

Trainer Value Pack



LEARNER GUIDE



Training support material for:

CPCCWHS2001 –

**APPLY WHS REQUIREMENTS,
POLICIES AND PROCEDURES IN THE
CONSTRUCTION INDUSTRY**



Includes test
yourself questions



**EASY
GUIDES**

Australia Pty Ltd

Industry Training Resources

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

CPCCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry contained in the CPC- Construction, Plumbing and Services Training Package .

Application:

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity. It applies to workers in the construction industry.

This unit also relates directly to the general construction induction training requirements of the Model Work Health and Safety Regulations 2011 and relevant occupational health and safety regulations for Victoria and for Western Australia. Achievement of CPCCWHS1001 Prepare to work safely in the construction industry covers these induction training requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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We owe much thanks to input from numerous contributors and subject matter experts. Easy Guides Australia would like to acknowledge the valuable contribution of all those who have given us feedback and suggestions to develop and continue to improve the quality of this publication and related training products.

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CPCWHS2001 – Apply WHS requirements, policies and procedures in the Construction Industry

Learner Details	
Name:	
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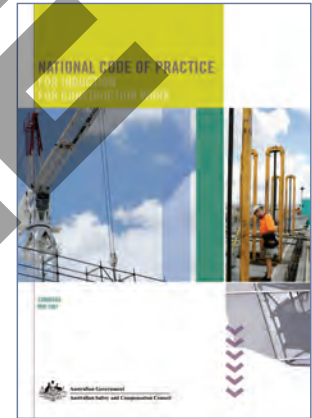
Introduction



Applying safe work practices, policies and procedures in the construction industry

People who work in construction need to know how to work safely. This includes being able to identify hazards and risks. When doing their work, they must:

- Follow work instructions provided by their employer
- Follow company policies and procedures
- Follow government laws and regulations.



'White card'

Induction training must be done before a worker can enter a construction worksite.

The unit of competency compulsory for induction training is: CPCWHS1001 Prepare to work safely in the construction industry' which is covered by Easy Guides' Construction Induction Learner Guide.

This Learner Guide, Apply WHS requirements, policies and procedures in the construction industry is at a higher skill level and focuses on actually doing the job safely.

Both units are included within the CPC- Construction, Plumbing and Services Training Package and can be delivered within the VET sector.

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.



Induction training falls into three categories

- General induction
- Site specific induction
- Task specific induction

An employer has a **duty of care** under the WHS/OHS Act to provide employees with information, instruction, training and supervision as is necessary to perform their work safely.



Aims of general induction training

General induction training aims to provide persons with a basic knowledge of workplace health and safety legislative requirements, principles of risk management and the prevention of injury and illness in the construction industry.

General induction training should be undertaken by anybody working in general construction (commercial and civil) as well as those in the residential construction sector.



General induction training should include a formal training program that provides workers in the construction industry with an awareness and understanding of:

- their rights and responsibilities under WHS/OHS law
- common hazards and risks that are in the construction industry
- basic risk management principles
- the standard of behaviour expected of workers on construction sites.



Aims of general induction training (continued)

General induction training is recommended for:

- Anybody carrying out construction work including site managers, supervisors, surveyors, labourers and trades persons.
- Anybody with access to operational construction zones unaccompanied or not directly supervised by an inducted person.
- Anybody whose employment causes them to routinely enter operational construction zones.



General induction should be completed upon **entry** to the industry before commencing construction work.

However, general induction may be repeated when the person with control of the construction work decides that there is a need for additional training.

This can be determined through supervision, incidents that may occur, risk management, or when a person re-enters the industry after an extended absence; for example, two consecutive years.



Element 1 - Identify and assess risks

This element covers the following performance criteria:

- 1.1. Identify, assess and report hazards in the work area to designated personnel.
- 1.2. Report safety risks in the work area based on identified hazards, to designated personnel.
- 1.3. Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.
- 1.4. Contribute to WHS, hazard, accident or incident reports in accordance with workplace procedures, Australian government and state or territory WHS legislation, and relevant information.





1.1 Identify, assess and report 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
- Objects that could fall from height.

Ground to eye height

You should check around eye height for:

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

Ground level (and below)

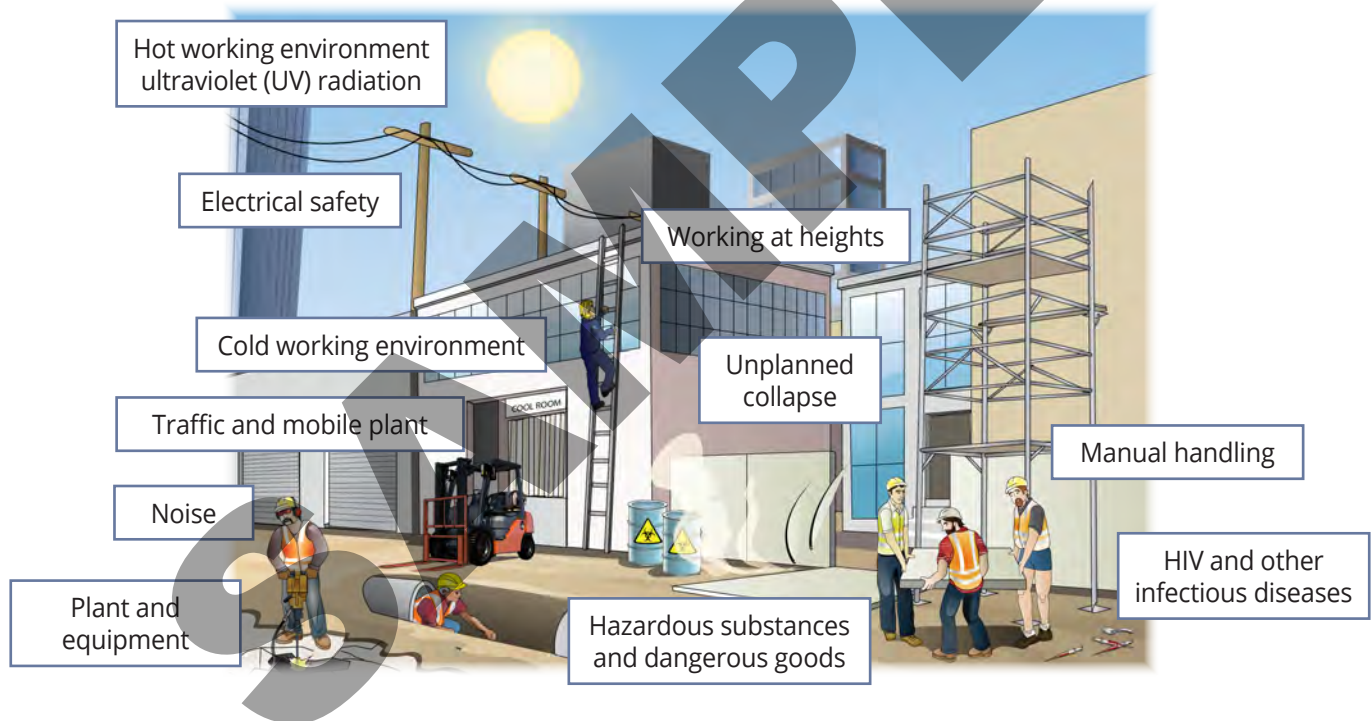
You should check the ground to see:

- 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.

Common construction hazards

What is a work area hazard?

Construction work is done in lots of different work environments such as on building sites, in confined spaces, in trenches, on rooftops, or inside buildings. These different work environments often have different hazards.



Common construction hazards (continued)

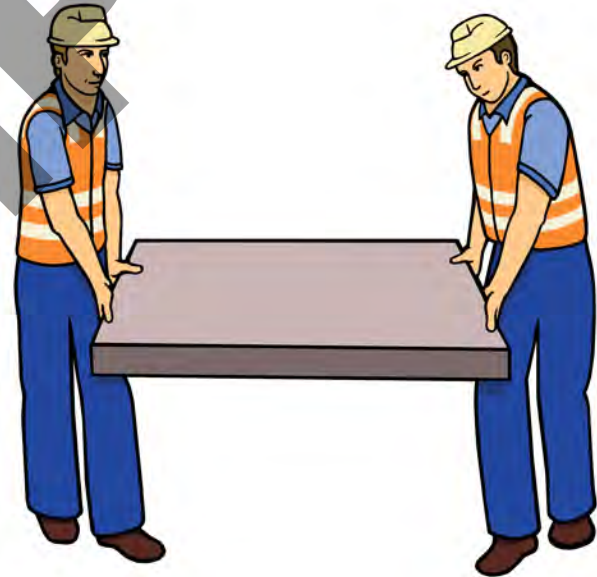
Noise, dust and fumes

Protect yourself with personal protective equipment (PPE). You might need gloves, hearing protection, eye protection and an approved respirator. Wet down dusty areas to stop dust spreading in the air.



Manual handling and moving machinery and equipment

Remember that other people may have different physical abilities to you. For example, awkward objects should always be lifted by two people together – no matter how weak or strong a worker appears to be.



Excavations, including trenches

Use barricades to keep people away and to stop people falling in.



Assess the hazard

Once the hazards have been identified you must learn how to manage them. A risk assessment should be carried out to assess the chance of the hazard causing harm or an injury (the risk). Control measures can then be discussed and put in place.

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.



Control

Put controls in place to reduce the risk or eliminate the hazard.



Risk assessment – putting it all together

The form represented in the following pages will help you decide how serious a risk is to you or other people. Use the form to decide if you need to do anything about the risk.

This form is an example of a risk assessment and control form. You can use it at your workplace to help with risk management. You can find out more about risk management in the Queensland Workplace Health and Safety codes of practice.

The following tables and form will show you how to do a risk assessment for the following workplace activity.

Workplace activity – Risk assessment

- You need to access the top of a high load to attach lifting gear
- The anchor point cannot be reached from ground level
- The current process is to climb the load and attach the lifting gear
- The current controls in place include using a ladder to access the top of the load and the dogger wears a hard hat and gloves.

The following Steps 1 to 5 give a guide to information needed for a risk assessment.

There are many different forms and tables used in industries but the process is always similar.



Element 2 - Identify hazardous materials and other hazards on work sites

This element covers the following performance criteria:






- 2.1 Correctly identify and, if appropriate, handle and use hazardous materials on a work site in accordance with legislative requirements, and workplace policies and procedures.
- 2.2 Apply measures for controlling risks and construction hazards effectively and immediately.
- 2.3 Use appropriate signs and symbols to secure hazardous materials that have safety implications for self and other workers, immediately they are identified.
- 2.4 Identify asbestos-containing materials on a work site and report to designated personnel.





2.1 Identify hazardous materials

Construction worksites often contain materials that can harm you or others.
Some hazardous materials commonly found on construction sites include:

<p>Asbestos containing materials (ACM) - anything which contains asbestos.</p> 	<p>Insulation materials</p> 	<p>Solvents</p> 
<p>Glues and cleaning chemicals</p> 	<p>Treated timber products</p> 	










Identify hazardous materials (continued)

Hazardous chemicals and materials can usually be identified by looking at labels and Safety Data Sheets (SDS). This information can tell you what is in the chemical or material that makes it hazardous.

Labels can have information on them like **DANGER** or **WARNING** or may have words that describe how a chemical or material may affect you, for example:





- May cause respiratory irritation (breathing problems)
- May cause cancer
- Fatal if inhaled
- Flammable liquid and vapour
- Causes severe skin burns and eye damage.

Symbols are also used so you can quickly identify them:

Flammability		Acute toxicity		Certain health hazards	
Chronic health hazard		Corrosive		Explosive	
Oxidising		Gases under pressure		Environmental hazard	

Identify hazardous materials (continued)

Some hazardous chemicals and materials can be produced by jobs you do on the work site. These are harder to identify because they do not have labels or may not have a SDS. For example:

<p>Exhaust fumes from plant and machinery produce harmful gases</p> 	<p>Welding can cause toxic fumes and vapours</p> 
<p>When grinding metals toxic dust or fumes may be released</p> 	<p>Chemicals used to make timber products like Medium Density Fibre (MDF), and dusts released from cutting and sanding timbers are hazardous to health or can present a dust explosion risk.</p> 










If hazardous chemicals or materials are created in the workplace, you must manage the risks.



2.3 Securing hazardous materials

Hazardous materials that have been identified on the worksite must be correctly labelled and stored (secured). Everyone should know where hazardous materials are kept and how they should be handled.

As well as having hazard labels attached, hazardous materials can be labelled with dangerous goods diamonds. Dangerous goods come in a number of different classes. Each class of dangerous goods can have a number of sub classes.

Class 1 Explosives 	Class 2 Gases 	Class 3 Flammable liquids 
Class 4 Flammable solids 	Class 5 Oxidizing agents and organic peroxides 	Class 6 Toxic and infectious substances 
Class 7 Radioactive substances 	Class 8 Corrosive substances 	Class 9 Miscellaneous 

For more information on dangerous goods refer to the Australian Dangerous Goods code.

Element 3 - Plan and prepare for safe work practices

This element covers the following performance criteria:

- 3.1. Identify, wear, correctly fit, use and store correct personal protective equipment and clothing for each area of construction work in accordance with workplace procedures.
- 3.2. Select tools, equipment and materials, and organise tasks in conjunction with other personnel on site and in accordance with workplace procedures.
- 3.3. Determine required barricades and signage, and erect at the appropriate site location.
- 3.4. Apply material safety data sheets (MSDSs), job safety analyses (JSAs) and safe work method statements (SWMSS) relevant to the work to be performed.





3.1 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
- Training should be done to learn 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 to find out what PPE has to be worn.



**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.**

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.



Element 4 - Apply safe work practices

This element covers the following performance criteria:

- 4.1. Carry out tasks in a manner that is safe for operators, other personnel and the general community, in accordance with legislative requirements, and workplace policies and procedures.
- 4.2. Use plant and equipment guards in accordance with manufacturers' specifications, work site regulations and Australian Standards.
- 4.3. Follow procedures and report hazards, incidents and injuries to relevant authorities.
- 4.4. Recognise and do not use prohibited tools and equipment in areas containing identified asbestos..
- 4.5. Identify and follow requirements of work site safety signs and symbols.
- 4.6. Clear and maintain work site area to prevent and protect self and others from incidents and accidents, and to meet environmental requirements.





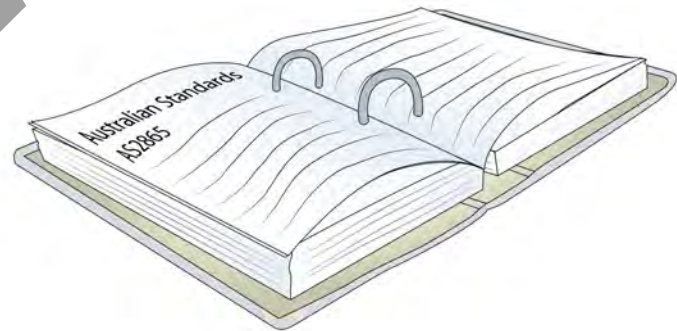
4.1 Perform tasks safely

All workers must perform their work in a way that is safe for:

- Machine operators
- Other workers
- The general community

There are various Acts, regulations, guidelines, standards, codes of practice, procedures and policies that give advice and instructions on how to work safely. Some examples of these are:

- Model WHS Act June 2011 (OHS Act for VIC)
- Australian standard AS 2865 - Confined spaces
- National code of practice for induction for construction work
- Safe operating procedures for specific plant and equipment
- Operator's manuals and instructions for using specific tools, equipment and plant.



Follow employer policies and procedures

When doing your job at the worksite, always be aware of company policies and procedures – and follow them. If you are ever unsure about a policy or procedure, ask your supervisor or other responsible person. Tell other workers about what you have found out so that everyone is doing the same thing.

One example of an employer's safety procedure is a traffic management plan. It tells you how to control vehicles in and around the worksite. It helps keep the site safe for you and others.



You may need a traffic control licence in your state or territory, before you can actually control traffic.

Communication

You need to communicate effectively on a construction site. This may involve using:

- Hand signals – if the other worker cannot hear you
- Fixed channel two-way radio – if the other worker cannot see you.

Two-way radio






Make sure you know how to use the two-way radio properly. Test the equipment before you start the job.

Keep your mind on the job and quickly tell the other worker anything he needs to know. Use the terms that are commonly used at your worksite.



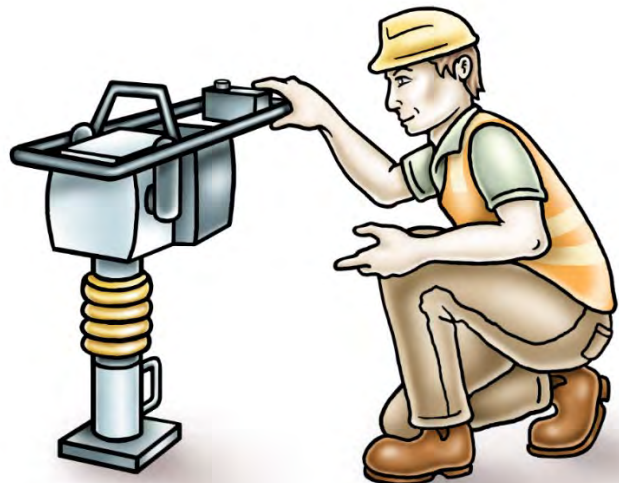
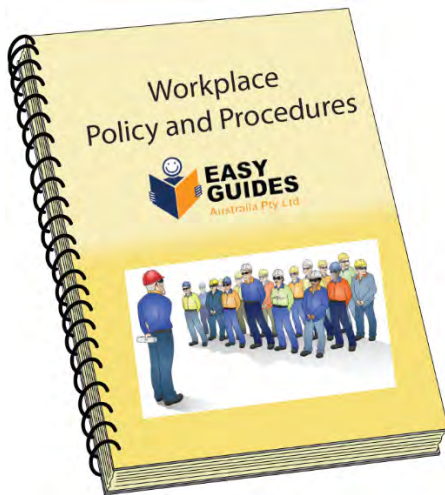
Communication (continued)

The hand signals below are examples of signals that could be used as a communication method on a construction site. They are not part of a standard and are not related to the hand signals used to direct load shifting equipment (e.g cranes).

<p>Start</p> <p>Both arms are extended horizontally with the palms facing forwards.</p> 	<p>Stop</p> <p>The right arm points upwards with the palm facing forwards.</p> 	<p>Move forwards</p> <p>Both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.</p> 
<p>Move backwards</p> <p>Both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.</p> 	<p>Danger</p> <p>Both arms point upwards with the palms facing forwards.</p> 	

CPCCWHS2001 - Apply WHS requirements, policies and procedures in the Construction industry

Learner Workbook



This resource was developed by:



Student Name: _____

Date: _____

Instructions to learner

Review questions

The review questions are broken up into three sections in the Learner Workbook.

Element review questions – 1. Should be completed after elements:

1. Identify and assess risks
2. Identify hazardous materials and other hazards

Element review questions – 2. Should be completed after elements:

3. Plan and prepare for safe work practices
4. Apply safe work practices

Element review questions – 3. Should be completed after element:

5. Follow emergency procedures
-

Practical tasks

To demonstrate competency in this unit, a person must apply WHS requirements, policies and procedures on **three separate** and different occasions in the construction industry.

There are 3 practical tasks in this course.

Practical task 1 – Identify and assess risks and hazardous materials.

Practical task 2 – Plan and apply safe work practices

Practical task 3 – Follow emergency procedures

- Tasks can be completed individually or in small groups
- Tasks are designed to be workplace or scenario based. They can be completed based on:
 - The student's workplace
 - Scenarios provided in this documentor
 - Scenarios written by the trainer.

Duration of Assessment: in 2-3 hours blocks or over a period of time.

Schedule Assessment date and time: _____

Suggested demonstration tasks that can be performed;


- Manual handling or moving supplies from one location to another.
- Moving Hazardous substances from one location to another using the appropriate PPE and equipment or manual handling.
- Doing a fire drill and providing basic first aid.

Element review questions - 1


Answer the following review questions after your trainer has taken you through the following Elements.

- Identify and assess risks
- Identify hazardous materials and other hazards

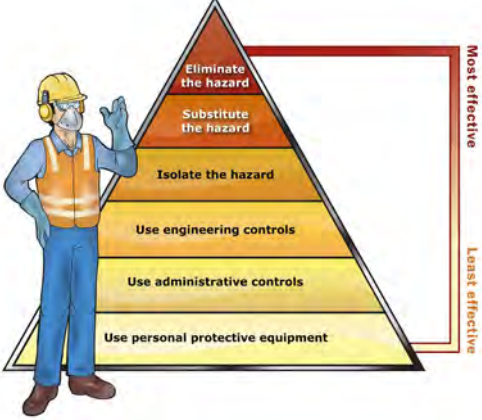
Question 1	Performance Criteria 1.1
If you believe a hazard is dangerous and needs immediate attention, who should you report it to?	
	

Question 2	Performance Criteria 1.2
What is the difference between a hazard and a risk?	
	
A hazard is:	A risk is:


Question 3	Performance Criteria 1.3
<p>The site you are working on is littered with timber offcuts and broken bricks. Workers often take smoke breaks near a large container of flammable cleaning solvent.</p> <p>What is wrong with this worksite?</p>	

Question 4	Performance Criteria 1.4
<p>What are Australian Standards?</p>	
	

Question 5	Performance Criteria 2.1
<p>What steps should you follow if you need to handle or use hazardous materials?</p>	

Question 6	Performance Criteria 2.2
One of the Hierarchy of hazard controls is to use administrative measures. Explain what this means.	
	

Question 7	Performance Criteria 2.3
You have found a material on the worksite that you think might contain asbestos, what should you do?	

Question 8	Performance Criteria 2.4
List 5 materials you might find on a construction site that contain asbestos?	
	

Practical task 1 – Identify and assess risks and hazardous materials

Overview of this training task:

For this task you can work individually or in small groups (check with your trainer) to look for hazards and risks at your worksite. If you don't have a worksite the trainer will give you a worksite scenario to base the task on.

Complete the 'Hazards and Risks worksheet'. The results can be discussed with your trainer or as a class. Once you've discussed the results, fill out one of these forms (your trainer will say which one):

- Incident Report form
- Risk Assessment and Control form
- Sample Asbestos Register.

What you need for this task

- Description of work handout (if applicable)
- Pen and paper
- Hazards and risks worksheet
- Blank form/s: Risk assessment and control; Incident report; Sample asbestos register (the trainer will choose which one).

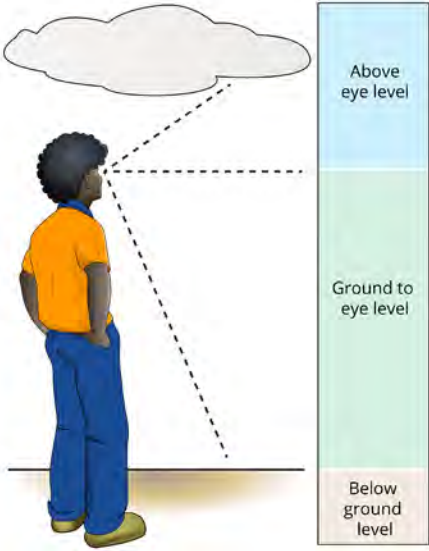
How to do this task


1. Think about the type of worksite described in the Description of work handout or your own worksite.
2. Individually or in your group, answer the questions on the Hazards and risks worksheet.
3. When you finish the worksheet, discuss the results with your trainer or as a class.
4. Finally, fill out the blank form your teacher has given you.

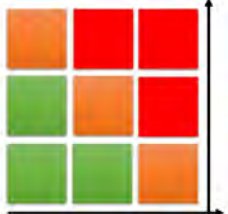


Hazards and risks worksheet

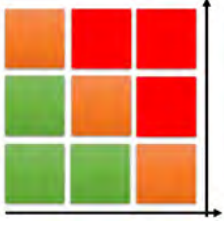
These questions are to be completed based on your worksite or the description of work given to you by your trainer.

Question P1	Performance Criteria 1.1
 <p>The diagram shows a person in a blue shirt and orange pants standing on a horizontal line representing the ground. To their right is a vertical bar divided into three colored sections: a light blue top section labeled 'Above eye level', a light green middle section labeled 'Ground to eye level', and a light pink bottom section labeled 'Below ground level'. Dashed lines from the person's eyes indicate the 'eye level' boundary. A cloud is shown above the 'Above eye level' section, and a dashed line points from the person's head down to the ground level.</p>	
<p>Think about the hazards you have on your worksite. Imagine you are looking for hazards:</p> <ul style="list-style-type: none">• Above your head• On or below the ground• Above ground to the top of your head. <p>List examples of the hazards you might find.</p>	

Question P2	Performance Criteria 1.1
What type of hazards would you immediately report to your supervisor?	
	

Question P3	Performance Criteria 1.1
A hazard has been identified and reported to the appropriate person, what needs to be done next?	
	

Question P4	Performance Criteria 1.2
<p>You see a hazard at the worksite which is almost certain to cause an accident. The accident caused by the hazard would result in injuries to workers requiring first aid treatment.</p> <p>Use the risk assessment matrix at the back of this document to answer the following questions:</p> <p>a) How would this risk be classed (Acute, moderate, high or low)?</p> <p>b) What action should be taken?</p>	

Question P5	Performance Criteria 1.2																
<p>Select three of the hazards you have listed in question P1.</p> <p>In the table below record the hazard, what could happen if someone is exposed to the hazard, the likelihood of it happening and what the consequence might be?</p> <p>Incident report form alternative – Select one of these hazards and fill in an Incident report form.</p>																	
																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Hazard</th> <th style="width: 35%;">Affect of exposure</th> <th style="width: 15%;">Likelihood</th> <th style="width: 25%;">Consequence</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Hazard	Affect of exposure	Likelihood	Consequence												
Hazard	Affect of exposure	Likelihood	Consequence														


Question P6	Performance Criteria 1.3								
<p>What safe work practices/controls can be used for the hazards you have identified in question P5?</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Hazard</th> <th style="width: 75%;">Safe work practice/Control</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Hazard	Safe work practice/Control						
Hazard	Safe work practice/Control								

Question P7	Performance Criteria 1.4
When should an accident/incident report be completed?	

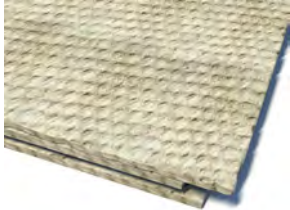
Question P8	Performance Criteria 2.1
List three (3) examples of hazardous materials or situations you could find on your work site.	



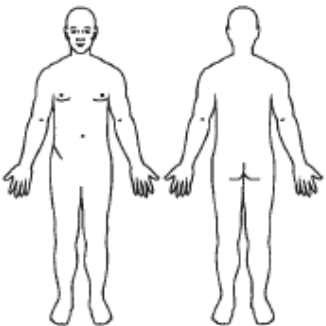
Question P9	Performance Criteria 2.2
Apply the Hierarchy of hazard control to find a suitable control method for each of the hazardous materials you identified in question P8?	

Question P10	Performance Criteria 2.3
<p>What signs or safety tags would you use to warn about the hazards and hazardous materials you identified earlier?</p>	
	

Question P11	Performance Criteria 2.4
<p>Where are you likely to find ACM on a construction site?</p>	

Question P12	Performance Criteria 2.4
<p data-bbox="148 280 893 313">How dangerous might the asbestos you identified above be?</p> 	
ACM	How dangerous? What action is needed?

Incident report form

Section A: Details of incident							
Name:				Sex:	M / F		
Dept/section:				ID number:			
Employment:	<input type="checkbox"/> Full time		<input type="checkbox"/> Casual		<input type="checkbox"/> Self-employed		<input type="checkbox"/> General public
	<input type="checkbox"/> Part time		<input type="checkbox"/> Volunteer		<input type="checkbox"/> Other:		
Describe the incident:							
Date:		Time:		Date reported:		Time reported:	
What happened?							
Where did it happen?							
Who was involved?							
<input type="checkbox"/> Near miss (a dangerous incident without injury to a 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 & 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:			

Risk assessment and control form

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					
Likelihood: (circle)	Almost certain	Likely	Possible	Unlikely	Rare
Consequences: (circle)	Catastrophic	Major	Moderate	Minor	Insignificant

Risk control	
Possible control options:	
Elimination:	
Substitution, isolation or engineering:	
Administrative or PPE:	
Preferred control options and why:	

Implementation plan						
Control option	Associated activities	Resources required	Person(s) responsible	Implement. date	Sign off and date	Scheduled review date

Mapping Tool

CPCWHS2001 Apply WHS requirements policies and procedures in the construction industry

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

Legend		Application:
PC	Performance Criteria	
RS	Required Skills	
RK	Required Knowledge	
CAE	Critical Aspects of Evidence	
Employability Skills		<p>This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces.</p> <p>It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.</p> <p>The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.</p> <p>It applies to workers in the construction industry.</p> <p>This unit also relates directly to the general construction induction training requirements of the Model Work Health and Safety Regulations 2011 and relevant occupational health and safety regulations for Victoria and for Western Australia. Achievement of CPCWHS1001 Prepare to work safely in the construction industry covers these induction training requirements. No licensing, legislative or certification requirements apply to this unit at the time of publication.</p> <p>Sector Construction</p> <p>To demonstrate competency in this unit, a person must apply WHS requirements, policies and procedures on three separate and different occasions in the construction industry.</p>
CC	Communication	
TW	Team Work	
PS	Problem Solving	
IE	Initiative & Enterprise	
PO	Planning & Organisation	
SM	Self Management	
LN	Learning	
TC	Technology	

Section 1 – Performance Criteria

Note: The bold highlighted text in the Performance Criteria below is explained in the Unit of Competency. It is included in the **trainer's resource folder**.

Performance Criterion (PC)	A5 Guide/Test Yourself Questions/	Formative Assessment (Review Questions) Doc 005 Learner Work Book		Knowledge Assessment	RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts...)	Employability Skills							
		Review Question	Practical Training Task			CC	TW	PS	IE	PO	SM	LN	TC
Element 1 – Identify and assess risks.			Prac Ass										
1.1 Identify, assess and report hazards in the work area to designated personnel .	Section 1.1 Question 1, 2, 3	Q1	Practical task 1	Q1		✓	✓			✓			
1.2 Report safety risks in the work area based on identified hazards , to designated personnel.	Section 1.2 Question 4	Q2	Practical task 1	Q2		✓	✓						
1.3 Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.	Section 1.3 Question 5, 6, 7, 8	Q3	Practical task 1	Q3, Q4, Q5		✓	✓	✓		✓	✓		
1.4 Contribute to WHS, hazard, accident or incident reports in accordance with workplace procedures, Australian government and state or territory WHS legislation , and relevant information .	Section 1.4 Question 9, 10	Q4	Practical task 1; Practical task 2	Q6		✓	✓	✓		✓			

Performance Criterion (PC)	A5 Guide/Test Yourself Questions/	Formative Assessment (Review Questions) Doc 005 Learner Work Book		Knowledge Assessment	RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts...)	Employability Skills							
		Review Question	Practical Training Task			CC	TW	PS	IE	PO	SM	LN	TC
Element 2 – Identify hazardous materials and other hazards on work sites													
2.1 Correctly identify and, if appropriate, handle and use hazardous materials on a work site in accordance with legislative requirements, and workplace policies and procedures.	Section 2.1 Question 11	Q5	Practical task 1	Q7		✓	✓	✓		✓	✓	✓	
2.2 Apply measures for controlling risks and construction hazards effectively and immediately.	Section 2.2 Question 12, 13	Q6	Practical task 1	Q8, Q9, Q10		✓	✓	✓	✓	✓	✓		✓
2.3 Use appropriate signs and symbols to secure hazardous materials that have safety implications for self and other workers, immediately they are identified.	Section 2.3 Question 14, 15, 16, 17	Q7	Practical task 1	Q11		✓	✓	✓		✓			
2.4 Identify asbestos-containing materials on a work site and report to designated personnel.	Section 2.4 Question 18, 19	Q8	Practical task 1	Q12, Q13, Q14, Q15, Q16		✓	✓			✓		✓	

Performance Criterion (PC)	A5 Guide/Test Yourself Questions/	Formative Assessment (Review Questions) Doc 005 Learner Work Book		Knowledge Assessment	RTO to fill out (Customised and additional materials, eg. web sites, DVDs, handouts...)	Employability Skills							
		Review Question	Practical Training Task			CC	TW	PS	IE	PO	SM	LN	TC
Element 3 – Plan and prepare for safe work practices													
3.1 Identify, wear, correctly fit, use and store correct personal protective equipment and clothing for each area of construction work in accordance with workplace procedures	Section 3.1 Question 20	Q9	Practical task 2	Q17, Q18, Q19		✓	✓			✓	✓	✓	
3.2 Select tools, equipment and materials , and organise tasks in conjunction with other personnel on site and in accordance with workplace procedures.	Section 3.2 Question 21, 22	Q10	Practical task 3	Q20, Q21		✓	✓	✓	✓	✓	✓		✓
3.3 Determine required barricades and signage, and erect at the appropriate site location.	Section 3.3 Question 23	Q11	Practical task 1; Practical task 2	Q22		✓	✓			✓			
3.4 Apply material safety data sheets (MSDSs), job safety analyses (JSAs) and safe work method statements (SWMSs) relevant to the work to be performed.	Section 3.4 Question 24, 25	Q12	Practical task 1; Practical task 2	Q23, Q24, Q25		✓	✓	✓		✓	✓	✓	