

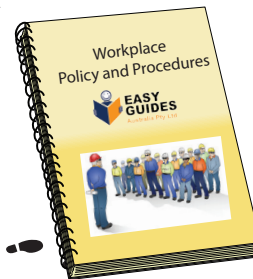
LEARNER GUIDE



Training support material for:

RIIWHS201E

Work safely and follow WHS policies and procedures



Produced by:



EASY GUIDES
Australia Pty Ltd

INTRODUCTION



Policies and procedures

In 2016 178 Australians were killed at work.*

Fatalities are the worst outcome, there are also a high number of physical and psychological injuries and disabilities suffered.

Safety policies and procedures are put in place to reduce the human and financial costs of workplace incidents and accidents.

Each individual worker is responsible for making sure they work safely and follow work health and safety policies and procedures.

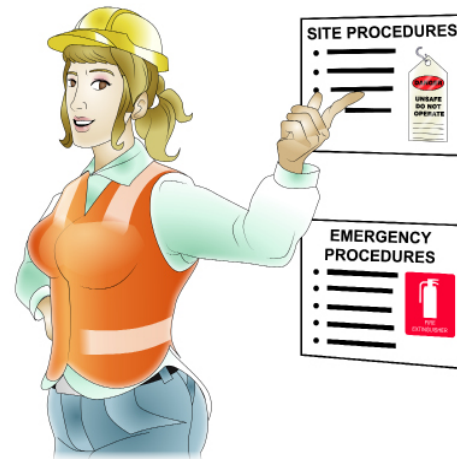


There are a lot of policies and procedures to learn about. Some you will need to know before starting work, for example evacuation procedures.

Others you will learn as you go. You should **never** attempt a task without first knowing the correct procedure.

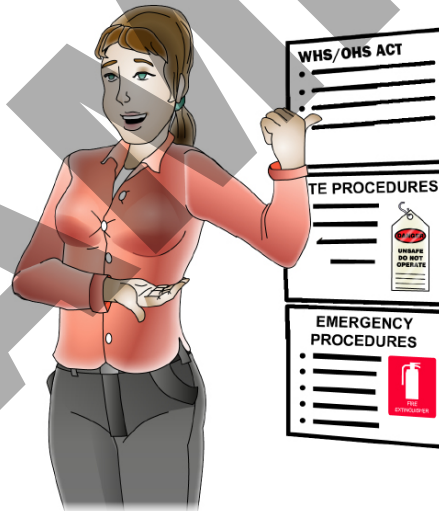
Remember

- Always work safely
- Follow policies and procedures
- Ask questions if you are unsure



* Statistics from www.safeworkaustralia.gov.au

ACCESS AND APPLY SITE SAFETY PROCEDURES



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



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	\$35,535
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	1000		1hr	6/1/2022	6/1/2022	\$1 \$10 \$5
2/1/2022	Task 2- Check area for underground s	Local Council / Supervisor	Line	1		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 Superman	Spade Pick	2 2			6/1/2022	6/1/2022	\$35
6/1/2022	Task 5 - Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1 \$35
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	\$1 \$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 8. Level out section of property for gravel to be dumped for drive way	Harry Styles Superman	Gravel Shovel Spade			8 hrs 2 hrs	6/1/2022 6/1/2022	6/1/2022 6/1/2022	\$35 \$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

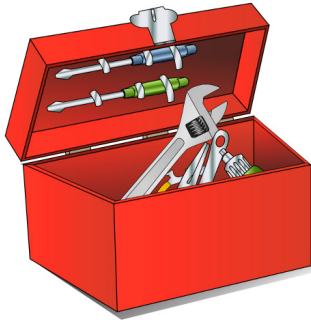
The site plan is a diagram of the worksite showing where all the important areas are. During site induction workers should be made aware of the site plan.

Make sure you are familiar with all the areas, such as:

<p>Site office</p>  <p>Note: Policies, procedures, SDS etc may be located here.</p>	<p>Amenities – toilets, washroom, lunchroom and changerooms</p> 
<p>First aid facilities</p> 	<p>Emergency exits and evacuation assembly points</p> 

Site plans (continued)

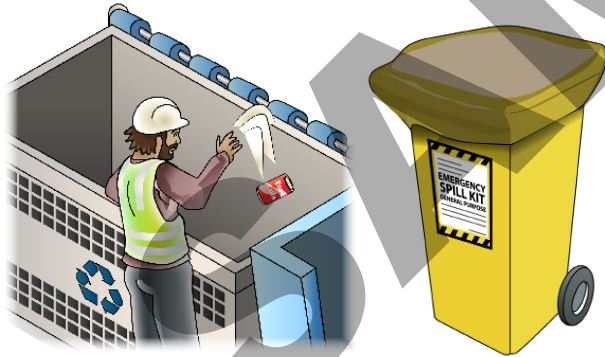
Workshop and maintenance areas



Restricted areas



Waste disposal and environmental management equipment



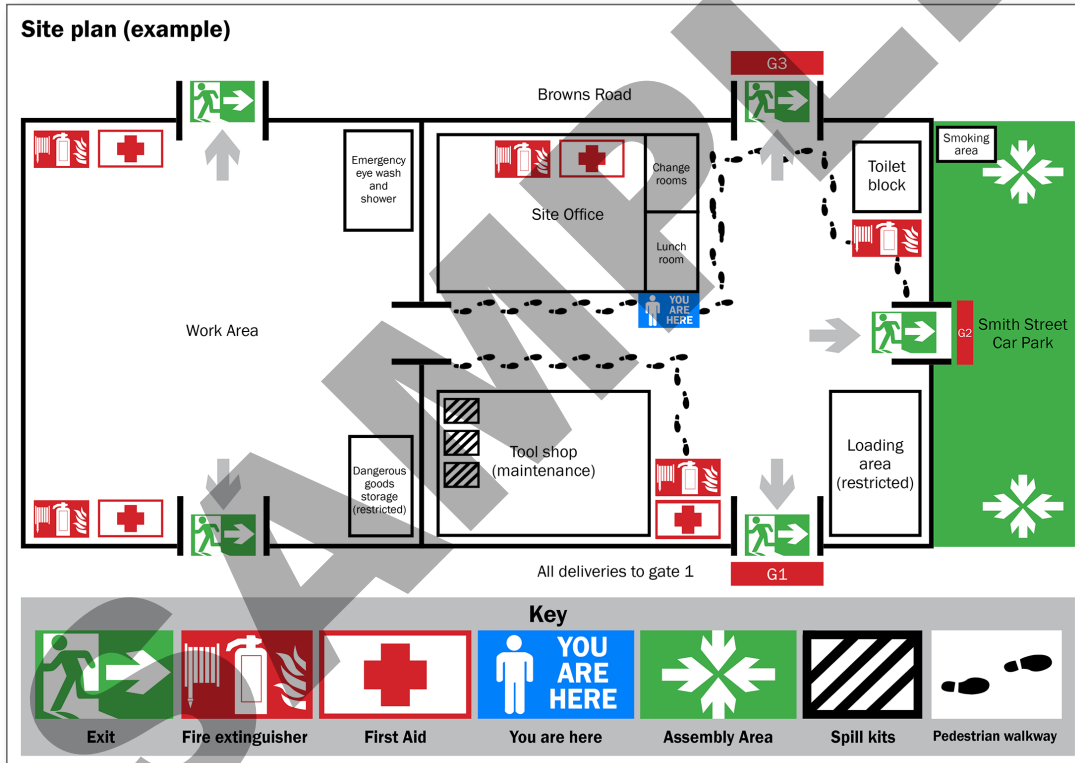
Parking



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

There are a lot of signs and symbols that are placed around work sites. It is important that the meaning of these signs is understood and the directions they give are followed.

Safety signs are made to an Australian standard (AS1319) which means their colour, design, shape and size all have to meet the standard.

Safety signs sit in a number of different categories

Mandatory signs

White with a **blue circle** containing an image.

These signs give an instruction that you that you **MUST** follow.



Prohibition signs

White background with a symbol inside a **red circle** with a **slash**.

These signs tell you what you **MUST NOT** do.



Warning signs

Yellow background with a **black triangle** around a hazard symbol.

These signs warn of a hazard or hazardous situation that should not be life threatening



APPLY PERSONAL SAFETY MEASURES



Select and wear personal protective equipment (PPE)

Personal protective equipment (PPE) is worn by a person to provide a barrier between themselves and a hazard.

PPE will help to minimise the risk to a person's health and safety but it is not guaranteed to prevent injury. PPE is best used along with other hazard control measures.

- The employer (PCBU) must provide PPE or an allowance for the employee to purchase PPE
- Employees should be trained in how to correctly fit and use PPE
- PPE needs to be kept clean, hygienic and in good working order
- PPE must comply with Australian Standards, for example: AS/NZS 1337 Personal eye protection
- PPE should be stored so it is kept dry, clean and undamaged
- Check your workplace procedures and site rules to find out what PPE has to be worn.

Samples of PPE safety signs:



**Look for safety signs around your worksite to show you when you need to wear different types of PPE.
PPE signs are mandatory; this means you MUST DO what they say.**

Select and wear personal protective equipment (PPE) (continued)

Below are some examples of PPE that is worn at different times on a construction site. The PPE that is required will depend on the job being done.



Select and wear personal protective equipment (PPE) (continued)

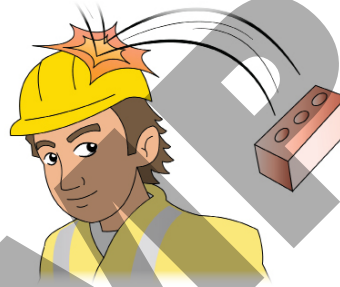
These are examples of how personal protective equipment can protect you and your work mates.

Safety shoes or boots should be worn.

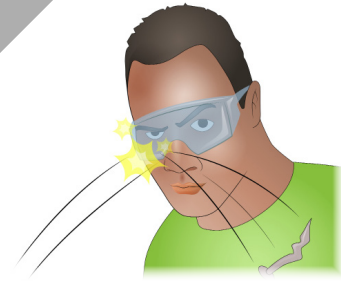
It is important that your footwear is safe and the right type for the work you do and the conditions you work in.



Safety helmet or hard hat can protect your head from falling objects.



Safety glasses, goggles or a face shield can protect your eyes from harmful objects.



Respiratory equipment can stop you from breathing in harmful substances such as gasses.

A **dust mask** can protect you from dust or other contaminants.



Earmuffs or earplugs should be worn whenever there is a chance of noise causing loss of hearing.



Safety gloves should be worn to help prevent cuts, burns, vibratory injuries or hazardous materials getting into your body through your skin.



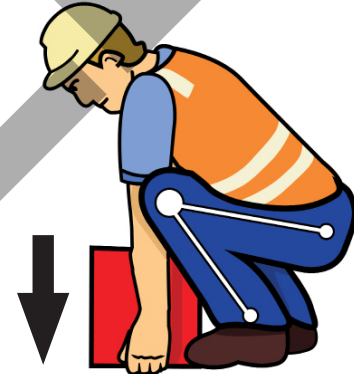
Manual lifting

When manually lifting loads it is important to use a good technique (way of doing it).

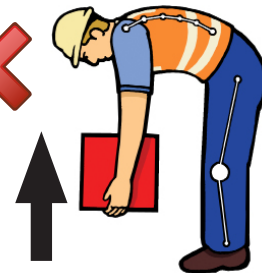
- Place your body close to or over the load



- Bend at the knees to access the load
- Test the weight of the load by trying to move it slightly
- If the load feels too heavy do not attempt to lift it



- Get a good grip on the load
- Lift it smoothly keeping a straight spine (back) and level chin
- Never lift with a bent spine (back)**

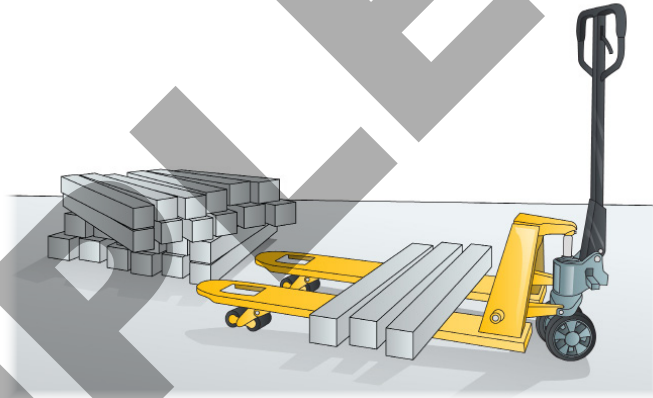


QUESTION 17

Identify some lifting aids that can be used to help eliminate the risk of musculoskeletal injuries.

Answer may include but is not limited to:

- Conveyors and rollers
- Cranes and hoists
- Trolleys
- Forklifts and machinery



QUESTION 18

When manually lifting a load should your back be:

- **Straight** or bent?

When manually moving a load should you:

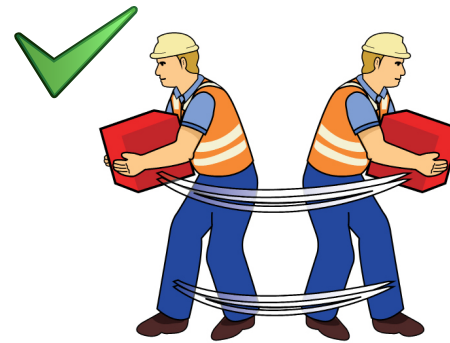
- **Twist at the waist** or **move your feet**?

When manually lifting a load you should always keep a **straight** back.



When moving the load you should **move your feet**.

Do not twist at the waist.



APPLY OPERATIONAL SAFETY MEASURES



Alarms

Alarms usually consist of a loud audible noise (siren) accompanied by flashing lights.

You must be able to **recognise** the alarms that are in place on the worksite so you can respond to them quickly and in the correct way. These alarms will form part of the sites evacuation procedures.

Information on the alarms and how to respond should be available:

- during the site induction
- in documented procedures
- posted on notice boards throughout the site.



Some of the **basic steps** you may need to follow when you hear an alarm include:

- Remain calm
- Shutdown any plant, equipment or tools that you are using
- Help others, for example the elderly, disabled or injured
- Head to the nearest exit in an orderly fashion
- Go to the nearest assembly point.



QUESTION 20

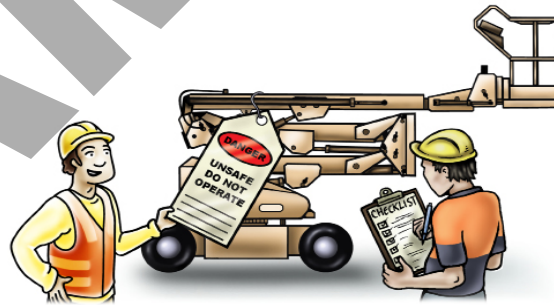
b. What is the best way to isolate or immobilise plant and equipment?

b. The best way to isolate or immobilise plant and equipment is by using a lock out process.



c. Under what circumstances (not including emergencies) can a person remove an out of service tag from a piece of plant or equipment?

c. When they are familiar with the piece of plant or equipment and fully understand the reason why the tag was placed on the plant or equipment.



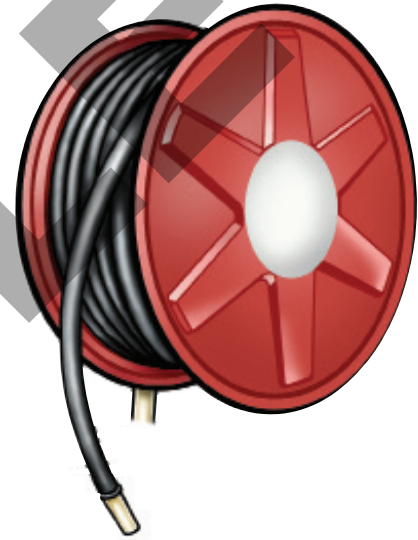
Fire hose reels

Fire hose reels are designed to provide an accessible and controlled supply of water to fight a fire.

The length of a fully extended fire hose is 36 metres with a diameter of 19 mm (outside diameter). These appliances are designed to deliver at least 0.33 litres of water per second.

A control nozzle attached to the end of the hose enables the operator to control the direction and flow of water to the fire.

Australian Standards nominate installation and maintenance requirements.



Examples of a fire hose reel sign



QUESTION 21

An alarm sounds on the worksite while you are working.

How should you respond?

Always follow the procedures for the worksite.

A basic procedure includes:

- Remain calm
- Shutdown any plant, equipment or tools that you are using
- Help others, for example the elderly or disabled
- Head to the nearest exit in an orderly fashion
- Go to the nearest assembly point.

**QUESTION 22**

You are working on site and one of your workmates has been injured.

Who should you inform (tell)?

You must immediately inform your supervisor and the first aid officer.



QUESTION 23

What could happen if the incorrect equipment is used to fight a fire?

If the wrong equipment is used it could cause the fire to spread and/or cause injury to the person fighting the fire.

**QUESTION 24**

Water extinguishers are efficient and cost-effective against Class A fires involving paper, textiles, wood, plastics and rubber.

What type of fires should they **NOT** be used on?

Answer should include but is not limited to:

Water extinguishers should **not** be used on fires involving:

- Flammable liquids
- Cooking oils and fats
- Electrical equipment and appliances.



QUESTION 25

What type or types of extinguisher can be used on electrical fires?

What color band do these extinguishers have?

Dry chemical powder extinguisher (white band)



Carbon dioxide extinguisher (black band)



QUESTION 26

Most fire extinguishers operate in the same way. A simple way of remembering how to use one is the PASS acronym.

What does the PASS acronym stand for?

- P** – Pull the pin
- A** – Aim the nozzle at the base of the fire
- S** – Squeeze the handle (trigger)
- S** – Sweep the nozzle from side to side



QUESTION 27

There is an emergency and you need to evacuate.

How can you identify the nearest escape route?

Look for the nearest emergency exit point, there should be a sign highlighting it.



MAINTAIN PERSONAL WELLBEING



Personal well-being

A persons well-being could be described as their comfort, health and happiness. There are various situations in the workplace that can affect a persons well-being. Some things that **pose a risk** include:

Horseplay

Horseplay involves foolish, rough or boisterous behaviour and can include things like:

- Playing pranks on others
- Misuse of equipment
- Physically pushing or shoving.



Prevention

- Follow procedures
- Use equipment appropriately
- Treat others with respect
- Report inappropriate behaviour.



Mental stress

Work related mental stress can occur when workplace demands and responsibilities are more than the worker can manage or are beyond the workers capabilities.

Signs of mental stress can include:

- Poor health (physical and mental)
- Breakdown of relationships
- Poor morale, loyalty or commitment
- Reduced efficiency and productivity.

Prevention

Like all other workplace risks, a risk assessment is the best way to prevent mental stress.

- Identify the likely causes
- Assess the risk
- Put controls in place
- Review.



Heat stress

Heat stress can occur when working in a hot environment (out in the sun or near hot equipment or plant). Heat stress can result in heat stroke.

Signs of heat stress can include:

- Dizziness
- Headache
- Weakness
- Nausea
- Cramps.



Prevention

- Keep cool
- Stay out of the sun
- Wear sunscreen and a hat
- Wear loose breathable clothing
- Take regular breaks
- Drink water.



Identify dangers (continued)

Daily inspections

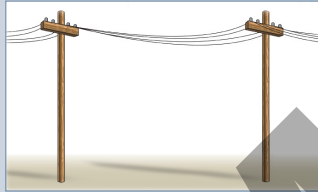
Workers should inspect their work area for hazards and risks daily before starting work.

A good rule is to check:

- Above eye level
- At eye level
- Below eye level.



Above eye level



At eye level



Below eye level



Continually monitor

Just because you inspected your work area for hazards and risks at the start of the day, it does not mean new hazards and risks won't arise throughout the day.

Always be aware of what is happening around you.



Address dangerous situations

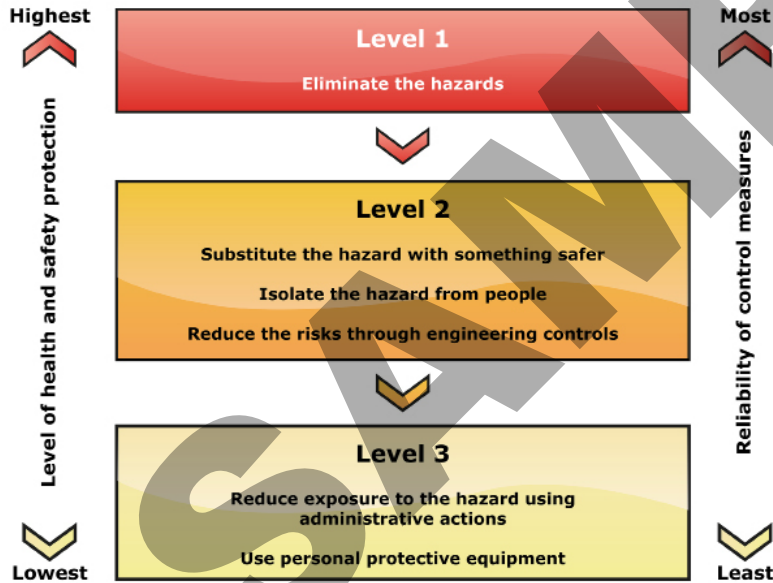
Any situation that poses a hazard or risk and/or endangers yourself or others must be address / acted on immediately.

The **Hierarchy of Risk Control** is a list of control methods that can be used to eliminate or lower the danger from a hazard or risk in the workplace.

There are three (3) levels in the hierarchy

The methods in **Level 1** provide the **highest** level of protection and are the **most** reliable methods.

The methods in **Level 3** provide the **lowest** level of protection and are the **least** reliable.



IDENTIFY AND REPORT INCIDENTS



Recognise, Reporting incidents and injuries

Why do we need to report incidents and injuries to relevant personnel?

To monitor hazards in the work place, to ensure that they do not occur again and improve work place environment and safety.



Incident report form

Section A: Details of incident			
Name:	ID number:	Sex:	M / F
Dept/section:			
Employment:	<input type="checkbox"/> Full time	<input type="checkbox"/> Casual	<input type="checkbox"/> Self-employed
	<input type="checkbox"/> Part time	<input type="checkbox"/> Volunteer	<input type="checkbox"/> General public
Describe the incident:			
Date:	Time:	Date reported:	Time reported:
What happened?			
Where did it happen?			
Who was involved?			
<input type="checkbox"/> There was no danger (an incident without injury to a person or damage to property). Go to section C. <input type="checkbox"/> Accidents (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:		

When we report incidents we:

- Identify problem areas
- Identify trends
- Improve safety
- Keep employees informed
- Track company health and safety targets
- Compare years, months or weeks
- Compare against State or National benchmarks
- For WorkCover and insurance purposes.



Prepare records of incidents and injuries according to workplace procedures (continued)

Examples of dangerous incidents that need to be reported include:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall or release from height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel.
- The interruption of the main system of ventilation in an underground excavation or tunnel.



Prepare records of incidents and injuries according to workplace procedures (continued)

Notifiable incident details

When **notifying** the regulator, for example WorkSafe or WorkCover, of an incident the information they may need includes:

- An overview of what happened
- When it happened
- Where it happened
- Detailed description of what happened
- Who it happened to
- How and where are patients being treated (if applicable)
- Who is the person conducting the business or undertaking
- What has or is being done
- Who is notifying.



More information on Notifiable incidents can be found at www.safeworkaustralia.gov.au