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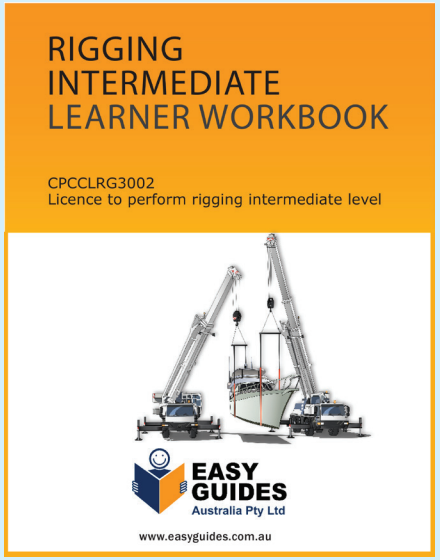

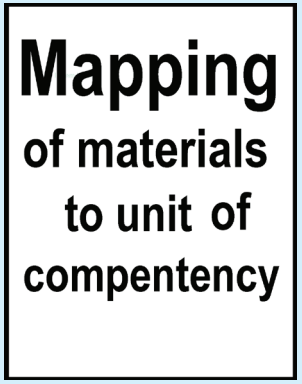

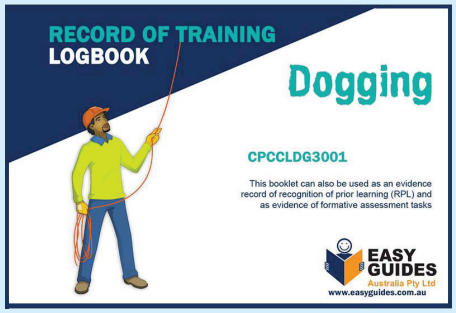

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LEARNER GUIDE

CONSTRUCTION INDUCTION

(WHITE CARD)

Training support material for:

CPCWHS1001 -
Prepare to work safely in the construction industry

Includes training tasks

Produced by:

EASY GUIDES
Australia Pty Ltd

ABOUT CONSTRUCTION INDUCTION

Workplace health and safety in the construction industry

People working in construction need proof that they have completed a general Workplace Health and Safety (WHS) induction for the construction industry.

Previously, states and territories have had their own requirements or qualifications for a person to provide this proof of training, for example, NSW – Green Card, VIC – Red Card, QLD – Blue Card etc.

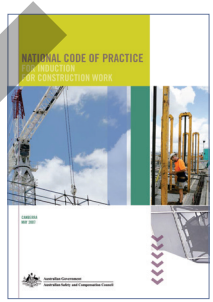
While mutual recognition of these cards occurs between many states and territories, there is now a nationally recognised general induction training qualification (CPCWHS1001 - Prepare to work safely in the construction industry) which has been jointly developed and agreed upon by all state and territory health and safety authorities.

The national qualification is commonly known as the **White Card**.

Note:

Keep a photocopy of your White Card. If you happen to lose the original you may not be allowed on the worksite whilst you are waiting for a new card.

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.

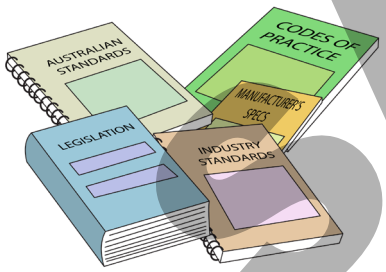
1.2. Duty of care requirements are identified.

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.

Examples of health and safety legislative requirements

- Duty of Care
- Construction industry health and safety 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
- Health and safety, welfare 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 health and safety.

Licences, tickets or certificates of competency

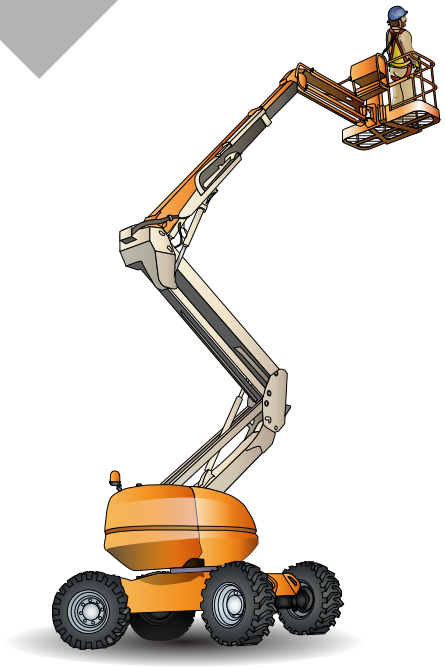
Some tasks will require you to hold a current licence, certificate or other qualification. Here are some examples:

- Licences issued under the **National Standard for Licensing Persons Performing High Risk** work such as:

Dogging, rigging, scaffolding (over 4 metres)

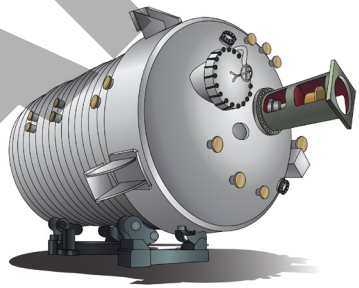
Forklift trucks

Elevating work platforms (boom length 11 metres or more)



Cranes

Pressure equipment



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.

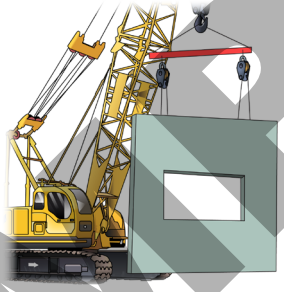
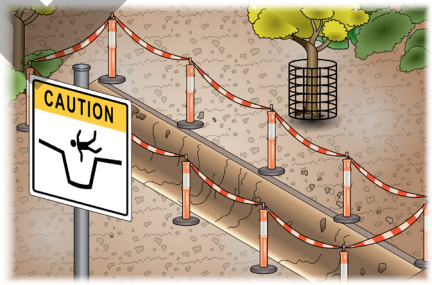
Ground level (and below)

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:

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

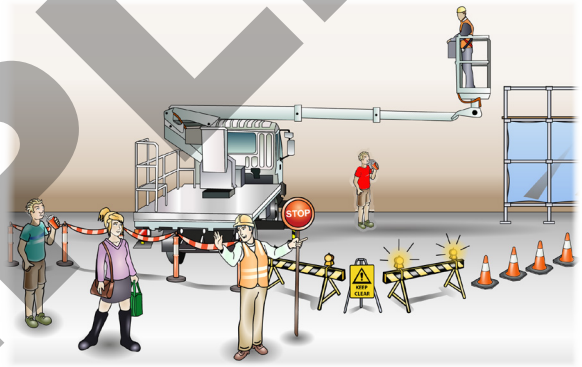
Working at heights (continued)

Falling objects

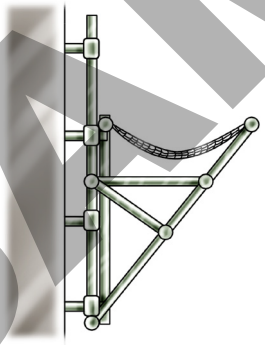
Whenever working at heights there is an increased chance of falling objects causing severe injury or death.

Erect and place appropriate signs warning of the dangers

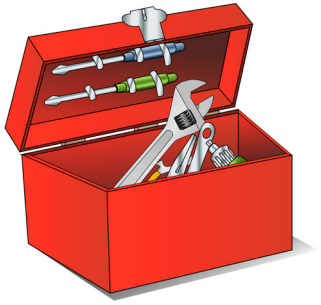
Fence or barricade off any areas below where you are working to prevent access.



Install a safety net on any scaffold to prevent tools or materials falling on people below.



Keep any tools in a toolbox when you are not using them.



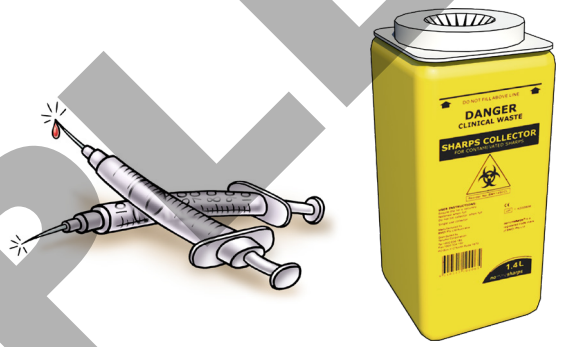
HIV and other infectious diseases

Transmission of infectious disease

This can occur if infected blood or bodily fluids splash in your eyes or onto broken skin (cuts or open sores).

Sharp instruments or needles that are contaminated with infectious disease can also cause infection if they penetrate the skin.

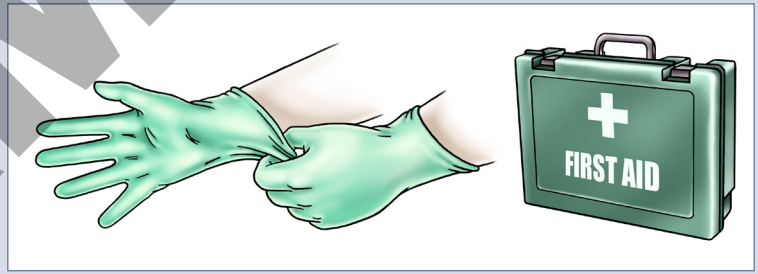
Some worksites conduct daily inspections for discarded needles.



Protection

Always protect yourself if you are likely to come into contact with blood or bodily fluids. Wear gloves when applying first aid treatment.

Make sure any contaminated materials are disposed of correctly.



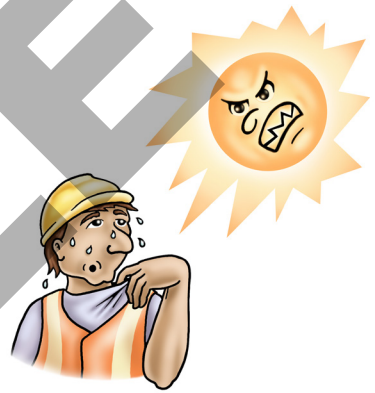
Hot and cold working environments

You may be required to work in an environment that is uncomfortably hot or cold.

Hot environment

When working in a hot environment (out in the sun or near hot equipment or plant) it is important you take steps to avoid any heat related illnesses such as:

- Heat cramp
- Heat exhaustion
- Heat stroke (life threatening).



Ultraviolet (UV) radiation

If you have to work in the sun, under high intensity lights or next to welding flashes, ultraviolet (UV) radiation can harm you.

It can burn your skin (sunburn) and/or damage your eyes.

Wear appropriate PPE when welding or working with lasers.

Dehydration

It is also important to keep drinking water while you work to help prevent dehydration.

Noise

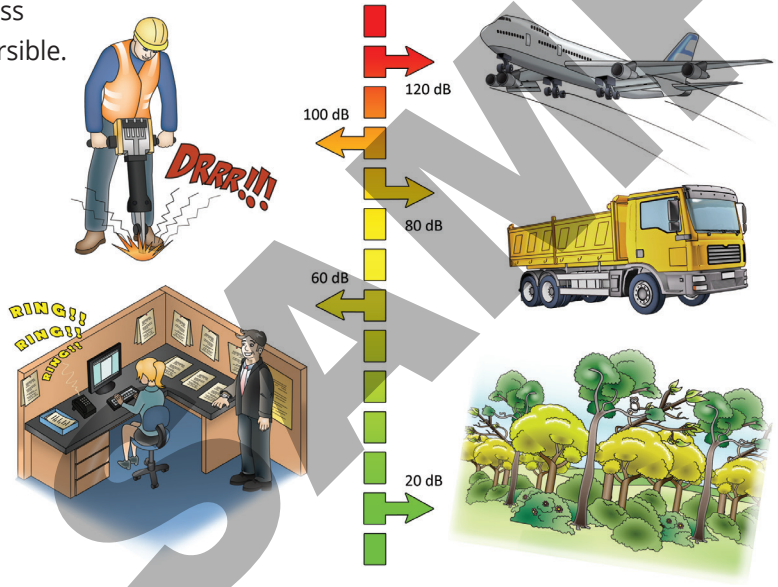
Noise which is usually caused by heavy vehicles and equipment can damage your hearing permanently.

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.

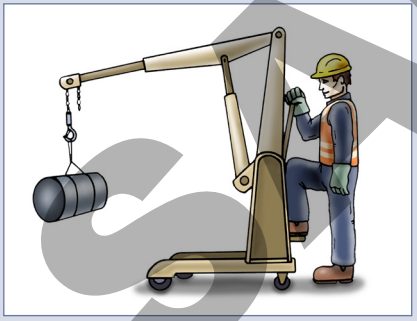
Manual handling

Manual handling is any activity where you use force to:

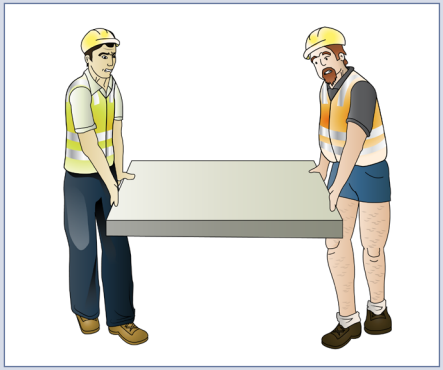
- lift
- lower
- push
- pull
- carry or
- move a load.

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

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.



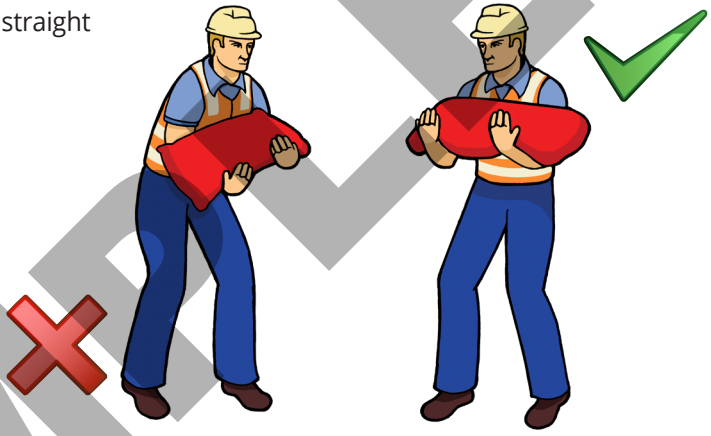
If the load is big, heavy or an awkward shape get someone to help you move it.



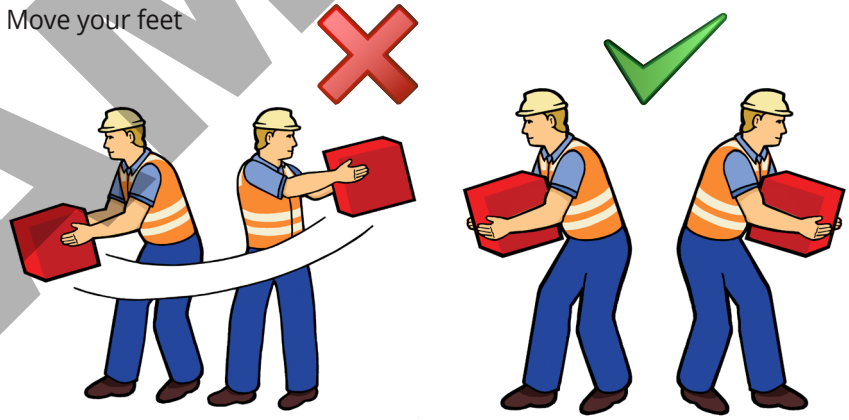
Manual lifting

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)

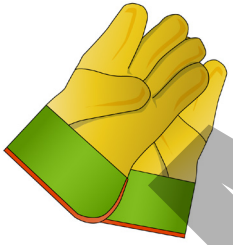
The best way to make the workplace safe is to take away hazards altogether. But often you can't do this. This is where Personal Protective Equipment (PPE) can help.

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:

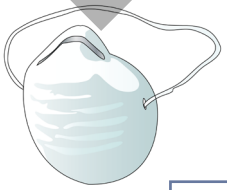
Hard hat

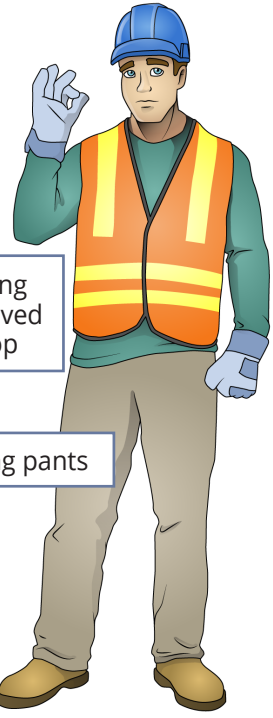
Safety gloves



Safety vest

Dust mask





Long sleeved top

Long pants

Ear muffs

Boots that cover the whole foot

Safety glasses/goggles

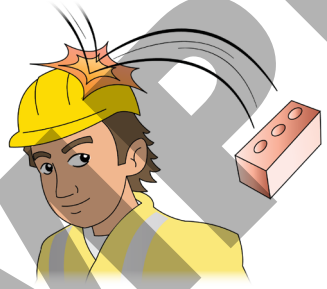
Sunscreen

PPE examples

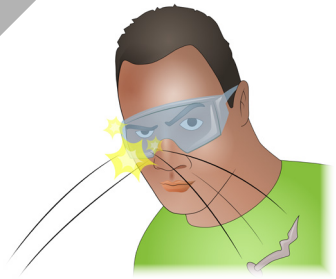
These are examples of how personal protective equipment can protect you and your work mates.

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 or a **dust mask** can stop you from breathing in harmful substances such as gasses, dust or other contaminants.

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

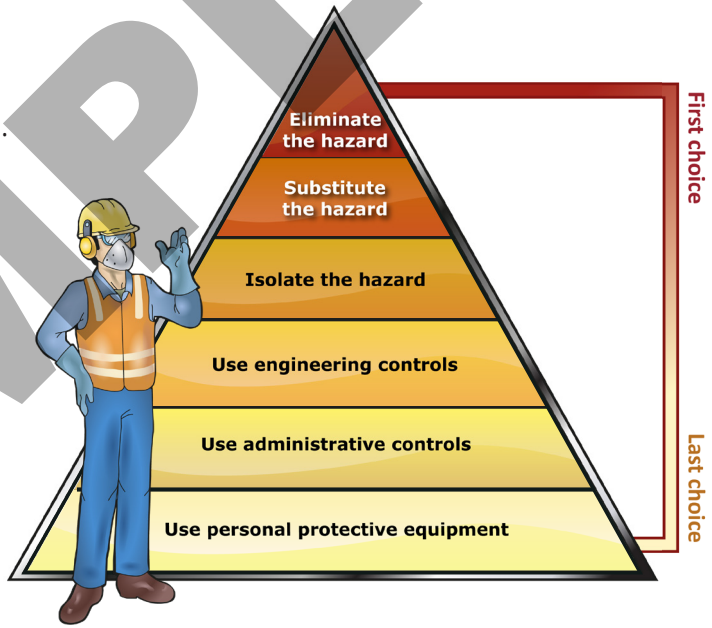
Safety gloves should be worn to help prevent cuts, burns, vibratory injuries or hazardous materials getting into your body through your skin.

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: **E**very **S**aturday **I** **E**at **A** **P**ie

How to remember the hierarchy of hazard control

You can use the following acronym to help you remember the steps in the hierarchy of hazard control.

E Every
Eliminate

S Saturday
Substitute

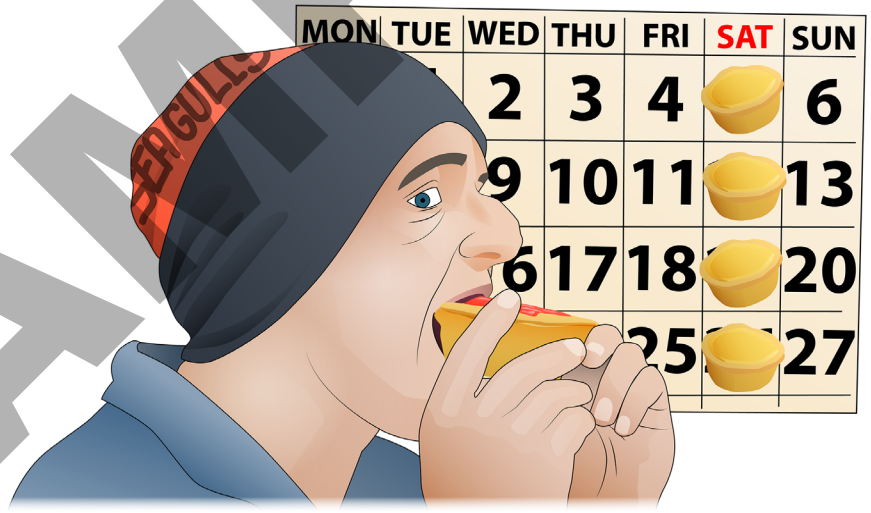
I I
Isolate

E Eat
Engineering

A a
Administration

P Pie
PPE

Every Saturday I Eat a Pie



Six control measures in the hierarchy of hazard control (continued)

4. Engineering

This is where equipment and work processes are improved through engineering solutions to reduce risk.

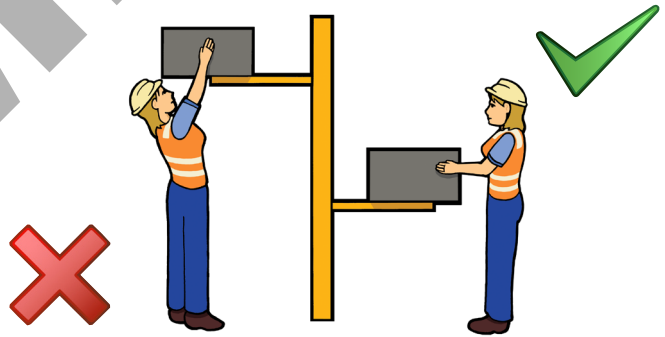
It may include installing safety features on equipment like guards, automatic cut-outs or ventilation in areas where air-flow is restricted.

5. Administration

Administrative measures are used to limit the risk. This is where policies, rules or changes to the way a company and workers operate can reduce risks.

It may include:

- Restructuring breaks and employee tasks
- Reducing the amount of time workers are exposed to a hazard
- Using signs to make people aware of a hazard
- Having emergency procedures in place
- Training to work in a safer way.



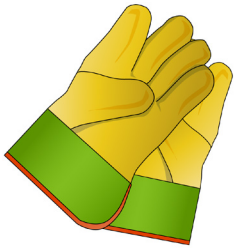
A risk assessment must be carried out to determine if the object can be lifted safely.

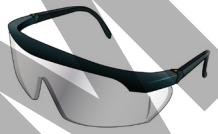
Six control measures in the hierarchy of hazard control (continued)

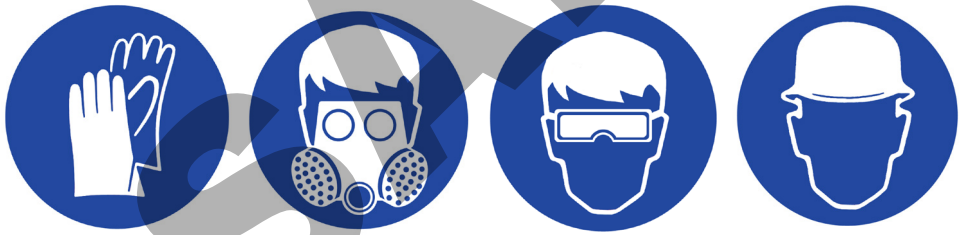
6. Personal Protective Equipment (PPE)

The previous steps may not have completely removed the risk. PPE can be used as a last resort or with other control measures. PPE is your last line of defence.

PPE is at the lowest stage of the Hierarchy of control. It should rarely be used alone to control a risk.







Risk assessment – putting it all together

Shown here is an example of a Risk assessment and control form that you may use in your workplace to help with risk management.

For more information about risk management refer to the Risk Management Code of Practice.

Workplace area or grouping: ..... Reference no: .....
Form completed by: ..... Date form completed: .....
Signature: .....

Hazard Identification
Hazard: .....
Associated risk: .....
Specific circumstances relating to the risk: .....
Persons at risk: .....

Risk Assessment
Existing control measures (if any):
Staff follow policy and operating instructions to use the mixer safely.
Likelihood: ❑ Almost certain ❑ Likely ❑ Possible ❑ Unlikely ❑ Rare
Consequences: ❑ Catastrophic ❑ Major ❑ Moderate ❑ Minor ❑ Insignificant

Risk Control
Possible control options: .....
Elimination: .....
Substitution, Isolation or Engineering: .....
Administrative or personal protective equipment: .....
Preferred control options (and why): .....

Implementation Plan

Control option	*Associated activities*	*Resources required*	*Person(s) responsible*	*Proposed implementation date*	*Sign off and date*	*Scheduled review date*

Review
Are control measures in place? ❑ Yes ❑ No Why not? .....
Are controls preventing or minimising the risk? ❑ Yes ❑ No Why not? .....
Are there any new problems with the risk? ❑ Yes ❑ No What are they? .....

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

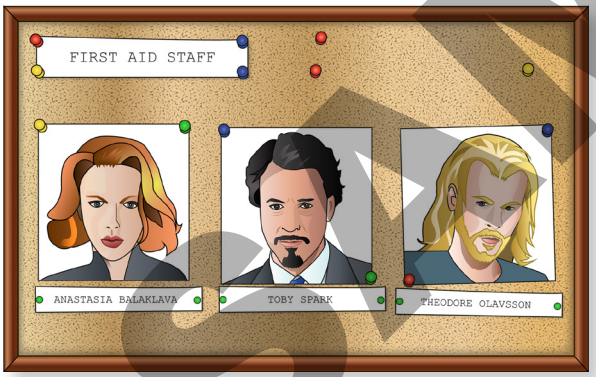
Ways to find out about and/or raise health and safety issues

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.

Health and safety reports and forms (continued)

Job Safety and Environment Analysis (JSEA)

A Job Safety and Environment Analysis (JSEA) worksheet is used to record your work plan. This includes the details of the job, any hazards associated with the job or worksite and the hazard control measures that you are going to put into place. A JSEA also outlines who is responsible at each stage of the job for putting control measures in place.

Shown here is an example of what a JSEA worksheet might look like.

Job Safety and Environment Analysis Worksheet

Company name: Date: JSEA No.

Site name: Permit to work requirement: ☐ Yes ☐ No

Contractor: Approved by:

Activity:

Activity List the tasks needed to do the job in the order they are done.	**Hazards** Next to each task list the hazards that could cause injury when the task is done.	**Risk control measures** List the control measures needed to remove or minimise the risk of injury from the hazard you have identified.	**Who is responsible?** Write the name of the person responsible (supervisor or above) for putting the control measures in place.

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
	White with a **red circle** with a line through it. These signs tell you what you **MUST NOT** do.	**White** with a **blue circle** containing an image. These signs tell you what you **MUST** do.	**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 

Safety signs and symbols (continued)

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 

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.

Procedures for incident response (continued)

Three things you must do in any emergency

1. Remain calm

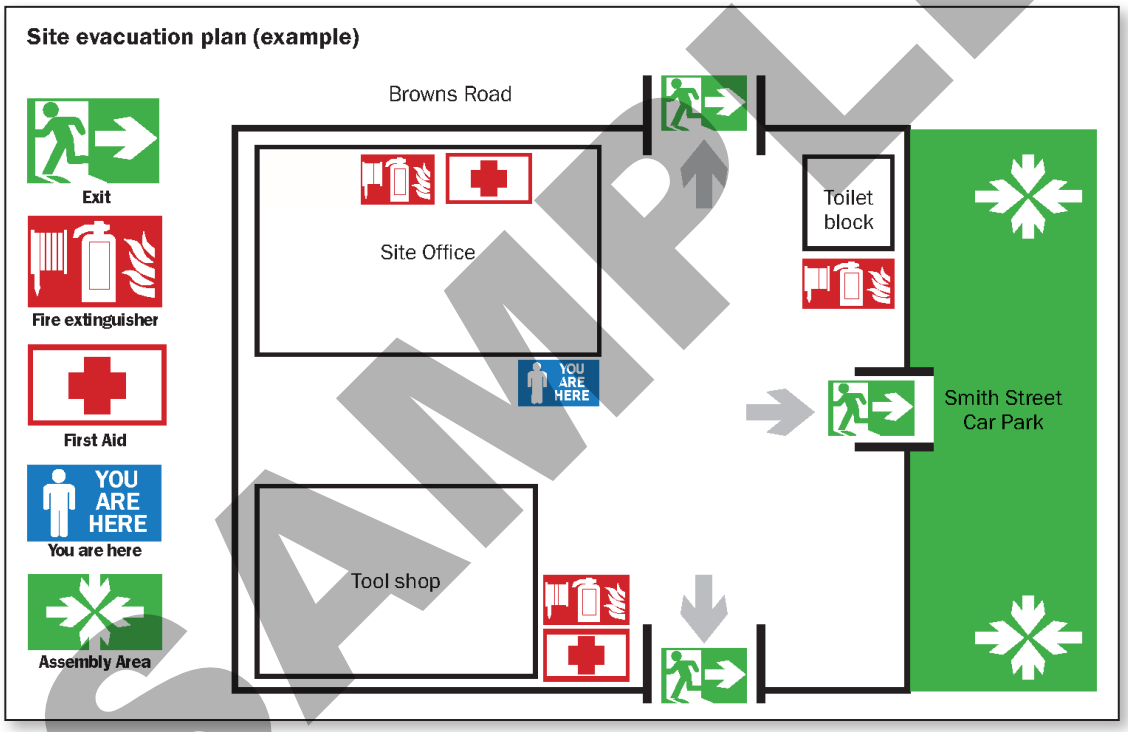
2. Warn others (raise alarm)

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.

4.2 – First Aid

Quick response

A quick response can be the difference between life and death

If somebody is injured and needs first aid you should give assistance if safe to do so and call a person qualified to give first aid.

In the case of a serious injury, it is best not to move the injured person. Moving an injured person may cause further harm.

If it is safe to stay in the area, it is best to wait until an ambulance arrives.

DRS ABCD action plan

In any emergency situation, it is important to apply the **DRS ABCD** action plan.

1. **D**anger
2. **R**esponse
3. **S**end for help
4. **A**irway
5. **B**reathing
6. **C**ardiopulmonary Resuscitation (CPR)
7. **D**efribrillation

Your PCBU/employer must provide first aid kits at your worksite.

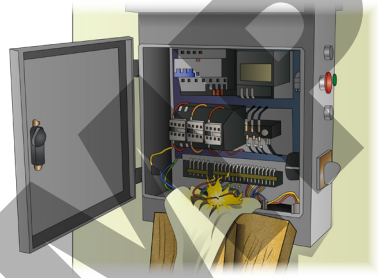
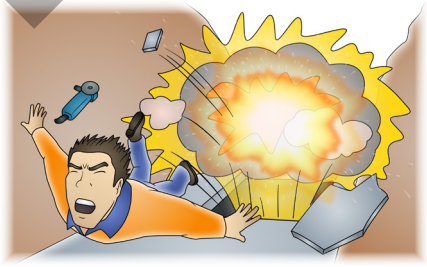
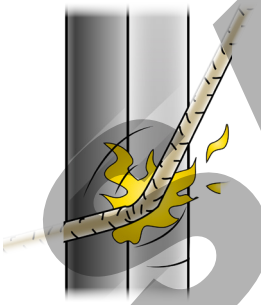
Any first aid being given should be recorded as part of the incident report.

A sign should show the location of the first aid kit.

4.3 – Fire safety equipment

Different fires need different equipment

Common causes of fire on a construction site include:

Chemicals 	Electrical 	Explosion 
Friction 	Flammable materials 	Mechanical equipment and welding 

Fire extinguishers

Shown on the next two pages are common types of fire extinguishers that may be on a worksite and the types of fires they should be used for.

Fire extinguishers are generally designed for one or more classes.

Commonly available are:

A – Water

BC – Carbon dioxide

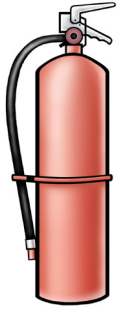
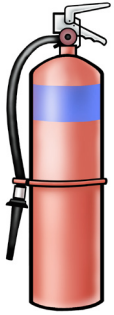
ABC – Dry powder

Note:
Fire extinguishers should be regularly inspected, tested and maintained.

You must use different types of fire extinguishers and other firefighting equipment depending on what has caused or fuelled the fire.

Fire extinguishers (continued)

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.			

ELEMENT 2 REVIEW QUESTIONS

QUESTION 20 ***(PC 2.2)***

Check the safe working distances for powerlines in your state or territory.

How many metres is the **NO GO ZONE** for **distribution lines on poles?**

QUESTION 21 ***(PC 2.3)***

Why should you wear hearing protection on a noisy construction site?

CONSTRUCTION INDUCTION

Learner Workbook

STUDENT COPY

CPCWHS1001

Prepare to work safely in the construction industry

This resource was developed by

EASY GUIDES
Australia Pty Ltd

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Training support materials

This learner support material is designed to help trainees prepare for the requirements of the Unit of Competency:

CPCWHS1001 Prepare to work safely in the construction industry contained in the CPC Construction, Plumbing and Services Training Package.

Application / Context of Assessment

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work.

The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

This unit meets the general construction induction training requirements of:

- Part 1.1 Definitions and Part 6.5 of the Model Work Health and Safety Regulations;
- Division 11 of Part 3 of the Occupational Safety and Health Regulations 1996 for Western Australia; and
- Division 3 of Part 5.1 of the Occupational Health and Safety Regulations 2007 for Victoria.

Licensing/Regulatory Information
It is expected that site-specific induction training will be conducted prior to conducting construction work. Licensing, legislative, regulatory or certification requirements apply to this unit. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm jurisdictional requirements.

Assessment Guidelines

This assessment is designed to be used with the learning materials developed by Easy Guides Australia. The assessor must be satisfied the applicant has successfully demonstrated each aspect of the Unit of Competency. The answers provided are model answers only. The written assessment determines the candidate's underpinning knowledge.

This assessment can be customised to suit your requirements. When customising this assessment, you must ensure all performance criteria and knowledge evidence are addressed to maintain the integrity of the assessment.

Reasonable adjustments to assessments should be made to accommodate candidates with special needs.

Notes to Assessor:

Practical components of this assessment may be filmed using a mobile phone to record the oral and practical assessment.

Knowledge Assessment

The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

Knowledge Assessment Instructions

1. This assessment should be completed in writing (pen not pencil). However, where necessary it may be undertaken verbally. If verbal assessment is undertaken the candidates' responses must be clearly recorded by the assessor. The assessor must clearly note on the assessment that it was undertaken verbally.

2. Candidates should be allowed 10 minutes reading time before commencing the assessment and a further 180 minutes to complete the assessment.

3. The assessment should be completed in a quiet area free from distraction.

4. The assessment is to be completed without the assistance of learning resources. Students may ask the assessor for assistance to clarify questions they do not understand.

5. A pass mark of 90% (46/51) must be achieved for a satisfactory result. The assessor must provide feedback to the candidate to clarify any answers deemed to be incorrect.

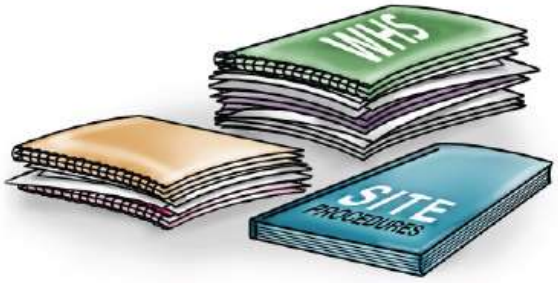
6. Reasonable adjustment to the assessment is to be made by the assessor where deemed necessary.

Knowledge Assessment

ELEMENT 1 Identify health and safety legislative requirements of construction work

Question 1 (PC1.1)
List three (3) examples of workplace health and safety legislation.

_____
_____
_____
_____
_____
_____



Question 2 (PC 1.1)
Explain what a 'regulation' is.

_____
_____
_____

Question 3 (PC 1.1)
Explain what a 'code of practice/compliance code' is.

_____
_____
_____

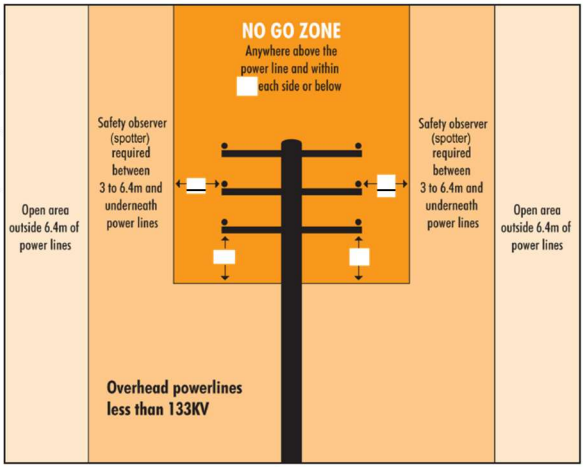
Question 20 (PC 2.2)

Check the safe working distances for powerlines in your state or territory. How many metres is the no go zone for distribution lines on poles?

_____

_____

_____



Question 21 (PC 2.3)

Why should you wear hearing protection on a noisy construction site?

_____

_____

_____

Question 22 (PC 2.3)

List four (4) PPE items that you might wear while working on-site.

You have now completed the knowledge assessment. Submit this document to your trainer/assessor for marking.

Knowledge assessment - Your score

Knowledge Assessment		
Correct answers:	_____ / 51	
Result (circle):	Competent	Not yet competent
Trainer/supervisor name:		
Trainer/supervisor ID:		
Signature:		

Assessor comments:

If you have any questions about your results, speak to your trainer/assessor.

Practical training tasks

Practical Assessment Task 1 – Identify hazards

(PE 1) Identify and orally explain two construction hazards

(a) Look at the picture. Can you identify two hazards on this construction site?

Hazard 1……. ☐ (Tick if satisfactory response from candidate)

Hazard 2……. ☐ (Tick if satisfactory response from candidate)

Practical Assessment Task 3 – Personal protective equipment (PPE)

(PE 3) Select appropriate personal protective equipment (PPE) to control the risk

(a) Explain what personal protective equipment (PPE) you would need to wear to protect you from the two hazards you have identified in Task 1?

Hazard 1 ☐ (Tick if satisfactory response from candidate)

Hazard 2 ☐ (Tick if satisfactory response from candidate)

Practical Assessment Task 6 – Safety signs and symbols

(PE 6) Identify and orally explain the meaning of required safety signs and symbols

(a) Identify and orally explain the meaning of each safety sign or symbol?

☐ (Tick if satisfactory response from candidate)

☐ (Tick if satisfactory response from candidate)

☐ (Tick if satisfactory response from candidate)

Practical Assessment result

Practical Assessment		**Date:**
Task 1:	Satisfactory	Not satisfactory
Task 2:	Satisfactory	Not satisfactory
Task 3:	Satisfactory	Not satisfactory
Task 4:	Satisfactory	Not satisfactory
Task 5:	Satisfactory	Not satisfactory
Task 6:	Satisfactory	Not satisfactory
Task 7:	Satisfactory	Not satisfactory
Task 8:	Satisfactory	Not satisfactory
Assessor name:		
Assessor signature:		
Student name:		I.D.
Student signature:		

Assessor feedback:

_____

_____

_____

If you have any questions about your results, speak to your trainer/assessor.

Mapping Tool

CPCWHS1001 Prepare to work safely in the construction industry

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

Legend

PC	Performance Criteria
PE	Performance Evidence
KE	Knowledge Evidence
MC	Multiple choice
SA	Short answer

Application

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

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It is expected that site-specific induction training will be conducted prior to conducting construction work.

Licensing, legislative, regulatory or certification requirements apply to this unit. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm jurisdictional requirements

The assessment must reflect a range of methods including practical demonstration, oral and written reporting.

The assessment of performance evidence must be conducted by direct observation of the learner by an assessor, either by an assessor observing the learner physically and/or by an assessor observing the learner via audio and visual media in real time.

Elements and Performance Criteria

Performance Criteria (PC)	Learner Guide & Multimedia Presentation	Learner Workbook (formative assessment)		Assessment (summative assessment)		RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts…)
		Knowledge	Practical	Knowledge	Practical	
Element 1 Identify health and safety legislative requirements of construction work						
1.1 Basic roles, responsibilities and rights of duty holders are identified and explained according to jurisdictional health and safety legislative requirements	1.1 Health & safety legislative requirements	Question 1, 2, 3, 4, 5, 6	Training Task 1	Question (Multi Choice) 1, 2, 3 (Short Answer) 1, 2, 3	Note: See Assessment Requirements at end of this document.	
1.2 Duty of care requirements are identified	1.2 Duty of care requirements	Question 7, 8, 9, 10, 11, 12	Training Task 1	Question (MC) 4, 5, 6, 7, 8, 9, 10, 11, 12 (SA) 4, 5, 6, 7, 8, 9, 10, 11, 12, 13	Note: See Assessment Requirements at end of this document.	
1.3 Construction safe work practices are identified and explained	1.3 Safe work practices	Question 13, 14, 15	Training Task 1, 2	Question (MC) 13, 14, 15, 16, 17, 18, 19, 20 (SA) 14, 15, 16, 17, 18, 19, 20	Note: See Assessment Requirements at end of this document.	

Performance Criteria (PC)	Learner Guide & Multimedia Presentation	Learner Workbook (formative assessment)		Assessment (summative assessment)		RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts…)
		Knowledge	Practical Task	Knowledge	Practical	
Element 2 Identify construction hazards and risk control measures						
2.1 Basic principles of risk management are identified	2.1 Basic principles of risk management	Question 16, 17, 18	Training Task 2, 3, 6	Question (MC) 21, 22, 23, 24 (SA) 21, 22, 23	Note: See Assessment Requirements at end of this document.	
2.2 Construction hazards are identified and discussed	2.2 Common construction hazards	Question 19, 20	Training Task 2, 3, 6	Question (MC) 25 (SA) 24a, 24b	Note: See Assessment Requirements at end of this document.	
2.3 Purpose and use of PPE are identified and demonstrated	2.3 Personal protective equipment (PPE)	Question 21, 22, 23	Training Task 3, 4	Question (MC) 26, 27, 28 (SA) 25, 26	Note: See Assessment Requirements at end of this document.	
2.4 Measures for controlling hazards are identified	2.4 Measures for controlling hazards	Question 24, 25, 26, 27, 28, 29	Training Task 2, 6	Question (MC) 29, 30, 31 (SA) 27, 28, 29, 30, 31	Note: See Assessment Requirements at end of this document.	

Performance Criterion (PC)	Learner Guide & Multimedia Presentation	Learner Workbook (formative assessment)		Assessment (summative assessment)		RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts…)
		Knowledge	Practical Task	Knowledge	Practical	
Element 3 Identify health and safety communication and reporting processes						
3.1 Health and safety documents are identified and discussed	3.1 Health and safety documents	Question 30, 31, 32, 33, 34	Training Task 6	Question (MC) 32, 33, 34, 35 (SA) 32, 33, 34, 35	Note: See Assessment Requirements at end of this document.	
3.2 Roles of designated health and safety personnel are identified and explained	3.2 Designated health and safety personnel	Question 35, 36, 37	Training Task 8	Question (MC) 36, 37, 38 (SA) 36, 37, 38	Note: See Assessment Requirements at end of this document.	
3.3 Safety signs and symbols are identified and explained	3.3 Safety signs and symbols	Question 38, 39, 40	Training Task 4	Question (MC) 39, 40, 41, 42, 43, 44, 45 (SA) 39, 40, 41, 42	Note: See Assessment Requirements at end of this document.	
3.4 Procedures for reporting hazards, incidents and injuries are identified	3.4 Procedures for reporting hazards, incidents and injuries	Question 41, 42, 43	Training Task 3	Question (MC) 46, 47, 48, 49, 50 (SA) 43, 44, 45, 46, 47, 48	Note: See Assessment Requirements at end of this document.	