

Trainer Value Pack



Electrotechnology Health and Safety Induction

Apply work health and safety regulations, codes and practices in the workplace
UEECD0007

Learner Guide



**EASY
GUIDES**
Australia Pty Ltd

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Workplace health and safety laws



The basic legal requirements covering occupational health and safety in the workplace encompassing:

- underlying principles of OH&S
- general aims and objectives of the relevant state or territory legislation relating to OH&S
- employer and employee responsibilities, rights and obligations
- major functions of safety committees and representatives
- powers given to Occupational Health and Safety Inspectors
- housekeeping and potential hazards in relation to improper housekeeping
- selecting appropriate personal protective equipment (PPE) given hazardous situations



Legal requirements covering occupational Health and Safety in the workplace

'Workplace health and safety laws'

WHS/OHS requirements are outlined in Acts, Regulations, Codes of Practice and Australian Standards.

WHS/OHS Acts
'WHS/OHS Acts' are laws that explain how to improve health and safety in the workplace. For example: Model National WHS Act, June 2011.
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: Managing electrical risks in the workplace Code of Practice - April 2012.
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/NZS 3760:2010 In Service Safety Inspection and Testing of Electrical Equipment

Examples of WHS/OHS legislative requirements:

- Duty of care
- Construction industry WHS/OHS standards and guidelines
- Licences, tickets or certificates of competency
- Health and safety officers/representatives, committees and supervisors
- National Code of Practice for Induction Training for Construction Work
- WHS/OHS and welfare Acts and Regulations
- Safety codes of practice.

It is important that you know about these legislative requirements and how they affect the work that you do. These laws, regulations and guidelines are in place to make your worksite a safe place to work. They are there to protect you and the workers around you, and will help you understand your legal responsibility for WHS/OHS.

NOTICE

PPE REQUIRED



Personal protective equipment (PPE)

The purpose of PPE is to protect you from risk of injury or illness. You should use personal protective equipment and clothing where necessary.

Keeping your work area clean

Keep your work area clean and remove and/or store any debris, materials or equipment. Tripping hazards are common so try to keep walkways clear of any debris or litter. Things to think about when housekeeping:

- Prevent slips, trips and falls.
- Remove fire hazards.
- Control dust.
- Avoid tracking materials.
- Prevent falling objects.
- Clear clutter.
- Store materials properly.

Use and inspect personal protective equipment and tools.

Follow housekeeping procedures

Procedures will tell you things like what cleaning or tidying jobs need to be done. The procedures may tell you what order the jobs need to be done. Following procedures will help you to make sure that everything that needs to be done is done.



Storing materials and equipment

Make sure that materials and equipment are:

- Stored in a safe manner
- Stored in an organised manner
- Able to be accessed safely and easily
- Stored as per Material Safety Data Sheet (see MSDS next page) and WHS legislative requirements.

Work hazards. emergencies and controls



The work environment encompassing:

- typical hazards associated with a range of work environments
- procedures used to control the risks associated with these hazards
- principles of risk assessment / management and state the purpose of each.
- hierarchy of OH&S hazard control measures.
- required documentation for risk assessment.
- commonly used workplace safety signs.
- workplace emergencies that pose a threat to health and safety and suitable procedure for an emergency workplace evacuation.
- appropriate fire extinguisher for a given type of fire.
- requirements for the location, mounting and maintenance of portable fire extinguishers.
- basic process of fighting a fire.
- Importance of safe premises, buildings and security in an industrial setting and the consequences of non- compliance.
- standard work procedure.



1.3 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.



Hazard versus risk: What is the difference? *continued*

Risk management is taking action to make sure you are safe.

Risk management is made up of the following five steps:

- Identifying hazards
- Assessing the risk involved
- Talking and reporting to other workers
- Controlling the hazards to lower the risk
- Reviewing the action you have taken.



You can manage the risks caused by hazards by using 'Hazard Controls'.
For example: isolation of a trench shown here.



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.

Zones/areas to check for hazards:

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)

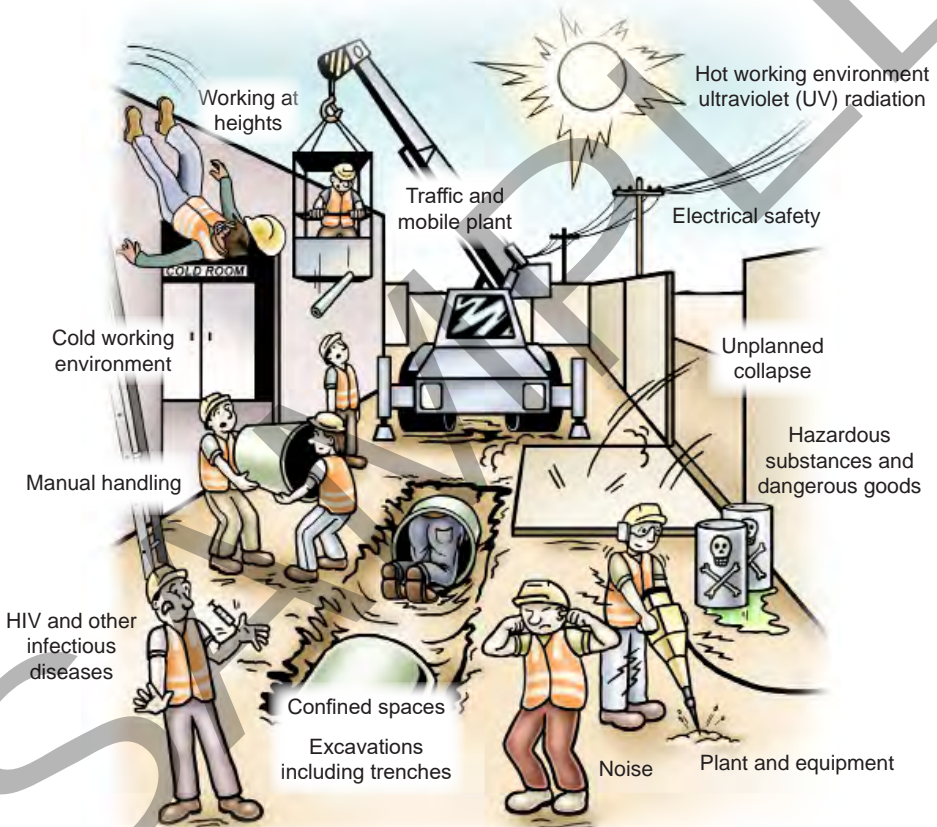
You should check the ground to see if:

- The surface is stable and level
- Spills or wet surfaces
- Debris/rubbish
- The surface is strong to support the weight of any equipment or materials
- Trenches or recently backfilled trenches
- Instable ground.





3.1 Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees



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.

Control measure 1

a) Substitution

Firstly, try substitution. This is where you swap the hazard for something less dangerous to lower the risk. This may include using safer equipment or materials, or doing a job in a safer way.



b) Isolation

This is where you lower the risk of damage or harm by restricting or preventing access to the hazard. It may include barriers or fencing, restricting access to the area for an amount of time or putting a distance restriction in place.



c) Engineering measures

This is where equipment and work processes are improved through engineering solutions to reduce risk. It may include installing safety features on equipment like guards or automatic cut-outs or ventilation in areas where air-flow is restricted.





1.6 Personal Protective Equipment

“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 should help to avoid damage.

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. Keep an eye out 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.





Head

A hard hat should be worn where there is the chance of falling objects hitting you on the head.

You should wear a hard hat even when there are no signs telling you to.

Wide-brimmed or legionnaires' hats should be worn to protect you against UV radiation and sunburn.

Ears

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

Body

Clothing should fit well and not be too tight or baggy. It should have hi-visibility reflective panels and bright colours (usually orange or lime).

If you are working at night you may have to wear specific night clothing because of poor lighting conditions.

Depending on the type of work you are doing you may need to wear an apron or arm-guards.

If you are working in the sun it is important that you put on sunscreen (30+) and wear long- sleeve shirts and pants to protect yourself from sunburn.



2.2 Safe work methods for controlling risk obtained, read and understood prior to undertaking a work activity

Incidents

An incident can be one of two things.

1. A near miss or dangerous occurrence which has not caused injury this time but may do so in the future.

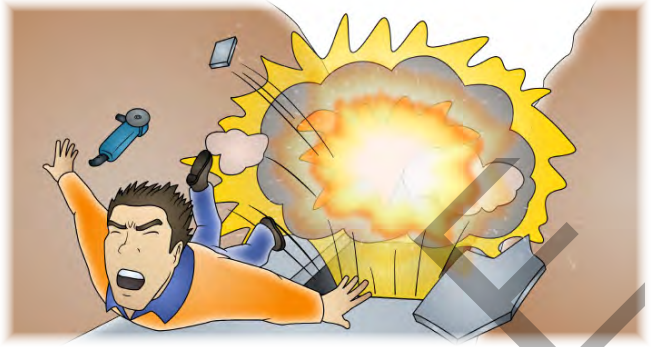


2. An accident resulting in personal injury or damage to property.



Dangerous occurrences and near miss reports – continued

Uncontrolled explosion, fire or escape of gas, hazardous substance or steam.



Electric shock.



Electrical short circuit, malfunction or explosion.



Any other unintended or uncontrolled incident or event arising from operations carried out at a workplace.





3.3 OHS records of incidents are completed in accordance with regulatory requirements and established procedures

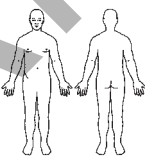
Accident and incident reports

If there is an accident where somebody has been injured you may need to complete one of these forms.

Your workplace should have proformas (template forms for routine use) for reporting these kinds of events. There is often a time frame that these types of forms will need to be completed by after an incident or accident. Check with your supervisor or health and safety representative if you need to fill out one of these reports and/or contact the relevant health and safety authority.

If anybody has been injured in the incident you will also need to fill in an injury report which may be referred to later.

Shown here is an example of what an accident or incident form might look like.

INCIDENT REPORT FORM	
Section A: Details Of Incident	
Surname: Given names:	
Dept/Section: ID number: M / F	
Basis of employment: <input type="checkbox"/> Full time <input type="checkbox"/> Casual <input type="checkbox"/> Self employed <input type="checkbox"/> Member of public <input type="checkbox"/> Part time <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	
Describe the incident: (attach extra page if necessary)	
When: / / Time: am/pm. Reported: / / Time: am/pm.	
What happened?	
Where did it happen?	
Who was involved?	
<input type="checkbox"/> Near miss (a dangerous incident without injury to 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 and C.	
Section B: Accident/Injury Report	
Describe and mark on diagram bodily location of injury or work caused illness. Or list any damage to property.	
	
Medical treatment: <input type="checkbox"/> Nil <input type="checkbox"/> First aid <input type="checkbox"/> Doctor only <input type="checkbox"/> Admitted to hospital	
Section C: Investigation and Preventative Action Taken	
Investigation – Give reason for the accident or near miss.	
Risk control measures—List the control measures needed to remove or minimise the future risk of damage or injury from the hazard you have identified.	
Who is responsible for putting the control measures in place?	
Surname: Given names:	
Dept/Section: ID number:	
Completion date:	








Safety Signs and Symbols

Instructions that you MUST follow

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 work site. 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 4 different groups as shown in this table .

Type of sign	Description	Example
1. Regulatory signs	Prohibition signs – White with a red circle with a line through it. These signs tell you what you MUST NOT do.	 No smoking
	Mandatory signs – White with a blue circle containing an image. These signs tell you what you MUST do.	 Safety helmet must be worn
	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.	 Speed limit is 50 kilometres per hour
2. Emergency information signs	Green in colour. These signs identify directions to find exits, first aid facilities and equipment.	 First Aid facility
3. Fire signs	Red in colour. These signs identify where to find fire-fighting equipment, alarms and exits.	 Fire extinguisher

Fire blankets

Fire blankets are fire-resistant sheets of glass-fibre material. They are used to cover a fire to cut off the supply of oxygen or to wrap a person whose clothes are on fire.



An example of a fire blanket sign.

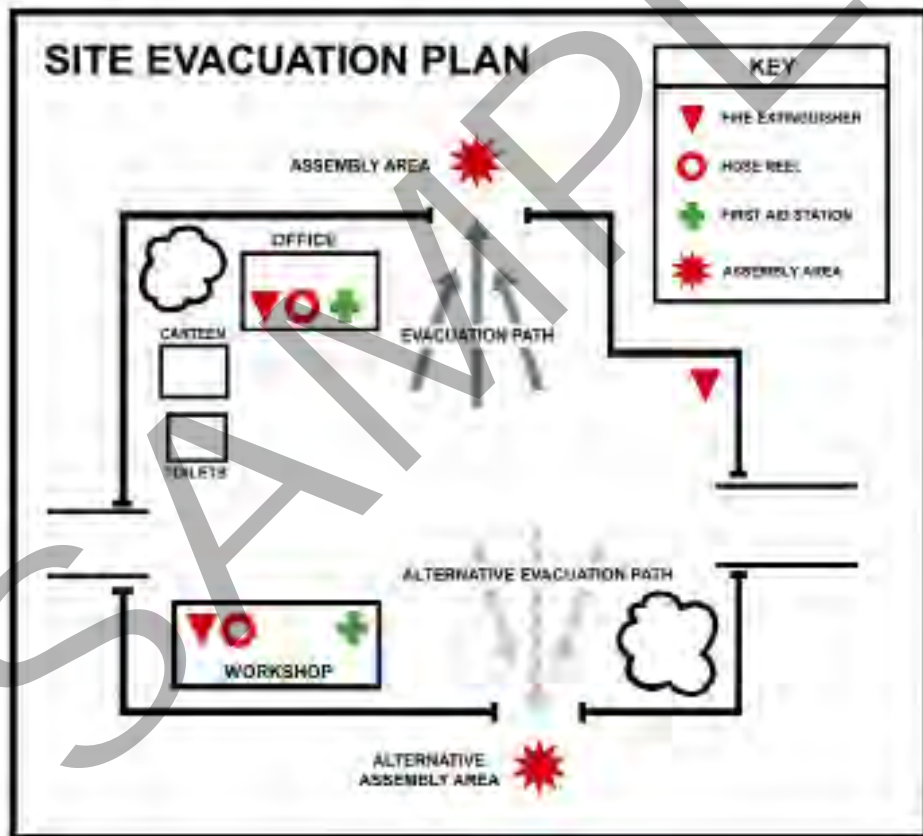
Three things you MUST DO in any emergency:

1. Remain calm.
2. Warn others (raise alarm).
3. Get help (other workers, first aid officer, supervisor, WHS 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.

For example:



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

Types of emergencies

All worksites should have a site emergency plan for various types of emergencies including:



Flammable and/or toxic vapours emission (gas leak)



Fire



Vehicle or mobile plant accident



Structural collapse









Chemical spill



Severe injury to personnel

An example of an emergency procedure for dealing with a fire:

FIRE ORDERS		
1.	Assist any person in immediate danger — if safe to do so.	
2.	Close the door.	
3.	Call the Fire Brigade on 000.	
4.	Attack fire if safe to do so.	
5.	Evacuate to assembly area.	
6.	Remain in assembly area and ensure everybody is accounted for.	

Contacting emergency services

You may need to contact emergency services for assistance.

An example of the information that you may be asked to give over the phone:

1. What is the emergency?

Is it a fire, injured worker, chemical spill etc.

2. Where has it happened?

What is the street address?
Where on site is the emergency?

3. What action have you taken so far?

First aid, evacuation, etc.

4. Is anybody hurt?

If so how are they hurt and how serious is it?

5. Have you already contacted other emergency services?

Fire brigade, ambulance, etc.

6. What is your name?

Don't be afraid to give your name to the operator.

7. How can we contact you?

Phone number or other relevant contact details.



DO NOT hang up the phone until you have been given instructions on what to do until the emergency services arrive.



Manual handling



2.4 Manual Handling encompassing:

- typical manual handling injuries and the effect they can have on lifestyle
- situations that may cause manual handling injuries
- correct procedures for lifting and carrying to prevent manual handling injuries

Manual handling

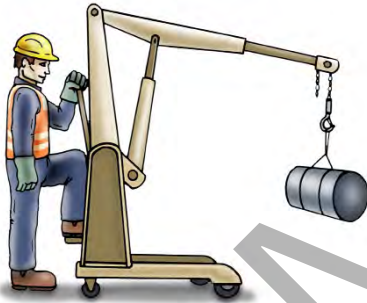
Manual handling is any activity where you use force to:

- lift
- lower
- push
- pull
- carry or
- move a load.



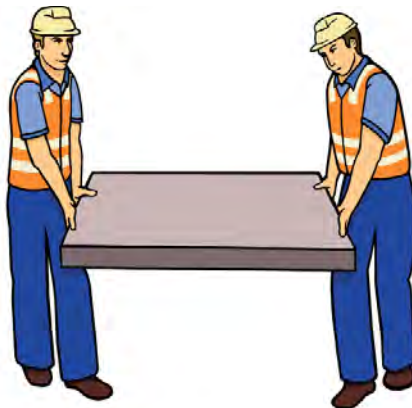
Any manual handling activity that is done incorrectly can result in injuries such as muscle strain and back and neck injuries.

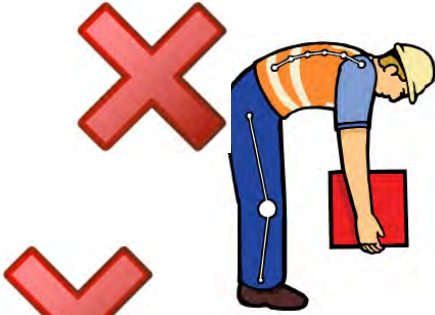
Manual handling injuries are very serious and can stop you enjoying things you like doing. For example playing sport or walking the dog.



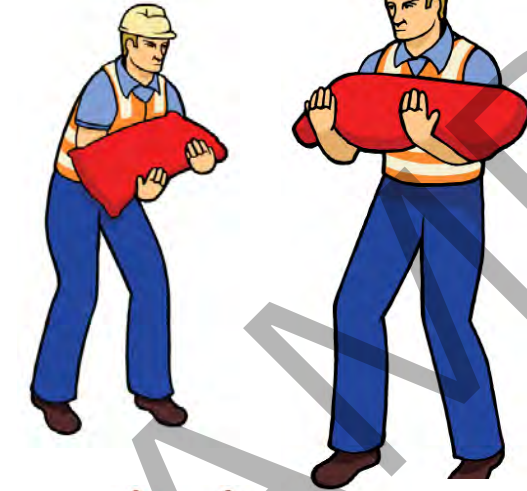
Before you start any manual handling activity check to see if there are any mechanical aids or equipment that you can use to make the job safer and easier.

If the load is big, heavy or an awkward shape get someone to help you move it.





Bend your legs, keep your back straight



Keep your back straight



Move your feet

Chemicals in the workplace



1.5 Chemicals in the workplace encompassing:

- hazardous substances and dangerous goods.
- classification of chemicals as hazardous substances and/or dangerous goods
- requirements for labelling of chemicals in the workplace
- safe storage procedures for chemicals
- purpose and interpretation of material safety data sheet (MSDS)

Dust (cement and wood)

Dust can be dangerous to breathe in.

Protect yourself with gloves, eye protection (goggles, glasses or a mask) and an approved respirator.

Wet down dusty areas to prevent the spread of dust in the air.



Chemicals and solvents

Chemicals should always be labelled so that you can easily tell what chemical you are working with.

Criteria for classifying chemicals have been developed for the following physical hazard classes:

Explosives.

Flammable gases.

Aerosols.

Oxidizing gases.

Gases under pressure.

Flammable liquids.

Flammable solids.

Self-reactive substances and mixtures.



Safety data sheets (SDS)

An SDS is a document containing important information about a hazardous substance and must state:

- The product name of a hazardous substance
- The chemical and generic name of certain ingredients
- The chemical and physical properties of the hazardous substance
- Health hazard information
- Precautions for safe use and handling
- The manufacturer's or importer's name, Australian address and telephone number.

The SDS provides employers, self-employed persons, workers and other health and safety representatives with the necessary information to safely manage the risk from hazardous substance exposure.

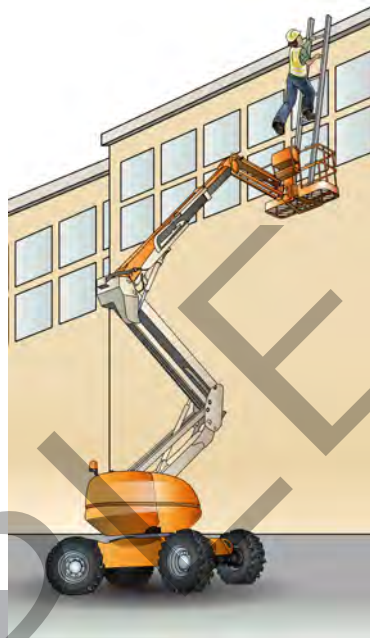
It is important that everyone in the workplace knows how to read and understand a SDS.



This information is from Safe Work Australia.

<http://www.safeworkaustralia.gov.au/sites/swa/whs-information/hazardous-chemicals/sds/pages/sds>

Working safely at heights



2.3 Working at heights encompassing:

- dangers associated with working on ladders and scaffolds
- identification of work area as a height risk and use appropriate safety equipment to prevent a fall
- selecting an appropriate ladder for a given situation and perform a safety check before use
- precautions that should be taken when ascending and working off a ladder
- precautions that should be taken when working on and around a scaffold and elevated platforms.

Working at heights

Falls from heights can cause serious injuries or death. Use the Prevention of falls hierarchy to help you plan the job safely.

5 steps in the Prevention of Falls Hierarchy

This diagram shows you the **5 steps in the Prevention of Falls Hierarchy** in order from the best choice of control to the last choice.

1. Work on the ground or a solid platform.

Think of ways to do the job without working up high.
This eliminates the chance of falling.

2. Passive fall prevention devices

Use equipment that totally stops you from being able to fall. For example guard railing, roof safety mesh, edge protection and work platforms.

3. Work positioning systems

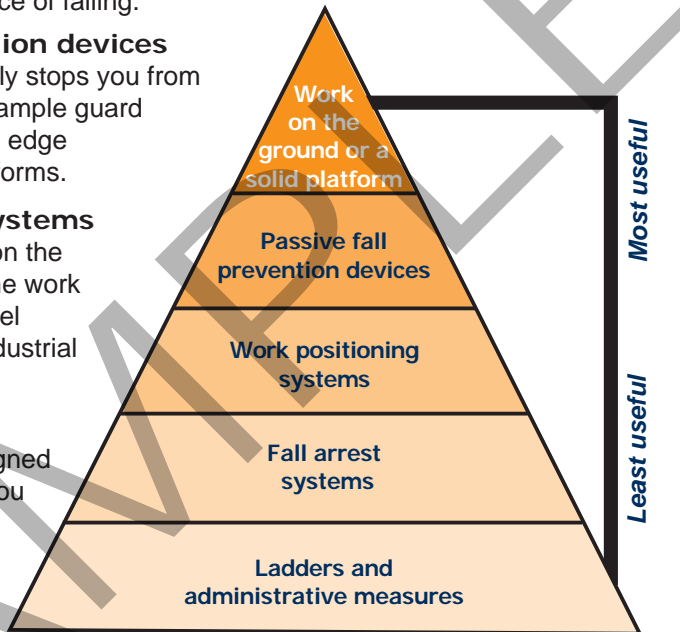
Use equipment to position the person so they can do the work safely. This includes travel restraint systems and industrial rope access systems.

4. Fall arrest systems

These systems are designed to 'catch' or stop you if you fall. They include catch platforms, industrial safety nets and safety harness systems.

5. Ladders and administrative measures

Working from ladders, or using different ways to do the work are last on the list of controls.



Scaffolding

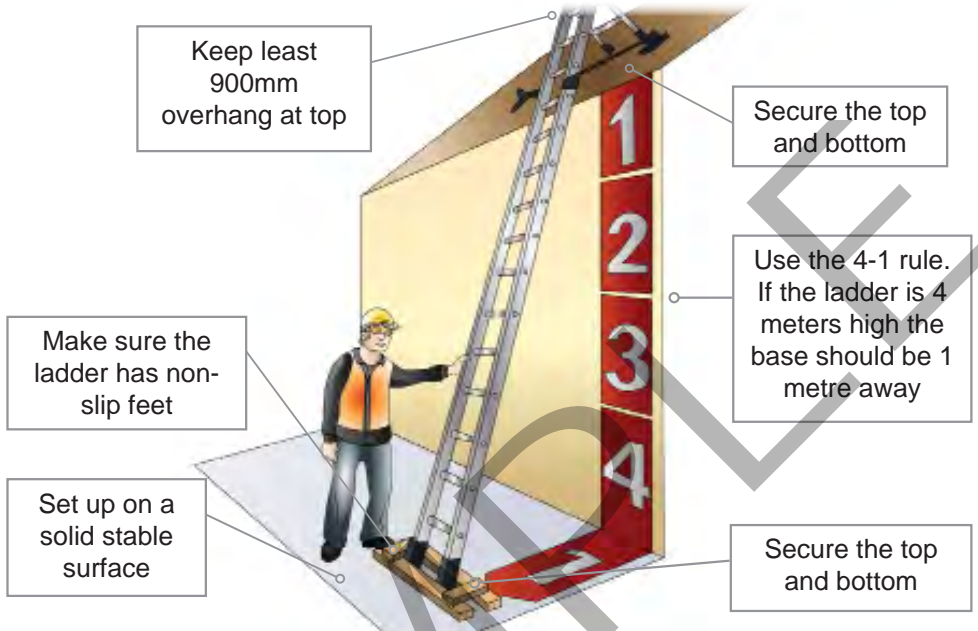
Any scaffold higher than 4 metres needs to be designed and built by a licensed scaffolder.

If there is a chance that a person may fall more than 2 metres you must make sure guardrails and kickboards are installed on the scaffold platform.



Setting a ladder up correctly

Use the following diagram as a guide on how to set up a ladder correctly:



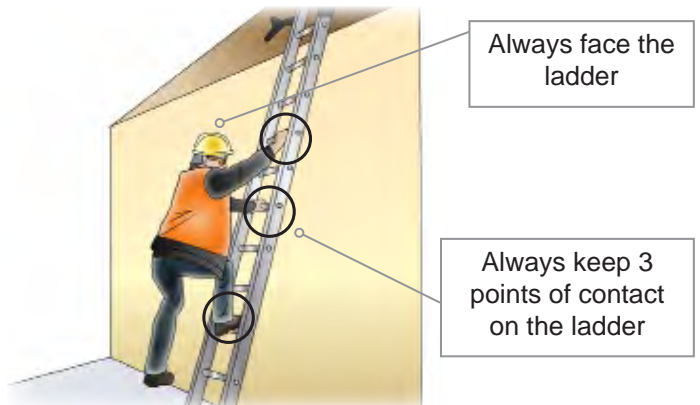
Ladders for electrical work

You must use a fibreglass ladder which cannot conduct electricity when you do electrical work.



Climbing safely

To climb a ladder safely:



How hazards affect people



3.1 Physical and psychological hazards encompassing:

- short and long term effects of excessive noise and techniques to avoid damage to hearing due to excessive noise
- effects of vibration on the human body and work practices to protect against vibration
- effects of thermal stress on the human body and work practices to protect against thermal stress
- effects of ultraviolet (UV) radiation on the human body and work practices to protect against UV radiation.
- dangers associated with laser operated equipment and tools and suitable protective measures to overcome the danger.
- occupational overuse syndrome, how it occurs and means to overcome it
- factors that cause stress in the workplace, symptoms of a person suffering from stress and personal stress management techniques
- detrimental effects and dangers of drug and alcohol use in the workplace

Noise

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



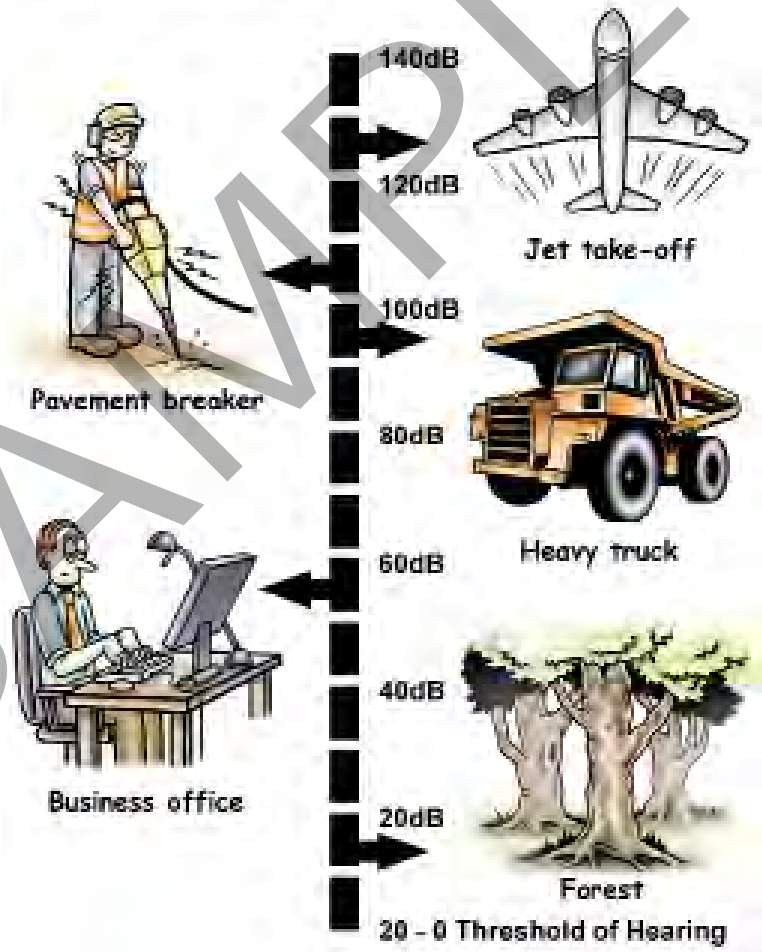
Decibel levels of common sounds

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

Hearing loss is:

- slow
- painless and
- irreversible!

DECIBEL LEVELS OF COMMON SOUNDS



Drugs and alcohol

Do not work while under the influence of drugs and alcohol.

Drugs and alcohol are not permitted at work.

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



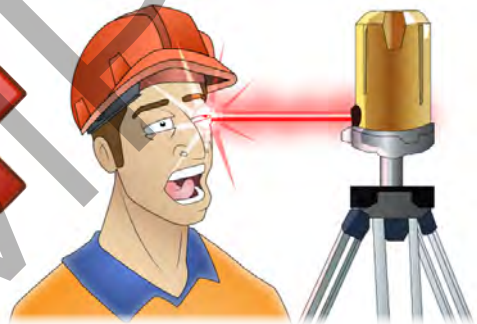
Laser tools and equipment

Laser tools are a hazard to the eyes. If you look into a laser beam too long the laser can burn the tissue of your eye. This can affect your vision or even make you blind.

NEVER put any body parts in the beam of a laser.

NEVER look into a laser.

NEVER point a laser at another person.



Occupational Overuse Syndrome (OOS)

OOS can affect your hands, fingers, wrists or elbows. You may get pain, swelling, numbness or weakness. You may not be able to move the joint as well as you used to.

This can happen when you do the same type of work often.

To prevent OOS you can:

- change the task you are doing more often
- set up your work area differently
- use tools and equipment to help you grab and move things



Working safely with electricity



2.5 Working safely with electricity encompassing:

- effects of electric shock on the human body
- common causes of electrical accidents
- precautions that can minimise the chance of electric shock (earthing, extra low voltage, fuses, circuit breakers and residual current devices – RCDs)
- protection offered by a residual current device (RCD)
- need for ensuring the (safe) isolation of an electrical supply
- appropriate method of removing an electric shock victim from a live electrical situation

Effects of electricity

When you get shocked by electricity the current goes through your body. As it does it makes areas of your body heat up.

If you get a small shock you may just get a little pain or numbness.

If you are working with high voltage power you can get seriously hurt. The current can burn you internally. This can affect your organs, nerves, spinal cord or brain.



Causes of electrical accidents

The most common causes of electrical accidents are:

- Not isolating the power source while doing electrical work.
- Using faulty electrical equipment that has not been looked after properly.
- Someone doing electrical work when they are not qualified. For example, a home handyman.
- Coming in contact with overhead powerlines.



Reduce the chance of electric shock

There are many ways you can reduce your chance of getting shocked.

You can use:

- earthing (or grounding)
- extra low voltage
- fuses
- circuit breakers
- residual current devices (RCDs)
- extra-low voltage (ELV) devices



First aid and CPR



2.5 Life support - CPR in the workplace encompassing

- First Aid.
- responsibilities of the First Aider.
- priorities of first aid management for any accident or injury.
- procedures required at an accident scene.
- legal and ethical issues, which may impact on the management of care.
- 'Duty of Care'.
- examination of a casualty for injuries.
- effect of cardio pulmonary arrest on the body.
- Managing simulated conditions of: airway obstruction; respiratory arrest and cardio pulmonary arrest,
- single and two-person cardio pulmonary resuscitation (CPR).
- signs and symptoms of an altered level of consciousness
- management of simulation of a casualty with an altered level of consciousness.
- signs and symptoms of shock.
- management of simulation of a casualty in shock



2.5 Cardiopulmonary arrest

What body systems are affected by cardiac arrest?

Because cardiac arrest stops the heart from beating, the brain, lungs, and other organs do not get the blood and oxygen they need. Cardiac arrest can lead to death within minutes if not treated. Symptoms of cardiac arrest include dizziness, loss of consciousness, and shortness of breath.



Method of 2-person CPR :For adults

Lay the victim on a flat surface. Start the chest compressions with about 100 compressions per minute. After every 30 compressions, follow with breaths. Since two man compression has an extra person to help, one person can give the compressions while the second can give the breaths.

Symptoms of decreased consciousness

Impaired consciousness can be a medical emergency. Signs may include:

- seizures.
- loss of bowel or bladder function.
- poor balance.
- falling.
- difficulty walking.
- fainting.
- lightheadedness.
- irregular heartbeat.

What are the characteristics of altered states of consciousness?

An altered state of consciousness can be defined as any state of consciousness that deviates from normal waking consciousness, in terms of marked differences in our level of awareness, perceptions, memories, thinking, emotions, behaviours and sense of time, place and self-control.

Managing an altered level of consciousness

Assess patients following the ABCDE approach to ascertain whether they are critically ill;

Ensure they have a clear airway and assess whether breathing is adequate (normal rate, depth and rhythm). ...

For those who are critically ill, administer oxygen as prescribed (Jevon, 2009);



What is an ABCDE approach?

Despite what might seem like chaos, the team uses a systematic method for managing all acutely ill patients called the ABCDE (A-E) approach. It is a way of systematically assessing each of a patient's vital systems—airway, breathing, circulation, disability, and exposure

UEECD0007

**Apply Occupational Health and Safety regulations,
codes and practices in the workplace**

Workbook

Student's copy



The answers provided are model answers only. It is the **responsibility** of the assessor to decide if a satisfactory answer has been supplied by the learner. An assessor may question an applicant further if s/he feels an answer is incomplete.

This resource was developed by



Question 6 (PC 1.2)

Which of the following tasks require you to have a licence?

- Dogging
- Dredging
- Rigging
- Asbestos removal

Question 7 (PC 1.2)

What may happen if litter and debris are allowed to remain in the work area?

.....

.....

Work hazards, emergencies and controls

Question 8 (PC 1.1, 3.1)

What is the term used to describe a situation that may harm or injure you?

.....

.....

Question 9 (PC 1.1)

Give three (3) examples of types of information, which may be on a permit:

.....

.....

Question 10 (PC 1.1, 3.2)

Name two (2) things that could change and make you need a new permit.

.....

.....

Question 11 (PC 2.1, 3.1)

Explain why it is dangerous not to have barricades around an excavation or trench.

.....

.....

Question 12 (PC 2.1)

You have found a hazard that is likely to be a risk if not fixed. You are going to use the hierarchy of hazard control to eliminate or control the hazard. Give an example of a question you might ask to help you decide which measure in the hierarchy to use.

.....

.....

Question 13 (PC 2.2)

Give one example of when breathing apparatus may need to be worn.

.....

.....

Question 14 (PC 3.4)

There are a number of different people that you can talk to about workplace health and safety issues. Name **two** of those people.

.....

.....

Question 15 (PC 1.2, 1.3)

Give two examples of plans or other paperwork that may tell you workplace health and safety information.

.....

.....

Question 16 (PC 3.2)

Give two examples of near misses or dangerous occurrences that need to be reported.

.....

.....

Question 17 (PC 1.5, 1.6, 3.1)

Examples of regulatory signs are shown below. What do these signs mean?



.....



.....

Question 18 (PC 2.5)

An example of an emergency information sign is shown below. What does this sign mean?



.....

SAMPLE

Question 19 (PC 3.1)

What are some ways to isolate a hazard?

.....

.....

Question 20 (PC 3.2)

Your worksite may have special rules about isolation methods. How could you check these?

.....

.....

Question 21 (PC 3.3)




You see a lockout tag, but you are not sure why it is there. Are you allowed to remove it?

.....

.....

Question 22 (PC 1.6, 2.5)

Describe the meanings of the hazard signs in the table below.

.....	
.....	
.....	



Question 23 (PC 2.2, 2.5)

Give two examples of people or authorities that may need to be contacted in the event of an emergency or incident.

.....
.....

Question 24 (PC 2.2)

Why is it important to have procedures for responding to hazards, incidents and injuries?

.....
.....

Question 25 (PC 2.2)

What type of fire extinguisher should you use on electrical fires?

.....
.....

Question 26 (PC 2.2)

Bob is walking between buildings on a construction site when he hears a loud 'thud' from behind. A large wooden plank has fallen from above, narrowly missing him. As Bob was not hurt should he report this incident? Why or why not?

.....
.....

Question 27 (PC 2.2)

A fellow employee has cut his hand while working. Who should you notify?

.....
.....

Question 28 (PC 2.2)

Give two (2) examples of what you should do in an emergency.

.....
.....

Manual handling

Question 29 (PC 2.4, 3.1)

Before you start manual handling (lifting by hand) what should you check?

.....
.....

Chemicals in the workplace

Question 30 (PC 3.1)

Name three (3) places you might find asbestos:

.....
.....

Question 31 (PC 3.1)

Give two (2) examples of information a MSDS must state:

.....
.....

SAMPLE

Working safely at heights

Question 32 (PC 2.3)

You have the choice of using a work platform or a ladder to do a job. Which should you use? Why?

.....

.....

Question 33 (PC 1.5, 2.3, 3.1)

Give two (2) examples of ways to reduce the hazard of falling objects.

.....

.....

Question 34 (PC 2.3)

Give two (2) examples of faults, which would stop you using a ladder.

.....

.....

Question 35 (PC 2.3)

List three (3) things you must do to set up a ladder properly.

.....

.....

Question 36 (PC 2.3)

What two (2) things must you do to climb a ladder safely?

.....

.....

Question 37 (PC 2.3)

List two (2) safety issues you should think about when using an EWP.

.....

.....

Question 44 (PC 3.1)

List two (2) parts of the body occupational overuse syndrome (OOS) can affect.

.....
.....

Working safely with electricity

Question 45 (PC 1.4)

You are working with high voltage. List two (2) injuries electric shock can cause.

.....
.....

Question 46 (PC 1.4)

List three (3) ways of reducing the chance of getting an electric shock.

.....
.....

Question 47 (PC 1.4)

When an RCD detects an earth leakage, what does it do?

.....
.....

Question 48 (PC 1.4)

What dangers can faulty power leads cause?

.....
.....

Question 49 (PC 1.4)

How do lockout tags help keep you safe?

.....
.....

Required Skills and Knowledge

First aid and CPR

Question 50 (PC 2.2)

Who is the best person to give first aid?

.....

.....

Question 51 (PC 2.2)

Who is responsible for supplying first aid kits on a worksite?

.....

.....

Question 52 (PC 2.5)

What are two (2) signs that someone is in shock?

.....

.....

Question 53 (PC 2.5)

If someone is unconscious and not breathing how many compressions should you give? In what time?

.....

.....

Question 54 (PC 2.6)

What are things you should think about when housekeeping?

.....

.....

MAPPING TOOL

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

Note: This completed document shows that the enclosed learning materials have been mapped against the Unit of Competency.

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

LEGEND

PC = Performance Criteria
PE = Performance Evidence
KE = Knowledge Evidence

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

A. PERFORMANCE CRITERIA

Element 1 – prepare to enter a work area	PC Number	Performance Criteria Description	Learner’s Guide and PowerPoint Presentation	Formative Assessments	Other (Specify - Web sites, handouts, additional reading)
	1.1	Work area access permits are obtained from appropriate personnel according to established procedures	1.1 Duty of Care Obligations under the WHS Act. Page 10 1.1 Work area access permits are obtained from appropriate personnel according to established procedures Pages 26, 27	Question 1, 8, 9, 10, 38 Practical Assessment Task 1 - Confined spaces	
1.2	Relevant workplace WHS/OHS safety regulations and codes of practices are identified and followed when entering the electrotechnology work area	1.2 Workplace instructions and training are followed accurately within established procedures	Question 2, 3, 4, 5, 6,7, 15 Practical Assessment Task 11 – Workplace documents		

MAPPING TOOL

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

Element 2 – Apply safe working practices.	2.1	Risk control work measures are implemented in accordance with WHS/OHS workplace procedures	2.1 Safe work methods for controlling risk are followed accurately	Question 11, 12 Practical Assessment Task 2 - The Hierarchy of Hazard Control, Task 6 Personal Protective Equipment (PPE).	
	2.2	Procedures for dealing with accidents, fires and emergencies are followed in accordance with workplace procedures, scope of responsibility and capabilities	2.2 Safe work methods for controlling risk obtained, read and understood prior to undertaking a work activity 2.2 Fire Safety Equipment 2.2 Workplace procedures for dealing with accidents, fires and emergencies are followed according to work procedures and scope of responsibility and competencies.	Question 13, 23, 24, 25, 26, 27, 28, 50, 51 Practical Assessment Task 5 - Emergencies	
	2.3	Safe work methods are applied when working at heights including safe and effective use of safety equipment	2.3 Working at heights	Question 32, 33, 34, 35, 36, 37 Practical Assessment Task 4 – Safe work practices	
	2.4	Safe work methods are used when undertaking lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining workplace tasks in accordance with relevant code of practice	2.4 Manual Handling	Question 29 Practical Assessment Task 10 – Manual handling	

MAPPING TOOL

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

	2.5	Safe work methods for removing an electric shock victim from a live electrical situation are demonstrated in accordance with workplace emergency management procedures	<p>2.5 Working safely with electricity</p> <p>2.5 Life support - CPR in the workplace</p> <p>2.5 First Aid</p> <p>2.5 Electric shock first aid</p> <p>2.5 Cardiopulmonary arrest</p>	<p>Question 52, 53</p> <p>Practical Assessment Task 13 – Safely removing an electric shock victim</p>	
	2.6	Working area is kept clean, neat and tidy in accordance with workplace housekeeping procedures	<p>2.6 Safe work methods for controlling risk are followed accurately</p>	<p>Question 54</p> <p>Practical Assessment Task 15 - Housekeeping</p>	
Element 3 - Fo Follow workplace procedures for hazard identification and risk control	3.1	Hazards are identified, control measures implemented and reviewed through regular active participation in the consultation process with employer and other employees	<p>3.1 Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees</p> <p>3.1 Measures for controlling hazards</p> <p>3.1 Confined spaces</p> <p>3.1 Physical and psychological hazards</p>	<p>Question 8, 11, 17, 19, 29, 30, 31, 33, 39, 40, 41, 42, 43, 44</p> <p>Practical Assessment Task 3 – Health and safety personal</p>	
	3.2	Hazards in the work area are identified and reported to relevant person/s in accordance with workplace procedures	<p>3.2 Hazards in the work area are recognised and reported to appropriate personnel according to established procedures</p>	<p>Question 10, 16, 20, 38</p> <p>Practical Assessment Task3 – Health and safety personal</p>	
	3.3	WHS/OHS documentation and incident records are completed in accordance with regulatory requirements and workplace procedures	<p>3.3 OHS records of incidents are completed in accordance with regulatory requirements and established procedures</p>	<p>Question 21</p> <p>Practical Assessment Task 11 – Workplace documents to control hazards and risks.</p>	

MAPPING TOOL

UEECD0007 - Apply Work Health and Safety regulations, codes and practices in the workplace

<ul style="list-style-type: none">following relevant workplace emergency management procedures and instructions relating to WHS/OHS and emergency incidents	Practical Training Task 5
<ul style="list-style-type: none">selecting and using appropriate personal protective equipment (PPE)	Practical Training Task 6
<ul style="list-style-type: none">applying correct manual handling techniques	Practical Training Task 10
<ul style="list-style-type: none">confirming (safe) isolation of an electrical supply and isolation of potential electrical and non-electrical hazards has been completed by an authorised person	Practical Training Task 12
<ul style="list-style-type: none">demonstrating safe methods of removing an electric shock victim from a live electrical situation	Practical Training Task 13
<ul style="list-style-type: none">selecting an appropriate ladder for a given situation and performing a safety check before use	Practical Training Task 14