

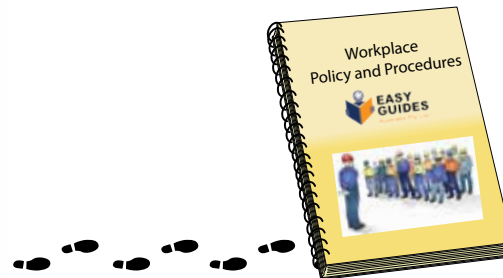
LEARNER GUIDE



Training support material for:

RIIWHS201E

Work safely and follow WHS policies and procedures



Produced by:



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What are work requirements?

A work requirement is a **statement** that outlines the **work** that needs to be done.

Example of a work requirement statement;

- Dig a trench at Site 123243A Unit 4 / 18 Floriston Road Boronia.
- Lay asphalt down from eastern freeway Warragal, City of Warragal / police road to Hight Street Boronia turn off.
- Load and unload a plant 10 tonne excavator from Warragal, City of Warragal depo to Site 123243A Unit 4 / 18 Floriston Road Boronia 5day hire..



Who would write a work order?

Generally your **supervisor** or someone in authority would write a work order.

The **work order** or **work** that needs to be done can be broken down into smaller parts like a **job** or **job plan**.

Example of work order description;

- Dig a trench at Unit 4 / 18 Floriston Road Boronia on the property to make an inground pool.
- Lay asphalt down from mile marker 17 to 23 or before Boronia turn off, lanes 1 and 2 to be closed off for the laying of turf and lane 3 open for traffic.



Easy Guides Aust Pty Ltd
 Address: 18 Floriston Rd, Boronia VIC 3155
 Phone: 1300 793 225
 email address: admin@easyguides.com.au

Other work on call: Super Wagon - M1 1800 000 000

Site supervisor: Joe Block

Customer: Harry Styles - M1 1300 056 001

Team mobile: 0402 911 911

WORK ORDER / Work Plan

CUSTOMER NAME: Joe Block
 ORDER NUMBER: WOC019

CUSTOMER PHONE: 0402 129 456
 CUSTOMER ID: C1200

CUSTOMER EMAIL: admin@easyguides.com
 ORDER RECEIVED BY: J11/12/2021

ORDER DATE: 31/12/2021
 EXPECTED START DATE: 01/01/2022
 EXPECTED END DATE: 31/12/2022

WORK AUTHORIZED BY: James Spencer
 SIGNATURE: James Tennant

WORK DESCRIPTION: Excav 18 Fence around site ABC123 18 Floriston Road Boronia VIC 3155 to create a work zone or installation zone for the parcel to be used for the work.

ADDITIONAL COMMENTS: Please groundrod for concrete and studs to enter site this can be done at other stages if needed but however if can be done on same day this would be good.

SERVICE AND LABOUR DESCRIPTION	HOURE	RATE	AMOUNT
Meeting	0.5	35	35
Source of documents and permits	0.5	300	150
Measurements	1	35	35
Tip trailer	4	35	140
Excuse dirt digger 1	2	35	70
Excuse dirt digger 2	2	35	70
Post 1 stake - dirt season 1	2	35	70
18 hole with dirt season 2	2	35	70
Remove extra hole	1	35	35
Total Hour	18	LABOUR TOTAL	710

PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
Poles	1000	1.00	1000.00
Posts	1000	0.50	500.00
Panel	3	5.00	15.00
Survey Cross	1	200	200
Gravel, Cubic meters = length x width x depth			
Long load truck dimensions 12.5 meters by 2.5 meters, 12.2 x 2.5 x 1.5 meters = 46.875cubic	46.87 cubic	10	468.75
Wire fence mesh - 1000 meters	1000	1	1000
MATERIAL TOTAL			2883.7

WORK ORDER COMPLETED BY: Joe Block

CUSTOMER APPROVAL NAME AND TITLE: Joe Block
 APPROVING PARTY SIGNATURE: James Spencer

DATE OF APPROVAL: 11/12/2021

ITEM	AMOUNT
LABOUR	\$ 710.7
TAX AND S.	226
TOTAL TAX	\$ 1,199.37
TOTAL	\$1703.07

What is a Job or Job plan?

A **job or job plan** is a break down of a work order, that **identity's** the **tasks** that are needed to be *performed* and the *resources* and *time allocation* for completion of a work order. Each task, that is created, creates a set of **work instructions** for a worker to perform.

Example of a work or work instructions;

- Task 1. Close lane 1 off,
- Task 2. Close land 2 off,
- Task 3. Get Scraper to tear up bitumen,
- Task 4. Get roller to compact ground,
- Task 5. Get turf machine to lay turf.

Task No	Progress	
	1/02/2022	2/02/2022
Task 1		100%
Task 2	25%	
Task 3		50%

What is the purpose of a Job Plan?

A job plan **confirms** that you, as the worker, understands the work requirements given to you by your supervisor.

Work Requirements

Easy Guides Aust Pty Ltd
 Address: 17 Flaxton Rd
 Brisbane VIC 3105
 Phone: 1300 793 220
 Email: enquiries@easyguides.com.au
 Website: www.easyguides.com.au
 Fax: 1300 793 220
 GST: 1300 793 220

WORK ORDER / Work Plan

Job Name: [Blank] **Job No:** 1482 911 911

Client Name: [Blank] **Client Address:** [Blank]

Client Phone: [Blank] **Client Contact:** [Blank]

Client Email: [Blank] **Order Received By:** [Blank]

Order Date: [Blank] **Order Received Date:** 31/1/2022

Work Order No: [Blank] **Work Order Date:** [Blank]

Work Order Status: [Blank] **Work Order Type:** [Blank]

Work Order Description: [Blank]

Work Order Details: [Blank]

Work Order Summary: [Blank]

Work Order Items: [Blank]

Work Order Materials: [Blank]

Work Order Equipment: [Blank]

Work Order Personnel: [Blank]

Work Order Duration: [Blank]

Work Order Start Date: [Blank]

Work Order End Date: [Blank]

Work Order Price: [Blank]

Work Order Total: [Blank]



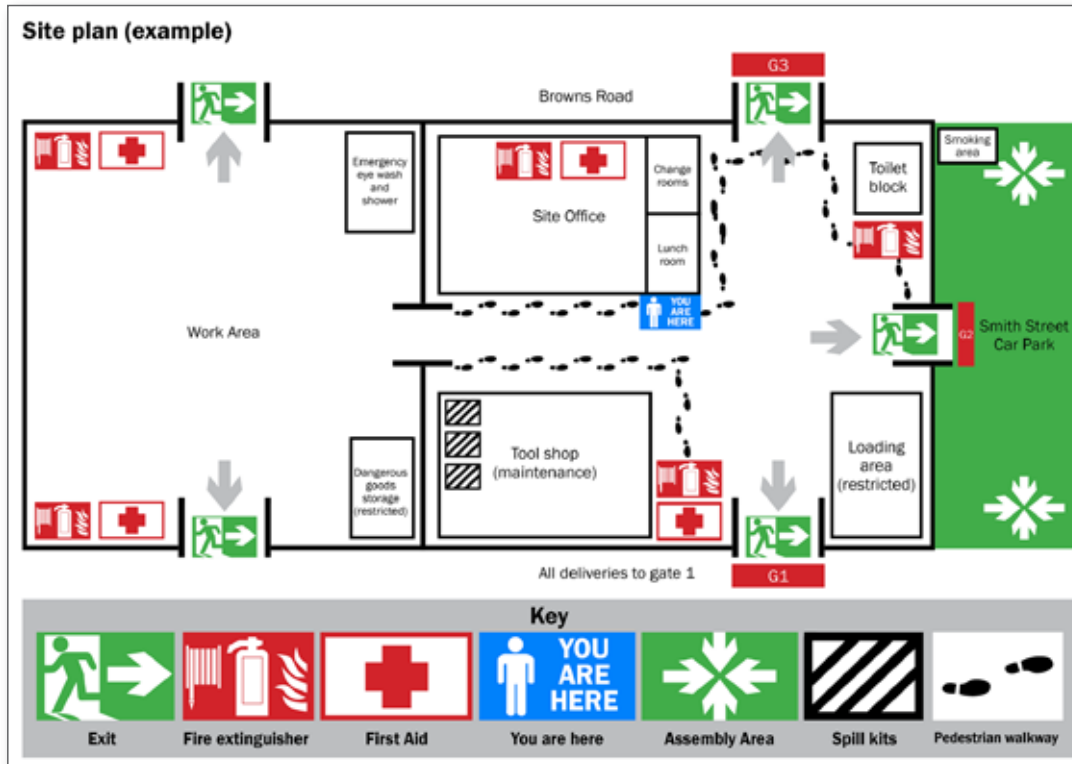
Job Plan Work Summary For Work: (Work Order - WO-019)

Date	Tasks	Personnel	Equipment / Material	Qty	Documents and Permits	Duration	Start Date	End Date	Price
2/1/2022	Task 0. Have meeting with supervisor to discuss work order.	Supervisor, Harry Styles				30 min / 0.5 hrs	2/1/2022	2/1/2022	\$35,\$35
6/1/2022	Task 1 – Measure and mark fence post positions as per plans	Harry Styles Super Man	Spray Can – Pink, Green, Blue Pegs 1000, Line Tape Measure / Digital			1hr	6/1/2022	6/1/2022	
			Pegs	1000					\$1
			Tape	1					\$10
			Line	1					\$5
2/1/2022	Task 2. Check area for underground s	Local Council / Supervisor			Underground line document report	3 days	2/1/2022	5/1/2022	\$35
6/1/2022	Task 3 – Dig post holes using post hole digger	Harry Styles	Post Hole Digger			4 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 4 – Remove excess dirt from holes using spade	Harry Styles	Spade	2		4hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 5 – Place one fence post in each hole	Superman	Pick	2					
6/1/2022	Task 5 – Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1
6/1/2022	Task 6 – Rape fence mesh around pole stumps	Harry Styles Superman	Wire fence mesh Wire Cutters and Mesh Ties	1000		4hrs	6/1/2022	6/1/2022	\$1 \$35, \$35
6/1/2022	Task 7 – Level and brace each post. Fill holes with dirt/cement mix and compact area around post.	Harry Styles Superman	Dirt / Cement Mix			4hrs	6/1/2022	6/1/2022	\$35, \$35
6/1/2022	Task 8. Level out section of property for gravel to be dumped for drive way	Harry Styles Superman	Gravel			8 hrs	6/1/2022	6/1/2022	\$35
6/1/2022	Task 8. Level out section of property for gravel to be dumped for drive way	Harry Styles Superman	Shovel Spade			2 hrs	6/1/2022	6/1/2022	\$10, \$35,\$35
6/1/2022	Task 9. Secure Site after all work done	Harry Styles	Pad Lock and key			0.5 hrs	6/1/2022	6/1/2022	\$35

Site plans (continued)

Below is an example of how a site plan may look.

It is also a good idea to take a tour of the site, this could be part of the site induction procedure.



*Signs and symbols (continued)***Dangerous goods**

Dangerous goods are organised into different classes depending on what they are.

Some classes have a number of sub classes.

For more information refer to the
Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code)

**Globally Harmonized System (GHS)**

The Globally Harmonized System of classification and labelling of chemicals (GHS) have become mandatory under the model work health and safety laws from 1 January 2017.

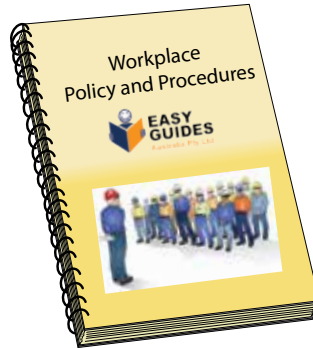
For more information refer to your
State/Territory Work Health and Safety regulator



QUESTION 5

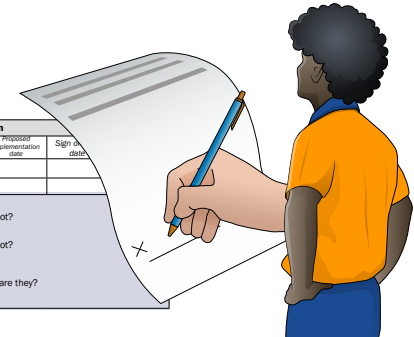
As a worker on a construction site, you are responsible for following workplace policies and procedures to maintain workplace health and safety standards.

How do we confirm that people have followed work place policy and procedures in the work place?



A training deceleration statement that follows a policy and procedures document and, in some cases, in a risk assessment control form OR obtain a signature that work has been carried out.

Implementation Plan					
Control option	Associated activities	Resources required	Person(s) responsible	Proposed implementation date	Sign on 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?		



QUESTION 6

What document do you create to confirm work requirements that your supervisor has given to you in the work place?

Circle the Correct Answer.

Choices to choose from:

- a. Work order
- b. Requirements document
- c. Job plan or a job plan work summary document

Task No	Progress	
	1/02/2022	2/02/2022
Task 1		100%
Task 2	25%	
Task 3		50%

Job Plan Work Summary

Tasks	Personnel	Equipment / Material	Qty	Documents and Permits	Duration	Start Date	End Date	Price
Task 0 - Have meeting with supervisor to discuss work order.	Supervisor, Harry Styles				30 min / 0.5 hrs	2/1/2022	2/1/2022	\$35,535
Task 1 - Measure and mark fence post positions as per plans	Harry Styles Super Man	Spray Can - Pink, Green, Blue Pegs 1000, Line Tape Measure / Digital			1hr	6/1/2022	6/1/2022	
		Pegs	1000					\$1
		Tape	1					\$10
		Line	1					\$5
Task 2 - Check area for underground s	Local Council / Supervisor			Underground line document report	3 days	2/1/2022	5/1/2022	\$35
Task 3 - Dig post holes using post hole digger	Harry Styles	Post Hole Digger			4 hrs	6/1/2022	6/1/2022	\$35
Task 4 - Remove excess dirt from holes using spade	Harry Styles	Spade	2		4hrs	6/1/2022	6/1/2022	\$35
	Superman	Pick	2					
Task 5 - Place one fence post in each hole	Harry Styles	Poles	1000		4hrs	6/1/2022	6/1/2022	\$1
								\$35

Correct Answer: c. Job plan or a job plan work summary document

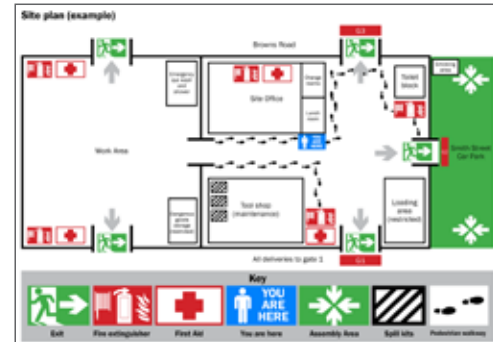
QUESTION 7

A site plan is a diagram of the worksite showing where all the important areas are.

Identify some of the things you might find marked on the plan.

Answer may include but is not limited to:

- Location of first aid facilities/equipment
- Location of fire fighting and emergency response equipment
- Emergency exits and evacuation assembly points
- Location of site office
- Restricted areas
- Location of amenities, for example toilets, washing facilities etc.

**QUESTION 8**

What is the difference between a mandatory sign and a prohibition sign?

Mandatory signs inform you of something you **MUST** do.



Prohibition signs inform you of something you **MUST NOT** do.

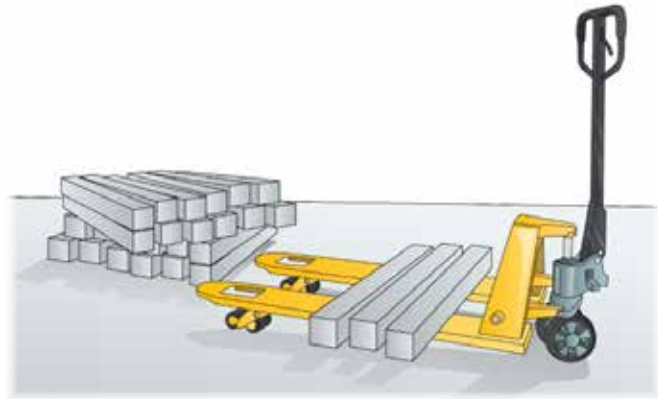


QUESTION 17

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

Answer may include but is not limited to:

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

**QUESTION 18**

When manually lifting a load should your back be:

- **Straight** or **bent?**

When manually moving a load should you:

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

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



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

Do not twist at the waist.

