

# Electrotechnology Health and Safety Induction

**UEECD0007**

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

## Learner Guide

Edition 1



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# Workplace health and safety laws

## T1

### 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.

<b>WHS/OHS Acts</b>
'WHS/OHS Acts' are laws that explain how to improve health and safety in the workplace. For example: Model National WHS Act, June 2011.
<b>Regulations</b>
'Regulations' explain specific parts of the Act. For example: Part 4.3 – Confined Spaces, Part 4.4 – Falls.
<b>Codes of Practice/Compliance Codes</b>
'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.
<b>Australian Standards</b>
'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.



# Duty of Care Obligations under the WHS Act

**Note:** The following information is based on the new WHS Act. If your state is not using the new Act, your trainer will provide you with the relevant section of your state Occupational Health & Safety (OHS) Act. ***These can be located on the Trainer's Resource CD.***

**'The national WHS Act sets out the legal responsibilities that apply to persons conducting a business or undertaking (PCBU) and workers to make sure the workplace is as safe and healthy as possible.'**

PCBUs (employer/workplace manager) and workers (employees) both have a duty of care responsibility to make sure the workplace is a healthy and safe place to be. A 'worker' includes people who are employees, contractors, sub-contractors, outworkers, employees of labour hire companies and volunteers.

The workplace must also not harm the health or safety of visitors or people nearby.

## PCBU's (employer's) duty of care

By law, as a PCBU you must do everything reasonably practical to provide a workplace that is safe and without risk to health.

You must instruct and train your workers to work safely.  
You must do so in a way that is easy for your employees to understand.



## Penalties

If you are an PCBU or worker, the government can fine or even imprison you for failing your duty of care.

## Worker's (employee's) duty of care

By law, as a worker you must do everything reasonably practicable to take care of your own health and safety—and the health and safety of other people in the workplace.  
You must not put the health and safety of yourself or other people at risk.

You must also:

- Take reasonable care for your own health and safety;
- Not harm the health or safety of others;
- Do your best to follow reasonable safety instructions from your PCBU (employer);
- Follow workplace health and safety procedures and policies;
- Do not do work you believe is unhealthy or unsafe.





## 3.3 Workplace instructions and training are followed accurately within established procedures

You must always follow the instructions and training that your supervisor gives you. Not following instructions, or trying to do work that you have not been trained for is dangerous. You could also get in trouble. The government could take you to court or fine you.

### 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
- Cranes
- Elevating work platforms (boom length 11 metres or more)
- Pressure equipment.



- Traffic control
- Transporting dangerous goods
- Pilot vehicle
- Asbestos removal
- Plumbing and gas fitting
- Producing, storing and transporting prescribed waste
- Dredging
- Road works
- Laying underground services in public areas.



## 2.1 Safe work methods for controlling risk are followed accurately

### 'Keeping yourself and others safe.'

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

- Workers must not place themselves or others at risk
- Workers must carry out tasks or use equipment according to any safety instruction
- Workers must cooperate with the PCBU/employer and follow all systems or procedures in the workplace to the extent necessary to allow compliance with the Act.

### Use of plant and equipment

Operate plant, equipment and machinery in a safe and responsible way that does not put yourself or others at risk.

If you are on medication you must notify your supervisor before operating plant machinery.



## 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.



## 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.



## Litter and debris

Litter and debris can get in the way, be a tripping hazard or a fire hazard.

**Do not** let debris build up – remove it continuously throughout your day.

Always dispose of litter in approved and marked bins.



Always make sure that removal of debris does not create a risk to, or impact badly on the environment.



# Work hazards, emergencies and controls

## T2

### 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.



# 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.**

