHS Act?

Answer: To provide a workplace that is healthy and safe for their workers.

5. Question: Do volunteer associations have a 'duty of care'?

Answer: No

6. Question: Is a visitor on a construction site a member of that site's PCBU?

Answer: No

7. Question: On a construction site, do sub-contractors and work-experience students have a 'duty of care'?

Answer: Yes

8. Question: Does a PCBU have to socialise with workers after work?

Answer: No

9. Question: Does a worker have to follow a PCBU's safety policies and procedures (that are reasonable)?

Answer: Yes

Keeping yourself and others safe

As a worker on a construction site you are responsible for following safe work practices to maintain workplace health and safety standards. It is important to follow safe work practices so that you do not put yourself or others at risk. There are lots of things you can do. These include:

- Wear personal protective equipment (PPE).
- Find, report and control hazards.
- Keep the work area clear of rubbish.

Drugs and alcohol

Do not work while under the influence of illegal drugs and alcohol. Drugs and alcohol are **not** permitted at work.

Being under the influence of drugs and alcohol would endanger yourself and others.

10. Question: Are you allowed to use illegal drugs to keep you awake at work?

Answer: No

Amenities in the workplace

PCBUs have a duty to provide amenities such as drinking water, toilets and handwashing facilities.

Smoking

Some workplaces have designated 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.

Toilets

Your employer must make sure all toilets are kept clean and hygienic.

You should wash your hands after going to the toilet.

11. Question: What should you do after going to the toilet?

Answer: Wash your hands.

12. Question: Where can you smoke on a worksite?

Answer: Only in a designated area set aside for smoking.

14. Question: Can you smoke inside so long as you are 100 metres away from others?

Answer: Yes.

15. Question: Must your employer keep toilets clean and hygienic?

Answer: Yes.

Bullying and harassment

Take care of yourselves and each other.

Bullying and harassment do not belong in the workplace. Do not be abusive, insulting or offensive towards others. Report any bullying or harassment to your supervisor or other relevant person.

If necessary, supervisors should give constructive feedback on someone's job performance. Make sure you give other workers the information they need to get the job done.

16. Question: Can you be abusive and insulting if someone is not doing the job properly?

Answer: No.

17. Question: What should a supervisor do if someone is not doing the job properly?

Answer: Give the person constructive feedback.

There are a number of documents that help to keep a workplace healthy and safe. These include:

Chemicals and solvents

Always check the Safety Data Sheet (SDS) before handling any chemicals.

An SDS must be provided to, and understood by, a person using chemicals in the workplace.

The SDS will tell you how to safely handle the chemicals.

If you are not sure, put the chemicals in a safe, isolated area and talk to your supervisor.

Safe Work Method Statement (SWMS)

A Safe Work Method Statement is a site specific statement that must be prepared before any high-risk construction work is commenced.

It covers the job and safety responsibilities of each member of a work group. Workers should be involved in discussions of tasks, associated hazards, risks and controls.

Job Safety Analysis (JSA)

AA Job Safety Analysis (JSA) is a way to make jobs safer. It involves looking at each step of a job, finding things that could be dangerous, and figuring out how to stop accidents from happening. This keeps workers safe and helps companies follow safety rules.

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.

Managing a risk

There are 5 steps you should take to manage a risk. They are:

Step 1 - Identify / find the risk.

Step 2 - Assess the risk. How likely is the risk and what serious would it be?

Step 3 - Report the risk.

Step 4 - Control the hazard to lower the risk.

Step 5 - Review the action you have taken.

The best way to manage a risk is to eliminate (get rid of) it.

18. Question: What is a hazard?

Answer: Anything or situation that could harm you.

19. Question: What is a risk?

Answer: The possibility of a hazard causing injury or harm.

20. Question: Use one or two words to describe each of the 5 steps to manage a risk?

Answer: Step 1 - Identify, Step 2- Assess risk, Step 3 - Report risk, Step 4 - Control risk and Step 5 - Review action.

20. Question: What is the best way to manage a risk?

Answer: Eliminate (get rid of) it.

Hazardous substances and dangerous goods

While working on a construction site you will probably need to work with or near dangerous goods or substances.

These may include:

- Asbestos
- Dust
- Synthetic mineral fibres
- Chemicals and solvents

Sometimes hazardous substances can harm your health and have an affect on you many years after coming into contact with them.

Asbestos

Commonly found around eaves, 'super six' roofing, walls and ceilings, vinyl floor tiles, and in some glues as well as around hot water pipes or structural steel. It is extremely dangerous and can cause harm many years after exposure.

Never try to handle or remove asbestos without training and appropriate personal protective equipment (PPE).

Always report any indication of asbestos to your supervisor.

In all states and territories an asbestos removalist must hold a licence before being permitted to remove friable asbestos containing material (ACM).

Some states and territories require a licence and notification for the removal of specified quantities of **ACM even if they are non-friable.**

Buildings constructed after 1990 are not likely to have abestos.

32. Question: Might buildings made between 1960 and 1980 have abestos in them?

Answer: Yes.

32. Question: What do you need before you handle asbestos?

Answer: Training and appropriate PPE.

IDENTIFY CONSTRUCTION HAZARDS AND RISK CONTROL MEASURES

Safe Work Method Statement (SWMS)

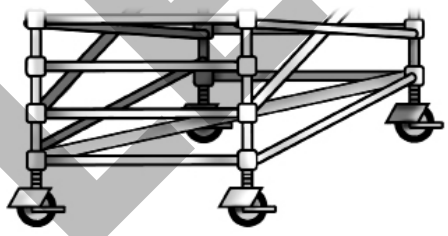
One way to identify construction workplace hazards is to use a Safe work method statement (SWMS).
Safe work method statements are required to be completed by employers for high risk construction work such as:

Risk of a person falling more than 2 metres.

Construction involving tilt-up concrete

Work near powered mobile plant.

Work from a mobile 1.4 metre aluminium mobile scaffold **DOES NOT** require a SWMS.



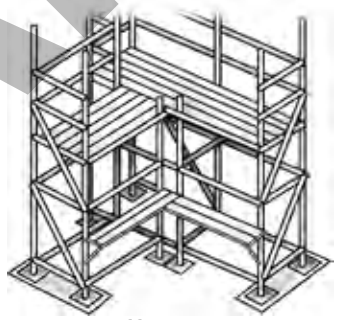
56. Question: When do you need to use a SWMS on a construction site?

Answer: When high risk construction work is being done.

High risk work licence

The following require a high risk work licence:

cranes



scaffolding

hoists

dogging and rigging

forklifts and reach stackers

57. Question: Does electrical and plumbing work require a high risk work licence?

Answer: No.

Personal protective equipment (PPE)

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.

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:

65. Question: What is the main purpose of PPE?

Answer: To protect you from hazards.

Knowing the right PPE to use

66. Question: Draw a line to match the right PPE with the hazard it can help protect you from.

Answer:

Falling objects on your foot.

Object hitting or falling on your head.

When there is a chance of noise causing a loss of hearing.

When exposed parts of your skin might get sunburn.

To prevent cuts or burns on your hands.

SPEAKING (ORAL COMMUNICATION)

(c) If you found a hazard on a worksite who would you report this to?

Answer: Your supervisor.

Workplace health and safety (WHS) personnel

. People in the workplace have different responsibilities for health and safety. Here are some of them:

First aid officers are trained to provide first aid on site.

WHS 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.

WHS committee members

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.

Supervisors may be members of the WHS committee.
They are responsible for management and safety on site.
Workers can ask them questions to check on instructions.

Question 2.

(a) Can workers be members of the WHS committee?

Answer: Yes.

(b) What is the job of the WHS representative?

Answer: A person elected by a work group to represent them on health and safety concerns.

(c) What is the job of a supervisor to do with health and safety?

Answer: A supervisor is responsible for health and safety on site.

(e) What is the job of first aid officers?

Answer: First aid officers are trained to give first aid on site.

Different types of fire extinguishers

Extinguisher type	Label	Colour	Current
Water Water extinguishers are efficient and cost-effective against Class A fires involving paper, textiles, wood, plastics and rubber.			
Foam 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.			

Extinguisher type	Label	Colour	Current
Powder Dry Chemical Powder fire extinguishers are the most widely used fire extinguishers, suitable for use on many types of fires. *This extinguisher can be used on electrical fires.			
Carbon dioxide The Carbon Dioxide extinguisher is recommended for use in electronic environments and is suitable for Class 'E' **electrical hazard fires**. Carbon Dioxide fire extinguishers also have limited capabilities for extinguishing small, indoor Class 'B' flammable liquid and class 'A' fires. *This extinguisher can be used on electrical fires.			
Wet chemical The contents of a wet chemical extinguisher reacts with burning oil, or fat, forming a 'blanket' which extinguishes the flame by creating a chemical reaction and changing the burning liquid into a soap-like substance.			

Fire safety equipment

Question 4. Name the type of safety equipment in each picture and name its purpose.

Equipment	Name / type	Purpose
	Fire blanket	Put out fires from cooking fats or oil.
	Hose reel	Used for large fires that need high pressure water.
	Foam fire extinguisher	Put out fires involving wood, paper, cloth, plastic, rubber, grass, oils, petrol, paint, flammable or combustible liquids, Class A and Class B fires.
	Powder fire extinguisher	Put out fires involving electrical, oils, petrol, paint, flammable or combustible liquids, Class B and Class E fires.
	Carbon dioxide fire	Put out fires involving electrical, oils, petrol, paint, flammable or combustible liquids, Class B and Class E fires.
	Water fire extinguisher	Put out fires involving paper, wood, cloth, plastic, rubber, grass and Class A fires.

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 White with a red circle with a line through it. These signs tell you what you **MUST NOT** do.	Mandatory signs White with a blue circle containing an image. These signs tell you what you **MUST** do.	Limitation or restriction signs White with a red circle around a black image or number. These signs let you know of any **restrictions** in place.
Example:	No smoking 	Safety helmet must be worn 	Speed limit is 50 kilometres per hour 

2. Emergency information

Description	Green in colour These signs **identify directions** to find exits, first aid facilities and equipment.
Example:	First Aid facility 

3. Fire signs

Description	Red in colour These signs **identify where to find** fire-fighting equipment, alarms and exits.
Example:	Fire extinguisher 

4. Hazard signs

Description	Danger signs	Hazard signs	Toxic substances
	These warn of **hazards** that are potentially life threatening.	These signs warn of **hazards** which may cause harm but are not necessarily life threatening.	These signs warn of **hazards** which may cause harm but are not necessarily life threatening.
Example:	High voltage electrical hazard 	Biological hazard 	Toxic gasses 

4. Hazard signs – continued

Description	Flammable liquid	Corrosive substances	Laser hazard sign
	These signs warn of **hazards** that are potentially life threatening.	These signs warn of **hazards** which may cause harm but are not necessarily life threatening.	These signs warn of **hazards** which may cause harm but are not necessarily life threatening.
Example:	Flammable liquid 	Corrosive substance 	Laser hazard sign 

Safety signs and symbols

Question 5. Name the type of safety sign or symbol below and explain its meaning.

Sign	Type of sign	Meaning of sign
	Fire	This sign shows you where you will find the fire extinguisher.
	Warning	Look out for moving vehicles as they could be a hazard.
	Limitation	This sign shows that the speed limit is 100 km per hour.
	Danger	This sign shows an electrical hazard that could possibly be life threatening.
	Prohibition	No smoking allowed / smoking pohibited.

6. Accident report

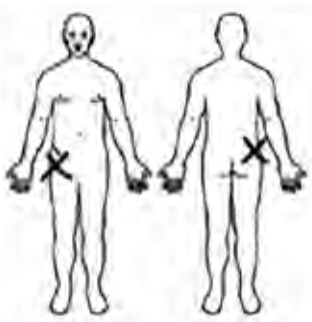
Read the scenario and then describe the information you would fill out in the Incident Report Form.

SCENARIO

Jenny is a full time worker in the Moulding Department. Her ID number is JEN-123. Jenny was working in Section 8. Jenny only used one hand getting onto the forklift and slipped. She bruised her right hip falling onto the concrete floor. The accident happened at 10 am on the 6th of February. Jenny was given first aid. An ice pack was put on Jenny's hip. The accident was reported at 11 am after Jenny had been

Incident report form

Section A: Details of incident							
Name:	Jenny			Sex:	M / F Female		
Department:	8			ID number:	JEN-123		
Employment:	☒ Full time	☐ Casual		☐ Self-employed	☐ General public		
	☐ Part time	☐ Volunteer		☐ Other:			
Describe the incident:							
Date:	6 Feb	Time:	10 am	Date reported:	6 Feb	Time reported:	11 am
What happened?	Jenny slipped getting on to the forklift.						
Where did it happen?	In Section 8						
Who was involved?	Jenny						
☐ Near miss (a dangerous incident without injury to a person or damage to property).							
☒ Accident (an incident resulting in injury to a person or damage to property).							

Section B: Accident/injury report			
	Mark the injury on the diagram. Explain any treatment given. An ice pack was put on Jenny's hip.		
Medical treatment:	☐ None	☒ First aid	☐ Doctor only
	☐ Admitted to hospital:		

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Fitting PPE

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.

Your trainer will demonstrate the correct fitting of PPE. It will then be your turn to practise until you get it right.

You will be asked to demonstrate the correct fitting of the following:

If using safety glasses or goggles they must cover the eyes. They must sit on the bridge of the nose and the bent arms must fit around the ears.

- **eye protection (safety goggles or glasses)**

If using ear plugs, the student must put an ear lug in each ear according to the manufacturer's nstructions (e.g. roll ear plug in fingers; pull ear up and back; place ear plug in ear and release so that it expands). If using ear muffs, the student must place the muffs over their ears so that they are fully covered by the muffs and adjust the head piece where needed so that it sits close to the head.

- **hearing protection (ear plugs or earmuffs)**

Fit and adjust the head harness where needed so that the hat is positioned comfortably, ie. it should not sit too high, it should be on straight and not backwards.

- **hard hat**

The vest, shirt or jacket must be sized correctly, for example, not too tight or too loose. If using a vest it must be secured at the front.

- **high visibility vest, shirt or jacket.**