WHITE CARD

CPCWHS1001

Prepare to work safely in the construction industry

LEARNING MATERIALS

Version 1.1

Disclaimer

The information within the material does not comprise professional advice. The material (as a single source) should not be relied upon in any important matter without obtaining appropriate advice from subject matter experts relevant to your circumstances.

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INTRODUCTION AND COURSE OVERVIEW

This workbook has been developed by Civil Train for all learners participating in the construction induction training course, commonly known as 'White Card'.

The training course is aligned to the unit of competency **CPCWHS1001 Prepare to work safely in the construction industry**, which specifies the mandatory work health and safety training required prior to undertaking construction work.

This workbook is only a guide and State and Territory Legislation, Codes of Practice, Australian Standards and Industry Guidelines should be used to provide further guidance on best practices.

COURSE OUTCOMES

On completion of the course you will be able to:

- Demonstrate personal awareness and knowledge of health and safety legislative requirements to work safely and prevent injury or harm to self and others.
- Identify and orally reporting common construction hazards
- Understand basic risk control measures
- Identify procedures for responding to potential incidents and emergencies
- Correctly select and fit common personal protective equipment (PPE) used for construction work.
    - eye protection
    - hearing protection
    - hard hat
    - high visibility retro reflective vest

The unit **CPCWHS1001 Prepare to work safely in the construction industry**, 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**

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

SECTION 1: LEGISLATION

In Australia, all workplaces are governed by some form of Occupational, Health, Safety and Welfare legislation at both Commonwealth and State levels.

Most states and territories are now covered by the **Model Work Health and Safety Acts and Regulations** (which will be referred to throughout this booklet), however some states like Western Australia and Victoria haven't harmonised and continue to operate under Occupational Health and Safety Acts and Regulations.

Australian Capital Territory (ACT)

- Act: Work Health and Safety Act 2011 (ACT)
- Regulation: Work Health and Safety Regulation 2011 (ACT)

New South Wales (NSW)

- Act: Work Health and Safety Act 2011 (NSW)
- Regulation: Work Health and Safety Regulation 2017 (NSW)

Northern Territory (NT)

- Act: Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Regulation: Work Health and Safety (National Uniform Legislation) Regulations (NT)

Queensland (Qld)

- Act: Work Health and Safety Act 2011 (Qld)
- Regulation: Work Health and Safety Regulation 2011 (Qld)

South Australia (SA)

- Act: Work Health and Safety Act 2012 (SA)
- Regulation: Work Health and Safety Regulation 2012 (SA)

Tasmania (Tas)

- Act: Work Health and Safety Act 2012 (Tas)
- Regulation: Work Health and Safety Regulation 2012 (Tas)

Victoria (Vic)

- Act: Occupational Health and Safety Act 2004 (Vic)
- Regulation: Occupational Health and Safety Regulations 2017 (Vic)

Western Australia (WA)

- Act: Work Health and Safety Act 2020 (WA)
- Regulation: Occupational Safety and Health Regulations 1996 (WA)

ACTS

Acts give a general overview of how to make workplaces safe and healthy. They outline your legal responsibilities and duties as an employer, business owner or worker.

REGULATIONS

Regulations set out the standards you need to meet for specific hazards and risks, such as noise, machinery, and manual handling. They also set out the licenses you need for specific activities, the records you need to keep, and the reports you need to make.

CODES OF PRACTICE

The Regulations are supported by Approved Codes of Practice.

They give you practical guidance on how to comply with the legal requirements of specific regulations and should be used in addition to the Act and Regulations.

AUSTRALIAN STANDARDS

Australian Standards have been developed to provide minimal levels of performance or quality for a specific hazard, work process or product.

If an Australian Standard is listed in the Act and/or Regulations, it becomes a part of it and it must be followed.

INDUSTRY GUIDELINES

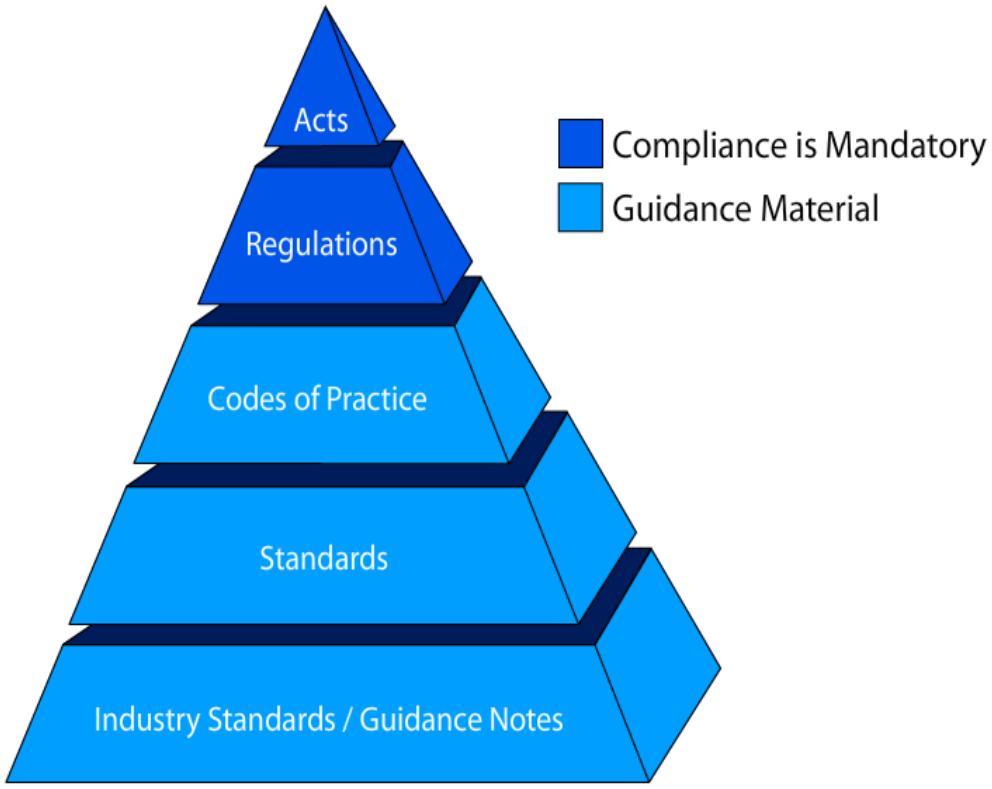
WHS/OHS laws apply to all workplaces in Australia and are defined in the Acts and Regulations, and are supported by Codes of Practice. The Guidelines support that legislation and, where appropriate, refer to it.

The Guidelines often provide case studies illustrating solutions that have proven successful elsewhere and include tools such as checklists and forms that you can adapt to your own workplace.

GUIDANCE NOTES

Guidance notes provide practical guidance for employers and workers on the management of risks to safety and health risks that may arise in relation to specific hazards. They differ from the authoritative advice of a code of practice by allowing duty holders wider discretion to choose the options that best suit their circumstances. Guidance material contributes to the overall state of knowledge regarding hazards, risks and controls and may be tendered as evidence in court proceedings.

LEGISLATION PYRAMID



ROLES, RIGHTS AND RESPONSIBILITIES OF DUTY HOLDERS

A **DUTY OF CARE** is a legal or moral obligation to ensure the safety or well-being of others.

A duty of care exists when someone's actions could reasonably be expected to affect other people.

EVERYONE has a duty of care in relation to safety in the workplace.

a) A PERSON UNDERTAKING A BUSINESS OR UNDERTAKING (PCBU)

The Employer, or PCBU, holds the **PRIMARY Duty of Care**:

> **Division 2 Primary duty of care**
>
> **19 Primary duty of care**
>
> (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
>
> (a) workers engaged, or caused to be engaged by the person; and
>
> (b) workers whose activities in carrying out work are influenced or directed by the person,
>
> while the workers are at work in the business or undertaking.

This includes:

- Providing a working environment that does not pose a risk to health and safety
- Providing and maintaining safe plant and structures
- Providing safe systems of work
- Provision for safe use, handling and storage of plant and substances
- Provision of adequate facilities
- Provision of training, instruction or supervision to carry out work tasks in a safe way

It is the responsibility of the PCBU/Employer to carry out the general statutory duty of care by proceeding, in a systematic way, to:

- Identify hazards;
- Assess the seriousness of the risks resulting from the hazards;
- Determine appropriate risk management measures.

(See Section 2: Risk Management)

Further **roles and responsibilities** of a PCBU under the legislation include:

- Reporting notifiable incidents (see Section 6: Accidents and Incidents)
- Consulting with workers (through a WHS Committee for example)
- Ensuring compliance with notices issued under the Act
- Ensuring the provision of training and instruction to workers about health and safety
- Ensuring that Health and Safety Representatives receive their training entitlement

B) WORK HEATH AND SAFETY COMMITTEE MEMBERS

The role of the Work Health and Safety Committee Members includes, but is not limited to:

- Provide consultation to the PCBU on WHS issues at the workplace
- Facilitate co-operation between the PCBU and workers

- Assist with the development of health and safety policies, procedures and systems

More information on Health and Safety Committees can be found under Part 5, Division 4 of the Act. Functions of the Committee can be found under section 77.

C) HEALTH & SAFETY REPRESENTATIVES (HSR)

Under Section 50of the Act, workers are entitled to request the election of an HSR. There is one HSR per 'work group'.

The role of the HSR includes (see section 68):

- Represent workers (in their work group) on health and safety matters.
- Monitor measures taken by the PCBU for compliance with the Act
- Investigate complaints from workers within their work group
- Inquire as to health and safety risks to the workers
- To inspect the workplace at any time if there is an accident, a hazardous situation or if someone's health and safety is at immediate risk.
- Be an active member of the WHS committee

Refer to the **Model Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination**.

D) SUPERVISOR

A Supervisor is responsible for monitoring workers to ensure safety and compliance standards are met throughout tasks.

E) FIRST AID OFFICER

A First Aid Officer is responsible for:

- monitoring and maintaining first aid facilities,
- administering first aid.

F) WORKERS

Whilst at work, it is the responsibility of the worker to:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Remember!

- Do not take any unnecessary risks.
- Always wear personal protective clothing and equipment supplied by the PCBU.
- Never report for or work under the influence of drugs or alcohol, and never bring drugs or alcohol to the workplace (remember also being tired and fatigued can also affect your reasoning abilities).
- If you have to smoke, only do so in designated smoking areas.

OTHER DUTY HOLDERS

The duty extends, to the extent that may be appropriate in the circumstances, to:

- An owner or occupier of the workplace.
- A person who designs, constructs, manufactures, imports, installs or supplies a workplace or any part or component of a workplace.

A PCBU or other person who fails to comply with a duty under the Act is guilty of an offence.

We are all accountable by **LAW** for what we control within the workplace.

The Healthy and Safety Legislation is here to **PROTECT YOU**

Penalties do exist for any deliberate breach of the Act or its Regulations.

There are NO EXEMPTIONS!

SECTION 2: RISK MANAGEMENT

Risk Management is a systematic process for addressing hazards in the workplace.

THE 5 STEPS FOR RISK MANAGEMENT

HAZARD refers to a situation or thing that has the potential to harm a person.

RISK is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

All potential hazards should be identified and assessed in consultation with workers and/or their representatives and then controlled.

The work plan should further identify compliance requirements such as licensing, training and supervision.

1. HAZARD IDENTIFICATION

Appropriate steps must be taken to identify all reasonably foreseeable hazards arising from work that may affect the health and safety of workers or other persons.

Hazards are generally classified into six hazard types:

- Physical – (Falling from height, collapse, hot work)
- Chemical – (Glues, cement, SMF, asbestos)
- Biological – (Tetanus, vermin, HIV, Hepatitis A, B, C)
- Ergonomic – (Manual handling hazards)
- Radiation – (Laser, microwave, solar etc)
- Psycho-social – (Stress, depression, bullying)

Identification of hazards should include hazards already present at the site and hazards that could arise from plant, equipment, materials, substances and the work process.

Identification may be by:

- Direct workplace observation
- Consultation with Workers
- Statistics

It is in the interests of all parties on site to identify anything in the workplace that has the potential to cause injury or disease.

This includes but is not limited to:

- Open excavation
- Inhalation of dust, fibres, vapours and gases.
- Noise and vibration
- Extremes of temperature and humidity
- Bad housekeeping / poor access - egress
- Vehicle hazards both construction and public
- Poor lighting / visibility
- Live power and wiring
- Dangerous goods
- Confined spaces
- Environmental hazards – such as stormwater, fire, pollution, noise, dust
- Fire
- Drugs and alcohol
- Hygiene
- Inexperience / carelessness
- Mobile phones
- Bullying/workplace harassment
- Trips and falls
- Working at heights
- Manual and mechanical handling

2. ASSESSMENT OF RISK

Once we have identified a hazard, we need to determine the associated risk.

We do this by taking into consideration the following information:

- The likelihood that they will do harm (Probability);
- The severity of the harm they could do (Consequence);
- The number of times people could be affected by them (Frequency);

There are many risk matrices available, of different levels of complexity that can be used to help you calculate the risk rating. Below is a simple example.

Risk				
	High (3)	Medium (3)	High (6)	High (9)
	Medium (2)	Low (2)	Medium (4)	High (6)
	Low (1)	Low (1)	Low (2)	Medium (3)
		Low (1)	Medium (2)	High (3)
			Likelihood	

3. CONSULT AND REPORT

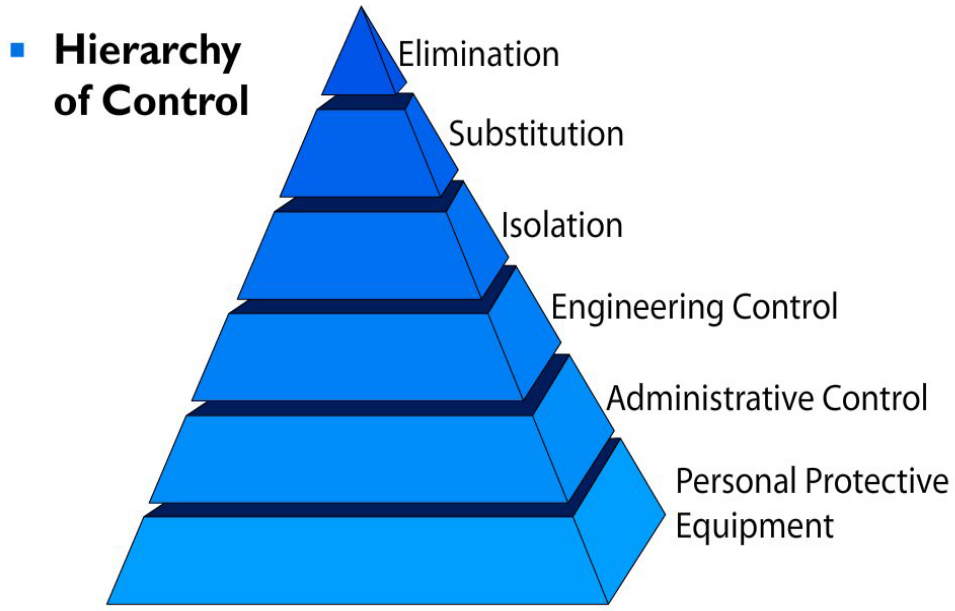
By drawing on the experience, knowledge and ideas of workers, you are more likely to identify all hazards and choose effective control measures.

Workers should be encouraged to report any hazards and health and safety problems immediately so that risks can be managed before an incident occurs.

If there is a health and safety committee for the workplace, it should also be engaged in the health and safety risk management process.

4. RISK CONTROL

Once hazards are identified and assessed, measures to eliminate or minimise them by controlling the hazard should be determined in accordance with the hierarchy of control.



Eliminate

Remove the hazard completely from the workplace (e.g. remove trip hazards on the floor or dispose of unwanted chemicals).

This is the most effective control measure and must always be considered before anything else.

Substitute

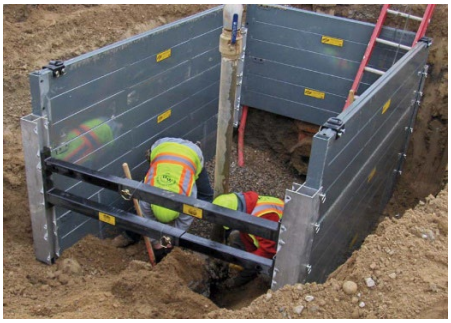
Substitute or replace the hazard with a less hazardous work practice (e.g. replace solvent based paints with water-based paints).

Isolate

As much as possible, separate the hazard or hazardous work practice from people by distance or using barriers (e.g. place guards around moving parts of machinery).

Engineering controls

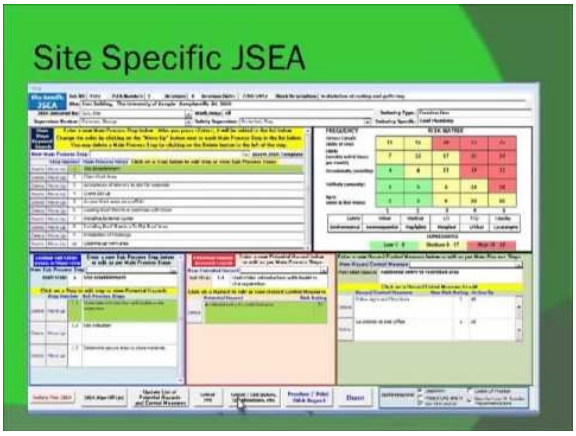
Engineering controls are methods that are built into the design of a plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly.



Administrative controls

These should only be considered when other higher order control measures are not practicable.

These are work methods or procedures that are designed to minimise the exposure to a hazard (e.g. develop a procedure on how to operate machinery safely or use signs to warn people of a hazard). Signs and JSEAs are examples of administrative controls.



Personal protective equipment (PPE)
Ear muffs, hard hats, masks, gloves, protective eyewear and other forms of PPE should be a last option as they do nothing to change the hazard itself.

Effectiveness also relies on the proper fit, use and maintenance of the equipment.

5. REVIEW

Few workplaces stay the same and as a result your risk assessment should be reviewed and updated to ensure safety is maintained (e.g. changes such as weather conditions, changes to personnel or new equipment)

RISK MANAGEMENT DOCUMENTATION AND HAZARD REPORTING

JOB SAFETY ANALYSIS (JSA)

- This document identifies hazards, determines control measures and assesses the risk.

SAFE WORK METHOD STATEMENT (SWMS)

- This document breaks the job down into steps, identifies hazards, determines control measures and identifies the responsible person.

  This document **MUST** be completed for all **HIGH RISK CONSTRUCTION WORK**.

Risk assessment documents may have other titles such as . . .

JHA – Job Safety Analysis

JSEA – Job Safety & Environmental Analysis

Take 5 – task-based risk assessment.

And more….

- Continuously be on the **lookout** for potential hazards, if it is reasonably practicable to control them and not be put at risk, then fix it.

- If you can't fix it, then **isolate** it.

- Otherwise **report** it promptly to your supervisor or health and safety representative. Assist all members of the work team with site health and safety play an active part and be aware of safety issues.

- It could be you, your workmate or a friend that suffers the effects of an accident.

HAZARD MANAGEMENT

Remember if you cause or see a hazardous situation DO NOT HIDE IT!!!!

Report it so the entire work team can be made aware and learn from it!!

HAZARD REPORT

Area/Locality of hazard: *1 South Road, Thebarton SA 5031*	**Date:**
Name..... (Name of person preparing report)	.....

DESCRIPTION OF HAZARD (Include area and task involved, any equipment, tools, people involved)

Hazard 1:

Hazard 2:

POSSIBLE REMEDIES (List any suggestions you may have for reducing or eliminating the problem, e.g. re-design mechanical devices, procedures, training, maintenance work, etc.)

Hazard 1 Remedies:

Hazard 2 Remedies:

Record a description of the hazard/s

Identify possible remedies to remove or control the hazard/s

CONSTRUCTION HAZARDS

Asbestos

If asbestos is disturbed it can release dangerous fine particles of dust containing asbestos fibres.

Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

This substance is (and will continue to be for some time yet) the biggest killer of workers in Australia.

The requirements of the **Model Code of Practice for How to safely remove asbestos of Asbestos** and the **Model Code of Practice How to manage and control asbestos in the workplace** should be adhered to.

Bonded form:
In eaves, ceilings, wet areas, floor tiles, pipes, some glues and mastics.

Friable form:
Around hot water pipes, fire retardant on structural steel.

Asbestos can be found in more areas than the ones listed and you should notify your supervisor if any suspect material is found.
DO NOT attempt to remove any asbestos without prior knowledge or appropriate training in the procedures required.

Also see **SECTION 5: LICENCES & CERTIFICATES OF COMPETENCY**

SYNTHETIC MINERAL FIBRES (SMF'S)

These include:

- Fibreglass
- Insulation
- Ceramic Fibres

Like asbestos, these fibres are able to be inhaled and can lead to very dangerous respiratory health issues.

The requirements of Model Code of Practice for the Safe Use of Synthetic Mineral Fibres must be adhered to.

CEMENT

- Corrosive effects on skin and eyes
- Respiratory disease
- Read, understand and comply with the Safety Data Sheet (SDS)

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Hazardous substances are classified based only on health effects (whether they are immediate or long term), while dangerous goods are classified according to their immediate physical or chemical effects.

Hazardous substances can be both a hazardous substance and dangerous goods. Hazardous substances can pose a significant risk to health and safety if not managed correctly. They may have health hazards, physical hazards or both.

Examples include:

- toxic chemicals
- chemicals that cause skin damage
- carcinogens.
- flammable liquids
- compressed gasses
- explosives

Dangerous goods

Dangerous goods are substances that are corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties. Dangerous goods can cause explosions or fires, serious injury, death and large-scale damage.

Dangerous goods are substances that are corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties. Dangerous goods can cause explosions or fires, serious injury, death and large-scale damage.

Safety Data Sheets (SDS) are documents that provide critical information about hazardous chemicals, such as:

- the chemical's identity and ingredients
- health and physical hazards
- safe handling and storage procedures
- emergency procedures
- disposal considerations.

Businesses should use SDS when they assess the risks of hazardous chemicals in the workplace. They must be available to anyone handling the hazardous substance.

In Australia, manufacturers and importers of hazardous chemicals must prepare SDS in accordance with the model **Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals**. Failure to create an SDS correctly is a breach of WHS.

A safety data sheet for a hazardous chemical must state the following information about the chemical (in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS):

Section 1—Identification: product identifier and chemical identity
Section 2—Hazard(s) identification
Section 3—Composition and information on ingredients
Section 4—First aid measures

Section 5—Firefighting measures
Section 6—Accidental release measures
Section 7—Handling and storage, including how the chemical may be safely used
Section 8—Exposure controls and personal protection
Section 9—Physical and chemical properties
Section 10—Stability and reactivity
Section 11—Toxicological information
Section 12—Ecological information
Section 13—Disposal considerations
Section 14—Transport information
Section 15—Regulatory information
Section 16—Any other relevant information.

COMPRESSED AIR/PRESSURE

VESSELS

Compressed air is used to run pneumatic tools, such as:

- nail guns
- spray painting equipment
- jackhammers.

Most people see air as harmless but the fact it is 'compressed" is what makes it dangerous.

WORKING AT HEIGHTS

One of the most common causes of workplace injuries is because of falls from height.

It is essential when working at heights that a hazard assessment is undertaken, and safe systems of work are established and followed at all times**.**

When are you working at heights?

'Working at height is whenever people are at *risk of falling* from, into or through from one level to another or hitting others below by falling objects.'

You will notice this applies to a fall by a person from one level to another rather than specifically to a fall from heights.

For more information refer to the model Code of Practice **'Managing the risk of falls at workplaces'.**

'Risk of fall' means a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person.

This includes circumstances in which the worker or other person is:

- in or on plant or a structure that is at an elevated level
- in or on plant that is being used to gain access to an elevated level
- in the vicinity of an opening through which a person could fall
- in the vicinity of an edge over which a person could fall
- on or in the vicinity of a surface through which a person could fall
- on or near the vicinity of a slippery, sloping or unstable surface.

If you cannot eliminate the need to work at height then a control measure may be to used, such as using scaffolding or an elevating work platform.

Remember:

It important to ensure all tools and equipment are safely secured when you are working at height to reduce the risk of an object falling and injuring someone below

Also see **SECTION 5: LICENCES & CERTIFICATES OF COMPETENCY**

TEMPORARY WORK PLATFORMS

- A 'temporary work platform' is a working platform, other than a permanently installed fixed platform, used to provide a working area for the duration of the job.
- The design of the platform prevents workers from falling

Temporary work platforms used as a control measure to minimise the risk of fall when working at heights, they include:

- Scaffolds/Scaffolding (If you are carrying out scaffolding work where there is a risk of a person or object falling more than four metres, you must hold a scaffolding high-risk work licence).
- Elevating work platforms (EWP) *(you need a High Risk Work Licence to operate an EWP capable of reaching more than 11m)*
- Mast climbers
- Workboxes, building maintenance units, portable or mobile fabricated platforms
- Or any other platform that provides a working area and is designed to prevent a fall.

Mast Climber

Scaffold

Scissor Lift

FALLING OBJECTS

Objects have the potential to fall onto or hit people at the workplace or adjoining areas if precautions are not taken.

Examples could include:

- an object free falling from a structure, such as roof scaffolding, tools, rock, soil and bricks
- an object free falling from lifting machinery, a vehicle or other plant equipment, including loads being lifted that are not well secured or are unstable
- an object or material ejected while using machinery or hand tools

EXCAVATIONS/TRENCHING

A PCBU must manage risks to health and safety associated with a person falling into an excavation, including:

- being trapped by the collapse of an excavation (unplanned collapse)
- being struck by a falling thing while working in an excavation
- being exposed to an airborne contaminant while working in an excavation.
- the nature of the excavation work, including the range of possible methods of carrying out the work
- the means of entry into and exit from the excavation, if applicable.

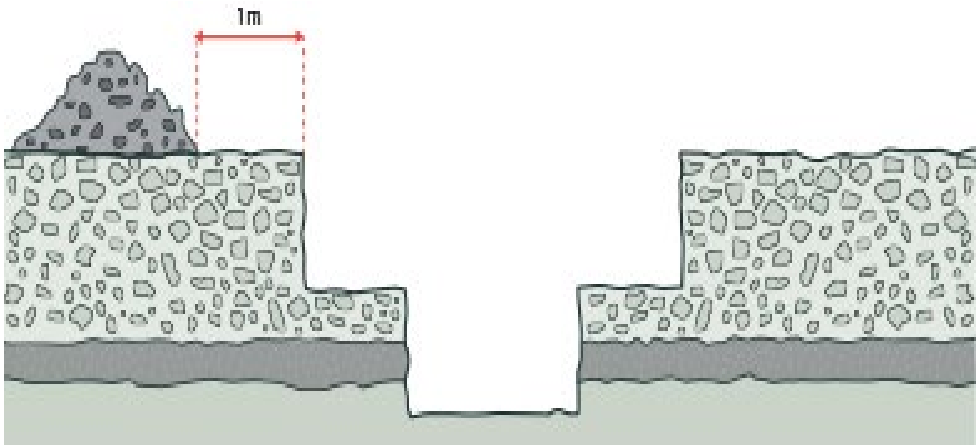
Any construction work, including any work connected with an excavation, that is carried out in or near a shaft or trench with an excavated depth of greater than **1.5 metres**, or a tunnel, is considered to be **'high risk construction work**' for which a Safe Work Method Statement (SWMS) **must** be prepared.

Entry of personnel into areas immediately adjacent to trenches or other excavations (or areas immediately adjacent) that are 1.5 metres in depth or greater is not permitted unless the sides are benched, battered or shored.

All trenches or excavations must be barricaded or flagged off to warn people of their location and to prevent accidental or unauthorised entry.

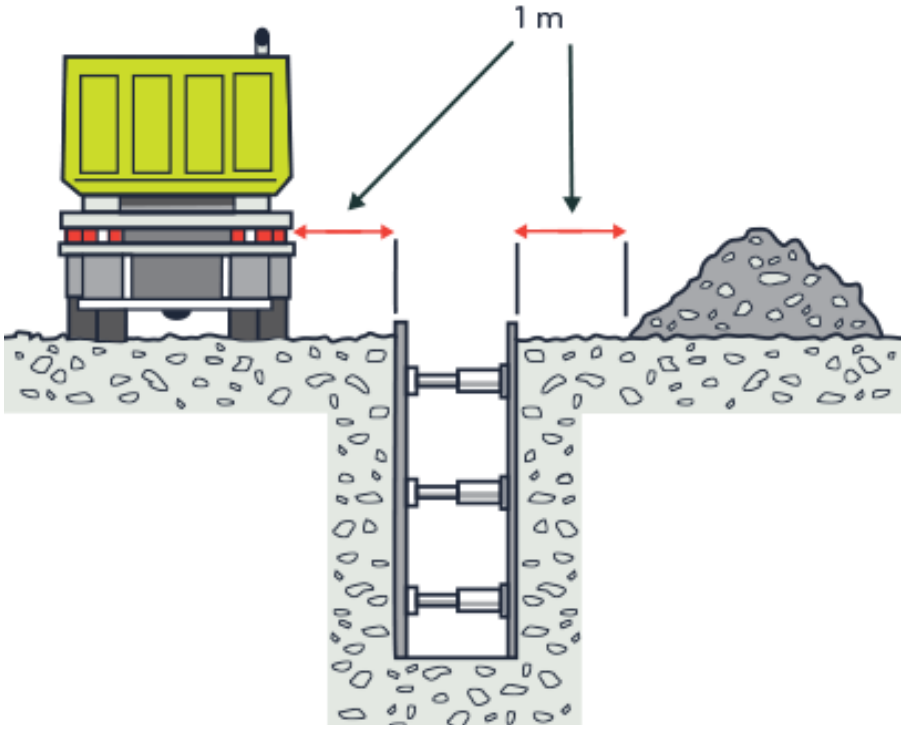
A qualified Geotechnical Engineer should be consulted to provide a written specification to guide the excavation activities including recommendations for temporary support systems, battering and other forms of retaining structures if necessary.

BENCHING



BATTERING/SLOPING

SHORING



Stock piled materials, windrows, heavy loads and vehicles must be outside of the **zone of influence**.

Refer to the **Excavation Work Code of Practice.**

Procedures must be followed to identify any **underground services** which may be present in the excavation area, before excavation begins. This may include using Dial Before You Dig plans, potholing or using a cable locator.

UNPLANNED COLLAPSE

The structural collapse of trenches, walls, buildings, cranes etc. can cause serious injury or death to occur for workers in the immediate area of the collapse and due to the unexpected, sudden nature of a collapse, there is usually no time to respond.

Workers should check the stability of a structure during every stage of its construction, for example by using by lateral or temporary supports to make the structure sturdier.

Exclusion zones can stop unauthorised personnel entering the dangerous area and appropriate PPE such as hard hats and safety footwear should be used as a last resort.

DUST

Dust is a common air pollutant, particularly in parts of the world with dry land. Dust can cause eye irritation and upper respiratory discomfort, particularly for people with existing health issues such as asthma.

The main practice used to control dust on earthworks sites is the application of water to keep soil moisture high enough to prevent dust generation.

The following construction activities can contribute to dust levels when working in construction:

- Earthworks – as mentioned above
- Also be aware of dust arising from the cutting of materials such as pavers stone, brick or cement.
- Sawing wood can also create dust particles, especially when power tools are utilised

NOISE

Work-related noise-induced hearing loss is a preventable but irreversible condition that affects many Australian workers.

Too much noise at work can lead to temporary or permanent hearing loss or tinnitus—ringing in the ears. Hearing damage can occur from extended exposure to noise or exposure to very loud impact or explosive sounds.

Examples of construction activities that pose a noise hazard unless managed include:

- Operating 120 Rock drill - Typical sound level in dB = 120
- Operating a Chainsaw - Typical sound level in dB = 110

- Working in a Sheet metal workshop - Typical sound level in dB = 100
- Using a Lawn mower - Typical sound level in dB = 90
- Operating a Front-end loader - Typical sound level in dB = 85.

Refer to the Model Code of Practice **'Managing Noise and Preventing Hearing Loss at Work'.**

CONFINED SPACES

An enclosed or partially enclosed space is not intended or designed primarily for human occupancy. Refer to the **Model Code of Practice for Confined Spaces**

It may have an atmosphere that is contaminated, deficient or enriched with oxygen or may be explosive. Also engulfment, suffocation or drowning could occur.

	Confined space criteria						Confined space?
• Description of the space and activity	A	B	C	D			If the answer to A, B, C and at least one of D is yes, then the space is a confined space.
	Is the space enclosed or partially enclosed	Is the space not designed or intended to be occupied by a person	Is the space designed or intended to be, at normal atmospheric pressure while any person is in the space	Does the space present a risk from:			
				Harmful airborne or flammable contaminants	An unsafe oxygen level	Engulfment	
Sewer with access via a vertical ladder	✓	✓	✓	✓	✓	✓	Yes
Dislodging grain from a silo with sole access through a manhole at the top	✓	✓	✓	✓	✗	✓	Yes
Dislodging a sludge blockage in a drain pit	✓	✓	✓	✓	✓	✓	Yes
Internal inspection of a new, clean tank prior to commissioning	✓	✓	✓	✗	✗	✗	No
Stocktake using an LPG forklift in a fruit cool store	✓	✗	✓	✓	✗	✗	No
Installing insulation in a roof cavity	✓	✓	✓	✗	✗	✗	No

Special requirements for working in a confined space:

- Permit system for access and for work
- Atmospheric Testing
- Provision for rescue and First Aid
- Spotters/Stand-by persons being posted

ELECTRICITY

A PCBU is required to ensure that:

- workers and other persons are not exposed to electrical risks, as far as is reasonably practicable

Powerlines:

Working in the vicinity of energised electric lines can expose workers to health and safety risks including death, electric shock or other injury caused directly or indirectly by electricity.

If you are operating machinery with an elevating component such as cranes, elevating work platforms and earthmoving equipment such as excavators, you need to be aware of the safe approach limits for people working near powerlines. These are available from your State or Territory Regulator.

Only work within designated safety zones according to applicable State/Territory guidelines

Electrical cords and equipment:

- Residual Current Devices (RCDs) are used in specified high risk environments. An RCD is a device that instantly breaks an electric circuit to prevent serious harm from an ongoing electric shock.

RCD

- Electrical installation work is to be carried out by qualified electricians and that testing and compliance requirements are met
- Leads and wiring must be tested by an authorised person and tagged.
- Exposed moving mechanical components, such as gears, drive shafts, pulleys must be guarded

PLANT AND EQUIPMENT OPERATION

'Load shifting' generally refers to the operation of front-end loaders, excavators, backhoes and dozers. Less common forms of load shifting are the operation of cableways and flying foxes and draglines.

Forklift operation is **not** regarded as load shifting – it's now **high risk work**.

Forklift Truck – is now high risk work and a High Risk Work Licence is required

Load shifting (mobile plant equipment)

Backhoe

Skid steer loader

Excavator

Bulldozer

Front-end Loader

Load shifting equipment is to be operated safely and competently.

For more information about validatable evidence for operation competency see **SECTION 5: LICENCES & CERTIFICATES OF COMPETENCY**

Responsibilities:

The person in control of load shifting equipment is responsible for:

- ensuring that any hazards are identified and controlled and that others who may be affected by the load shifting work are advised of the hazards and control measures.
- ensuring that the necessary communication channels are in place in order to receive and/or give instructions to perform their duties safely.
- following safe work practices and take action to prevent any person being placed at risk by the use of the plant.

A person conducting a business or undertaking is responsible for:

- ensuring that operators have received adequate information and training, and are supervised, so that any risks to health and safety are minimised. The amount of information, instruction, training or supervision required must take into account the complexity of the tasks, the operator's current skills and ability and other workers on site.
- ongoing training to maintain the operator's competency level, particularly with new models of plant or equipment, and ensure new workers are able to undertake the work safely.
- the application of all other general duties regarding health and safety.

TRAFFIC AND MOBILE PLANT (NON-LOAD SHIFTING VEHICLES)

Vehicles and non-load shifting equipment are to be operated safely and competently.

A relevant State Government licence is required to drive your mobile equipment on the road.

All traffic, but especially construction traffic, poses hazards to workers and the public because of the following:

- nature of their unpredictable movement (mobile plant can move unpredictably)
- operator blind spots.
- Mobile plant utilises combustion engines and have the associated hazards of fuels, oils and lubricants (especially that some fluids are pressurised).

Vehicle or mobile plant accidents can include:

- public vehicles passing through the work site
- mobile plant within the work site
- delivery trucks on site

HAZARDOUS MANUAL TASKS (OR MANUAL HANDLING)

A hazardous manual task means a task that requires a person to **lift, lower, push, carry** or otherwise **move, hold** or **restrain** any person, animal or thing, either with high, sudden, repeated or sustained force, repetitive movement, awkward posture or exposure to vibration.

Examples of construction tasks might be considered a hazardous manual task include:

- Moving a bag of concrete
- Using a vibration plate (plate compactor for compaction of soil/rubble) for a sustained period of time
- Lifting tools and equipment, like a toolbox or jerry can of fuel

HOT AND COLD WORKING ENVIRONMENTS

Heat Stress:

Workers in the construction industry in Australia are often exposed to hot working conditions with hazards such as heat stress and solar ultraviolet (UV) radiation needing to be managed.

Four major controls for preventing solar UV radiation exposure:

- apply sunscreen - Approximately 20 minutes before starting and regular top up throughout the day (during breaks)
- wear a hat (broad brimmed)
- wear clothes that cover the arms and legs
- work in the shade

Heat stress symptoms:

- vomiting or nausea
- clumsy, light headed and/or fainting
- pale, cool, clammy skin
- rapid breathing and shortness of breath
- rapid, weak pulse

Workers should ensure they are drinking plenty of water and take responsibility for their skins' health by applying sunscreen and sun protective PPE.

Cold stress:

When the body is unable to warm itself, serious cold-related illnesses and injury may occur and permanent tissue damage and death may result.

Cold stress is associated with low temperature, high air movement and humidity, for example, from a blast of cold, wet wind.

Cold working conditions should be managed as seriously as hot working conditions and appropriate control measures and PPE employed.

SECTION 3: PERSONAL PROTECTIVE EQUIPMENT (PPE)

This section addresses the use of the essential protective clothing and equipment including identifying the correct selection and fitting.

All measures must be taken to ensure the health and safety of workers, residents and the general public as far as is reasonably practicable in strict accordance with the respective State/Territory.

All personnel must understand that PPE is the **lowest level of the control hierarchy**. When hazards in the workplace can't be eliminated or reduced by other risk controls, personal protective equipment and clothing (PPE) can be used to limit exposure to the harmful effects of the hazard.

Types, purpose and use of PPE

- **UV protective clothing and sunscreen**
  Construction workers who spend more than four hours a day outside, should use all four major controls for preventing solar UV radiation exposure:

  - **apply sunscreen (30+ is recommended)** Approximately 20 minutes before starting and regular top up throughout the day (during breaks)
  - **wear a broad brimmed hat**
  - **wear clothes that cover the arms and legs**
  - **work in the shade (where practicable)**

- **Safety footwear**
  Foot injuries can be debilitating, resulting in time away from work or difficulty performing a job. Wearing safety shoes or boots can help prevent many foot injuries in the following ways.

  - protect from falling & flying objects – steel cap toe/Kevlar toe
  - protect from punctures
  - protect from cutting hazards
  - protect from electrical hazards
  - prevent slips, trips & falls
  - prevent fatigue
  - prevent burns – heat resistant
  - protect from extreme weather – water resistant

  Safety toed footwear is used so your feet and toes do not get crushed or damaged and is usually a requirement for accessing construction sites. Other types of safety footwear might include **water resistant**, **heat resistant** footwear or **electrical hazard shoes** which should be worn when working in high voltage scenarios

- **Hard hat/head protection**
  Safeguard against falling objects and other flying debris

- **Eye protection**
  Safety glasses help protect eyes from flying objects, radiation from hot objects, and other vision-threatening dangers.

- **Hearing protection**
  Earplugs and noise reduction tools are helpful in industrial facilities, construction, and transportation. **Earmuffs** can provide equal pressure distribution and maximum high-frequency attenuation.

- **Gloves**
  For hand protection when working with sharp objects, chemicals, rugged or sensitive materials, and extreme temperatures.

- **Harnesses**
  A safety harness is a safety belt worn on the body as a fall arrest method when working at height. It's a critical component of fall protection systems used when working at height. A full body harness is recommended by the Model Code of Practice.

  The use and maintenance of safety harnesses must adhere to the standards set by Safe Work Australia's Model Code of Practice and the Work Health and Safety (WHS) Regulations.

  When using a safety harness, follow these crucial guidelines to ensure safety and compliance:

  - **Inspection:** As mandated by the WHS Regulations, inspect the harness before each use. This includes checking for any signs of wear, damage, or defects that could compromise safety. Regular inspections are essential to ensure the harness remains in proper working condition.
  - **Fit:** The harness must be properly adjusted to fit the user snugly and comfortably, as recommended by the Model Code of Practice. A correctly fitting harness is crucial for effective fall protection and to minimize the risk of injury.
  - **Continuous Use:** Always wear the harness as required by the task and environmental conditions, in accordance with the WHS Regulations. It should not be removed based on personal judgment or perceived lack of necessity, as doing so could compromise safety and violate safety protocols."

  Reference: Safe Work Australia's Model Code of Practice: Managing the Risk of Falls at Workplaces: https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risk-falls-workplaces

- **Respiratory protection**
  Used where there may be exposure to harmful levels of chemicals or dust in the air. The two types of respiratory protection are **open circuit** and **closed circuit**.

  Open circuit sets are those where your expired (outgoing) breath is passed to waste via an exhalation valve incorporated in the face mask e.g. Self-Contained Breathing Apparatus (SCBA) – air supply carried by user on backpack.

  Closed circuit sets are those where your exhaled breath is recycled within the set. Oxygen is inhaled from a reservoir through a circuit that incorporates a cooling system and a system which removes carbon dioxide from your exhaled breath.

The purpose of respiratory protection, whether they are open or closed circuit sets, is to provide clean air in irrespirable atmospheres, such as:

- High temperatures
- Oxygen deficiency
- Toxic gases & fumes
- Smoke

High visibility retro reflective vests

To make workers more visible (day and night)

- Daylight hours - Type D (day only) garment; Florescent background only.

- General use - Types D, N (day/night) garment; Florescent background with retro-reflective bands.

- Hours of darkness - Type N (night only) garment; Retro-reflective bands on a non specified background.

The following **Australian Standards** are applicable to PPE:

- AS/NZS 4501.1.2008 – Occupational protective clothing
- AS/NZS 2210.1:2010 – Safety, protective and occupational footwear
- AS/NZS 2161.1:2000 – Occupational protective gloves
- AS/NZS 1337.1:2010 – Personal eye protection
- AS/NZS 1716:2012 – Respiratory protective equipment
- AS/NZS 1800:1998 – Occupational protective helmets

SECTION 4: SAFETY SIGNS AND TAGS

Safety signs form an important part of site safety as a means of visual communication to be easily understood.

A safety sign is an important administrative control used to call attention to potential hazards on site.

SAFETY AND LOCKOUT TAGS

Danger Tags are used for

- when a person is working on isolated equipment,
- being placed on the main isolating device once the device has been set to the non-dangerous position
- providing information to other workers they must not operate the device until the tag is removed.

Out of Service Tags are used
To identify faulty equipment or equipment that is being serviced

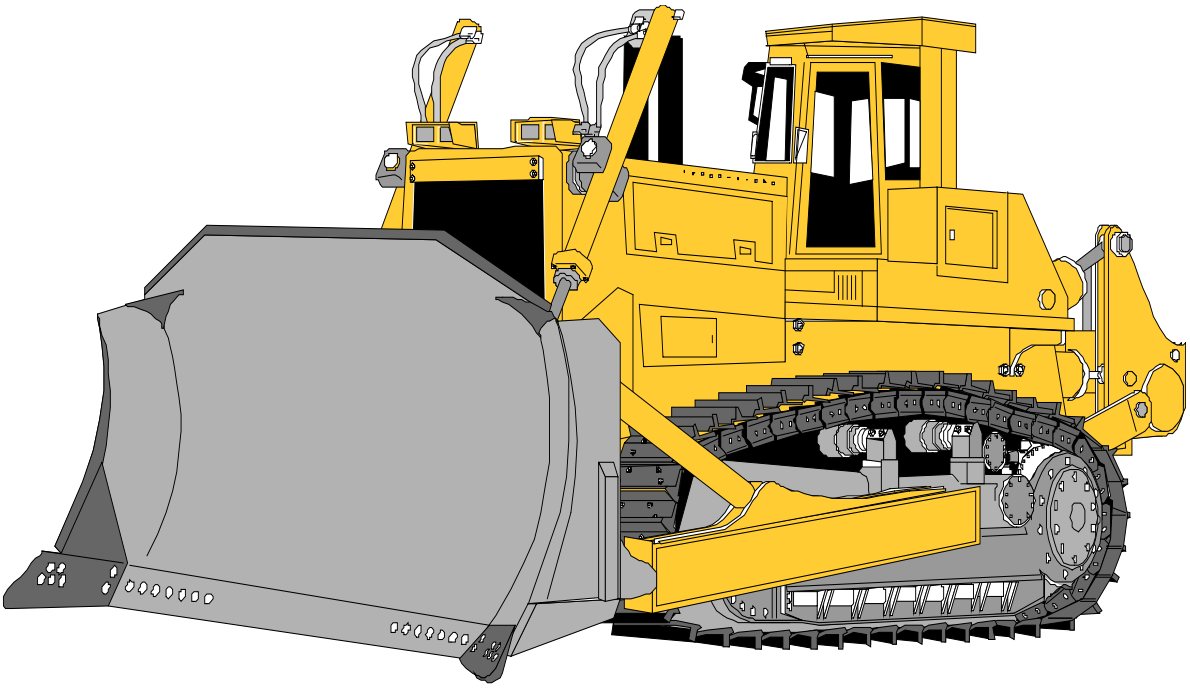
SAFETY SIGNS

All signs must be created to meet the Australian Standard.

Safety signs are classified into four categories according to their function. They are:

<table>
<tr><td>EMERGENCY INFORMATION SIGNS</td><td>Emergency information signs inform or give directions to emergency exits, emergency/first aid facilities or equipment. Signage is green with white symbols and/or text.</td><td> 
</td></tr>
<tr><td>FIRE SIGNS</td><td>Fire signage indicates location of fire-fighting equipment and alarms.
Signage is red with white symbols and/or text.</td><td> 
</td></tr>
<tr><td rowspan="2">HAZARD SIGNS</td><td>Danger signs warn of a potential hazard or a hazardous condition that is possibly life threatening. The text ‘Danger’ is illustrated inside a red oval which in encased in a black rectangle with black text underneath.</td><td> 
</td></tr>
<tr><td>Warning signs warn of a potential hazard or a hazardous condition that is possibly life threatening. The hazard symbol is illustrated in black encased in a triangle on a yellow background with black text underneath.</td><td> 
</td></tr>
<tr><td rowspan="3">REGULATORY SIGNS</td><td>Prohibition signage specifies behaviour or actions which are not permitted. The red circle border and slash is illustrated in red placed over the black action symbol, signage text is black on a white background.</td><td> 
</td></tr>
<tr><td>Mandatory signs indicate that an instruction must be fulfilled. Symbols are illustrated in white on a blue circular background; signage text is black on a white background.</td><td> 
</td></tr>
<tr><td>Limitation/Restriction signage place a numerical or other defined limit on an activity or use of a facility e.g. speed restriction.</td><td> 
</td></tr>
<tr><td colspan="2">GENERAL INFORMATION SIGNS
General Information Signs convey useful information to the public clearly and professionally</td><td> 
</td></tr>
</table>

SECTION 5: LICENCES & CERTIFICATES OF COMPETENCY



Throughout this induction program we have promoted the role of competent personnel undertaking specific workplace activities in order to reduce the risk to health and safety.

This section will cover the requirements for licences and Certificates of Competency to perform work on construction sites.

Certain types of work can be hazardous and require specific skills, capabilities and licences. Under the model WHS Regulations, licences are required for:

- high risk work
- asbestos removal and clearance
- demolition work
- major hazard facilities.

HIGH RISK WORK LICENCES

A Licence to Perform High Risk Work is recognised all around Australia as part of a national licensing system and is required for the following kinds of work:

- Scaffolding over 4 metres
- Dogging & Rigging
- All cranes over three tonne capacity
    - CV Crane
    - CN Crane
    - Slewing Mobile Crane
    - Bridge & Gantry Crane
- Boom-type elevating work platforms – over 11 metres
- Hoists
    - Brickies
    - Goods and Personnel
- Concrete placing booms
- Forklift
    - Reach stacker
    - Forklift truck
    - Order-picking forklift truck
- Pressure Equipment
    - Standard boiler operation
    - Advanced boiler operation
    - Turbine operation
    - Reciprocating steam engine operation

LOAD SHIFTING EQUIPMENT

The following types of load shifting are **NOT** classes of high risk work:

- Cableway/Flying Foxes - LC
- Front-end Loader/Backhoes - LB
- Front End Loader - LL
- Front End Loader (Skid Steer Types) - LS
- Excavators - LE
- Draglines - LD
- Dozers - LZ

However, as with all plant and equipment, the PCBU is required to provide **training, instruction or supervision** that is necessary to protect all persons from risks to their health and safety arising from work activities (section 19 of the Act).

To provide evidence of competency, operators of load shifting equipment should be able to provide:

- a previous NSA issued by (or on behalf of) a regulator; or
- a Statement of Attainment or other nationally accredited qualification for the plant operated; or
- a Certificate of Competency for the plant or equipment issued by (or on behalf of) a regulator; or
- an industry competency card or evidence of training completed at a registered training organisation to a standard equal to NOHSC: 7019; or
- confirmed evidence of appropriate on the job training from an experienced and competent operator and have records of that training verified by the competent operator; or
- confirmed evidence of previous experience and competency verified by a current or previous employer.

Operators must also demonstrate that their current level of competency is appropriate for the complexity of the work and the conditions of the worksite.

LICENCES (SERVICES)

Licences are required for all electrical, plumbing and gas fitting work.

STORAGE AND DISPOSAL OF ASBESTOS

- Where asbestos is stored, moved or removed from, a workplace for disposal, it shall be contained in a receptacle designed to prevent the escape of the asbestos into the air.
- Asbestos moved or removed from a workplace for disposal shall be disposed of by burying it at an approved site.
- All asbestos removal work to be performed as per the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]

OZONE DEPLETING SUBSTANCES

Persons intending to purchase, store, sell or dispose of ozone depleting substances and to service or repair equipment containing ozone depleting substances must obtain the relevant licences or registrations.

EXPLOSIVES

Licences and permits are required for use on site

- Ammonium nitrate
- Blasters licence
- Classification of explosives
- Fireworks licences
- Importation of explosives licence
- Manufacture of explosives licence
- Permit to purchase explosives
- Storage of explosives licence
- Transport of explosives by road licence

If it is proposed to use explosives on a demolition site the demolition must not be commenced before a proposed demolition work plan has been submitted to the regulator, and the regulator has given approval to the commencement of the work (and the regulator may attach conditions to any such approval).

All persons intending to operate a business and perform specific tasks in the building and construction industry may require specific licences and/or registrations to enable them to do this legally.

This information can be obtained from;
The Australian Business Licence and Information Service (ABLIS)
Website: https://www.business.gov.au

ABLIS can identify relevant state, territory, local and Australian government licences, permits, approvals, regulations and codes of practice, allowing you to obtain detailed information and manage compliance obligations.

Persons intending to occupy or otherwise work on, over or under roads and road related areas including footpaths, must first obtain authorisation and permission.

SECTION 6: ACCIDENT & INCIDENT REPORTING

CONSTRUCTION INCIDENTS

This would include any occurrence that resulted in personal injury or damage to property, for example:

- A fall from height
- An electrocution
- A trip or fall
- Hitting an underground utility

An injury is 'a personal injury arising out of, or in the course of, employment if the employment is a significant contributing factor to the injury.'

Injuries can happen at work, travelling to and from work or while on a break from work. Injuries can also take place if a worker is travelling for work or visiting other workplaces or sites for the purposes of their job.

Examples of different types of injuries:

- physical injuries—such as lacerations, fractures, burns, industrial deafness
- psychiatric or psychological disorders — such as anxiety or depression
- diseases—such as Q-fever or work-related respiratory diseases
- aggravation of a pre-existing condition
- death from an injury or disease.

You might witness a 'near-miss' or 'dangerous occurrence' which may not have caused injury, but might nonetheless pose an immediate and significant risk to persons or property. This still needs to be reported so that action can be taken to prevent reoccurrence.

You must report all accidents, incidences, injuries or near misses to your supervisor, no matter how minor. (i.e. an object falling from a scaffold nearly hitting someone, a person tripping over and hurting their leg and or an equipment failure that caused damage to property)

On the event of a incidents and injuries it is a common practice for a Worker to complete an Incident report as soon as practical and pass it onto a supervisor. In some cases, businesses and undertakings must notify their work health and safety regulator of certain 'notifiable incidents' at work.

NOTIFIABLE INCIDENTS

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

The WHS law requires:

- a 'notifiable incident' to be reported to the regulator immediately after becoming aware it has happened
- if the regulator asks—written notification within 48 hours of the request, and
- the incident site to be preserved until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to report a 'notifiable incident' is an offence and penalties apply.

What is a 'notifiable incident'?

A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace.

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public.

Serious injury or illness:

Only the most serious health or safety incidents are notifiable, and only if they are work-related. They trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness must be notified if the person requires any of the types of treatment in the following table:

Types of treatment	Example
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer. **It does not include:** • Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) • Admission for corrective surgery which does not immediately follow the injury (e.g. to fix a fractured nose).
Immediate treatment for the amputation of any part of the body	Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.
Immediate treatment for a serious head injury	• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. • Head injuries resulting in temporary or permanent amnesia. **It does not include:** A bump to the head resulting in a minor contusion or headache.
Immediate treatment for a serious eye injury	• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. • Injury that involves an object penetrating the eye (for example metal fragment, wood chip). • Exposure of the eye to a substance which poses a risk of serious eye damage. **It does not include:** Eye exposure to a substance that merely causes irritation.
Immediate treatment for a serious burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft. **It does not include:** A burn that merely requires washing the wound and applying a dressing.
Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping)	Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping). **It does not include:** Minor lacerations.

Types of treatment	Example
Immediate treatment for a spinal injury	Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord. **It does not include:** Acute back strain.
Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ. **It does not include:** • Mere fainting • A sprain or strain.
Immediate treatment for serious lacerations	• Deep or extensive cuts that cause muscle, tendon, nerve or blood vessel damage or permanent impairment. • Deep puncture wounds. • Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.
Medical treatment within 48 hours of exposure to a substance	'Medical treatment' is treatment provided by a doctor. Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances.

Notification is also required for the following serious illnesses:

- Any infection where the work is a significant contributing factor. This includes any infection related to carrying out work:
  (i) with micro-organisms

  (ii) that involves providing treatment or care to a person

  (iii) that involves contact with human blood or body substances

  (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Dangerous incidents including 'near misses':

Some types of work-related dangerous incidents must be notified even if no-one is injured.

The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
    - examples of electrical shock that are not notifiable
        - shock due to static electricity
        - 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
        - defibrillators are used deliberately to shock a person for first aid or medical reasons
    - examples of electrical shocks that are notifiable
        - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

Electric shock

Examples of electrical shocks that are notifiable:

- minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge

Reporting electric shocks and incidents

All incidents involving electricity must be reported to the Office of the Technical Regulator by the electrical worker or the occupier of the premises where the incident occurs.

REPORTING INCIDENTS TO THE REGULATOR

It is the responsibility of the PCBU to ensure that an incident report is completed and forwarded to the relevant authorities when required. You may be able to lodge an incident report online through the corresponding website.

SafeWork SA https://www.safework.sa.gov.au/law-compliance/compliance-rights/incidents/workplace-incident-notification	1300 365 255
NT WorkSafe http://www.worksafe.nt.gov.au/LawsAndCompliance/Pages/incident-reporting.aspx	1800 019 115
WorkSafe WA https://www.commerce.wa.gov.au/worksafe/how-report-injury-or-disease-0	1800 678 198
SafeWork NSW http://www.safework.nsw.gov.au/health-and-safety/Report-an-incident-or-injury/notifying-us	13 10 50
WorkSafe QLD https://ols.workcoverqld.com.au/ols/public/incident/registration.wc	1300 362 128
WorkSafe VIC https://www.worksafe.vic.gov.au/report-incident	13 23 60
WorkSafe ACT https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1767	(02) 6207 3000
WorkSafe Tasmania https://www.worksafe.tas.gov.au/safety/safety_subjects/subject/incident_notification	1300 366 322

FIRST AID

The WHS Regulations place specific obligations on a PCBU in relation to first aid, including requirements to:

- Provide first aid equipment and ensure each worker at the workplace has access to the equipment
- Ensure access to facilities for the administration of first aid
- Ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

If there is an incident on site that requires first aid, you should call the First Aid Officer to assist in the first instance.

WORKERS COMPENSATION

If you are unfortunate enough to be injured at work you may be required to lodge a report with Return to Work/Work Cover.

If you are injured at work you have obligations to meet to achieve the best recovery and return to work outcomes. Your employer also has obligations to support you in your recovery and return to work.

1. Notify your employer
2. See a doctor
3. Speak to a claims specialist

For the purposes of section 111(1) of the *Workers Rehabilitation and Compensation Act*, a person aggrieved by a decision of the authority under Part 3 or 9 has a right to apply to the Court for the court to review the decision.

NSW State Insurance Regulatory Authority https://www.sira.nsw.gov.au/theres-been-an-injury/injury-advice-centre	13 10 50
Work Cover Queensland https://www.worksafe.qld.gov.au/about-us/workcover-queensland	1300 362 128
Work Cover Tasmania https://www.workcover.tas.gov.au/	1300 366 322
NT Work Safe http://www.worksafe.nt.gov.au/WorkersCompensation/return-to-work/Pages/default.aspx	1800 250 713
Return to Work SA www.rtwsa.com	13 18 55
Work Cover WA www.workcover.wa.gov.au	1300 794 744
WorkSafe Victoria www.worksafe.vic.gov.au/claims	1800 136 089
Access Canberra www.accesscanberra.act.gov.au/app/answers/detail/a_id/2989/~/workers-compensation	13 22 81

SECTION 7: CONSTRUCTION EMERGENCIES

This section provides information in relation to common site emergencies, industry evacuation and the provision and use of firefighting equipment.

An emergency is defined as a serious, unexpected, and dangerous situation requiring immediate action.

Call 000 or 112 (mobile) if you require the assistance of the emergency services. Do not attempt to enter the dangerous situation yourself. You could make things worse and put yourself and others in further danger.

Incidents that may be deemed a construction emergency could include the following:

- chemical spillage
- fire
- injury to personnel
- structural collapse
- toxic or flammable vapour emission
- vehicle or mobile plant accident

Follow your site's emergency procedures. If in doubt, call 000 to access the emergency services.

All sites are different by way of location, type of project, number of workers and equipment used. It is critical there is a formal emergency plan covering evacuation and fire prevention.

An Emergency Plan must be part of the overall work plan

EMERGENCY EVACUATION PROCEDURES

All construction sites must have:

- An appropriate procedure for the protection of personnel in the event of fire or other emergencies occurring in the workplace
- Approved key personnel appointed and trained to take control during an emergency procedure
- All occupants are instructed in the workplace emergency procedure

EMERGENCY PLAN

- An effective system for alerting emergency personnel and activating emergency procedures
- An immediate response aimed at elimination or early containment of threat
- A localised group or person to implement the safety plan

- A reliable communications system
- A simple, effective and generally accepted evacuation procedure
- Set-up and inform all people on site of the safe assembly point
- Display in a prominent position the local emergency telephone numbers & procedures

EMERGENCY PLAN RESPONSIBILITY

Overall compliance with the emergency plan and procedure is the responsibility of the employer and/or their representative who is in control of the workplace.

IN AN EMERGENCY

- **Keep calm**
- **Raise alarm**
- **Obtain help**

FIRE PREVENTION

- Waste materials and accumulated dust being removed on a regular basis
- Having flammable materials kept or handled in a safe manner that minimises the risk of fire
- Use of appropriate warning signs
- Suitable firefighting equipment readily available before commencing hot work
- When required use "spotters" when performing hot work

FIRE FIGHTING EQUIPMENT AND SELECTION

Workers must be trained and competent in fire prevention measures and the procedures to be followed in case of fire or other emergencies. Training should include the use of on-site fire-fighting equipment (e.g. fire extinguishers and fire hoses) and when the use of such equipment is (and is not) appropriate.

All personnel should undertake regular fire drills, including evacuation of the premises. Depending on the number of workers and the size of the workplace, individuals may need to be appointed to oversee an evacuation, and trained accordingly as fire wardens.

Fire blankets can be used to extinguish small fires in the home, caravan, boat or garage. They can also be used to wrap around a person whose clothes have caught alight.

Fire Hose reels are connected to the water mains, providing a continuous flow of water and are therefore useful as a "first attack" appliance during the early stages of a fire

The table on the next page identifies the types of fire extinguishers and their purpose

FIRE EXTINGUISHER SELECTION CHART

Class & Type of Fire / Type of Extinguisher	Colours	A Wood, Paper, Plastic	B Flammable & Combustible Liquids	C Flammable Gases	D Combustible Metals	(E) Electrically Energised Equipment	F Cooking Oils and Fats
Water	 Red	✓	✗	✗	✗	✗	✗
Carbon Dioxide (C02)	 Black	LIMITED	LIMITED	✗	✗	✓	✗
Dry Chemical Powder (ABE/BE)	 White	✓ AB(E) ✗ B(E)	✓	✓	✗	✓	✗ AB(E) ✓ B(E)
Foam	 Blue	✓	✓	✗	✗	✗	LIMITED
Wet Chemical	 Cream	✓	✗	✗	✗	✗	✓
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓

SECTION 8: SAFE WORK PRACTICES

Workers must be provided with safe systems of work. A PCBU (employer) may utilise several methods to ensure you can follow safe work practices when performing work tasks and using equipment, these include:

- Standing Operating Procedures (SOP's)
- Task specific training
- Verification of Skills and or competency

WHS MANAGEMENT PLAN

A documented, easily understood, WHS Management plan should be developed before any work commences.

A WHS management plan sets out the arrangements to manage work health and safety on a construction project.

The WHS management plan must detail any site-specific WHS rules that the principal contractor requires persons to comply with and the arrangements for ensuring that all persons at the workplace are informed of these rules. The rules should be simple and clear and, where appropriate, they should show who each rule applies to.

All parties should be made aware of their individual responsibilities as they relate to

- the job requirements
- hazards,
- site rules
- priorities
- emergency procedures
- public safety
- environmental or any other requirement.

The WHS Management Plan should provide

- A definition of the work site (boundaries, structures, etc.)
- A description of work method for work to be undertaken, taking into account the type and quantities of equipment
- A description of the methods proposed for handling and disposing of materials and in particular, hazardous materials and substances
- Methods for maintaining access and egress to the workplace
- A description of the proposed hoardings, scaffolding, fencing and any overhead sidewalk protection
- The location of any hazards
- The effect the work may have on people and property adjoining the work site

Have an action plan in case of any emergency including evacuation procedure

- All workers must be aware of the work plan relating to their area of work.
- All safety requirements should be determined during the planning stage.
- A clean and tidy workplace promotes good health, safety and welfare.

TOOLBOX MEETINGS (WHS)

This type of consultation is used to relate specific task and job requirements to establish best safety practice for the job to be undertaken.

ACCESS AND EGRESS

When referring to access and egress, with respect to WHS, we define it as safe entry and safe exit during normal work activities and in the case of an emergency.

Access ways must not be used for storage of materials or debris and be suitably lit.

PROCEDURES FOR PERFORMING WORK TASKS AND USING EQUIPMENT SAFELY

It is important to be mindful that all plant and equipment is only used for the purpose for which it was designed for.

- **Electrical Leads and Wiring**

Leads and wiring must be tested by an authorised person and tagged.

- **Safety Fencing or Barricades**

Isolation controls must be used to keep out unauthorised personnel.

Warning Barricades
These barricades call your attention to a hazard but offer no physical protection. They are usually barrier tape, mesh, stands or posts.

Protective Barricades
These barricades call your attention to a hazard and provide some physical protection. These can include hoarding panels, temporary fencing
In all cases, signage must be erected on either side of the barrier stating the nature of the enclosed hazard.

- **Traffic Control**

Traffic control is an important control measure to ensure site and public safety.

Persons intending to occupy or otherwise work on, over or under roads and road related areas including footpaths, must first obtain authorisation and permission from the relevant authorities.

- **Formwork**

The construction of formwork for concrete structures must be performed by a qualified person.

- **Stressed Concrete and Tilt up Construction**
  Installing / constructing stressed concrete and tilt up construction or pre-formed concrete panels requires the work to be performed by trained and qualified people i.e. licensed dogmen/riggers.

SITE AMENITIES

The PCBU is required to ensure access to amenities and facilities such as toilets, and water for drinking and hand washing.

DRUGS AND ALCOHOL

Drug and alcohol intoxication can impair your ability to follow instructions and operate machinery safely. You must NOT use or be intoxicated by drugs or alcohol whilst at work.

Safe work practices for not using or being affected by drugs and alcohol at work include:

- Having responsible alcohol or drug consumption as part of the workplace culture (at work functions, responsible provision of alcohol including food and non-alcoholic drinks)
- Workplaces providing support for isolated workers who have extended separation from family or friends
- Your workplace has a drug and alcohol policy and are staff familiar with it (this often includes drug and alcohol testing).

SMOKING

There is no legal obligation for an employer to provide a smoking area for their employees. However, as there may be employees who do smoke, if possible, it is practical to nominate a designated area as this does allow some control over the situation. Smoking then becomes only to be permitted in these identified designated areas.

Remember: Smoking may only be permitted in designated areas.

BULLYING AND HARASSMENT

Everyone has a right not to be bullied or harassed at work. There are national anti-bullying laws and state or territory health and safety bodies that can help people with bullying and harassment in the workplace.

A worker is bullied at work if:

- a person or group of people repeatedly act unreasonably towards them or a group of workers
- the behaviour creates a risk to health and safety.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Examples of bullying include:

- behaving aggressively
- teasing or practical jokes
- pressuring someone to behave inappropriately

- excluding someone from work-related events or
- unreasonable work demands.

Expected workplace behaviours include:

- behaving in a responsible and professional manner,
- treat others in the workplace with courtesy and respect
- Listen and respond appropriately to the views and concerns of others,
- Be fair and honest in their dealings with others

HOUSEKEEPING

Good housekeeping is essential to a systematic approach to maintaining an orderly and tidy workplace promoting efficiency, in all areas. How workplaces can keep sites clean to prevent injuries includes:

- stating in contracts that each trade is responsible for cleaning up after their own work
- creating a safety plan that supports good housekeeping, including designated delivery and storage areas, waste and debris management, walkways, vehicle parking and site rules that include housekeeping duties
- Supervisors onsite to make sure everyone follows the housekeeping rules

STORAGE

- To ensure that the plant and materials cannot, while stacked or stored, fall on a person
- In a manner that allows safe retrieval
- Flammable or hazardous materials must be stored as per the relevant SDS information.

REMOVAL OF DEBRIS AND WASTE

Debris and waste product should be progressively removed from the site in such a manner so as to prevent:

- Any build-up of debris or waste that could affect access and egress on site.
- Any build-up of debris or waste that could become a fire hazard.
- Any build up on a floor or surface that could affect its integrity.

SECTION 9: THE ENVIRONMENT

A major consideration of any construction project in any State or Territory is the environment, issues may include:

- Camp or Work sites
- Vegetation / Fauna
- Fire Management
- Waste and Waste Water
- Sediment Control

For more information contact:

EPA South Australia www.epa.sa.gov.au 1800 623 445

NT EPA https://ntepa.nt.gov.au/ (08) 8924 4218

QLD Dept of Environment and Science www.ehp.qld.gov.au 13 74 68

EPA Victoria www.epa.vic.gov.au 1300 372 842

ESP Tasmania https://epa.tas.gov.au/epa (03) 6165 4599

EPA Western Australia http://www.epa.wa.gov.au/ (08) 6364 7000

Access Canberra 13 22 81
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3149/~/environment-protection

LITTER
Bins are to be provided

SITE DISTURBANCE
Site disturbances must be minimised.

DUST
Site disturbances and dust must be minimised.

SEDIMENT BARRIERS
Water ways must be protected from surface water run-off.

STOCKPILED MATERIALS
Stock piled materials must be prevented from contaminating the environment.

CONCRETE, BRICKWORK AND PLASTERING WORK

Concrete materials must be prevented from contaminating the environment.

BRICK CUTTING

Brick cutting must be performed away from public areas. All waste water from brick cutting must be controlled.

PAINTING

Refer to the SDS for information on the storage, use and disposal of paint products.

RESPECTING ABORIGINAL HERITAGE

When working in any State or Territory it is important to be mindful of providing the protection and preservation of the Aboriginal heritage areas and historical relics. This may include sourcing information about:

- Traditional landholders
- Sacred sites
- Access to and from heritage sites
- The laws in relation to protection and preservation

If suspected Aboriginal heritage items, including stone artefacts, hearths or burials are exposed during any construction activities, work must stop. Contact your relevant state or territory representatives for further information and advice before proceeding.

Australian Capital Territory	Heritage Act 2004 Heritage Objects Act 1991	Environment, Planning and Sustainable Development Directorate – Environment 13 22 81
New South Wales	Heritage Act 1977 National Parks and Wildlife Amendment (Aboriginal Ownership) Act 1996	Office of Environment and Heritage 1300 361 967
Northern Territory	Aboriginal Sacred Sites Act 1989 Heritage Conservation Act 1991	Aboriginal Areas Protection Authority 08 999 4365
Queensland	Aboriginal Cultural Heritage Act 2003 Torres Strait Islander Cultural Heritage Act 2003	Cultural Heritage Unit 1300 378 401
South Australia	Aboriginal Heritage Act 1988	Department for Environment, Heritage and Aboriginal Affairs Division of State Aboriginal Affairs 08 8226 8930
Tasmania	Aboriginal Relics Act 1975	Aboriginal Heritage Tasmania 1300 487 045
Victoria	Aboriginal Heritage Act 2006 Heritage Act 1994	Aboriginal Victoria 1800 762 003
Western Australia	Aboriginal Heritage Act 1972	Department of Planning, Lands and Heritage Heritage Directorate (08) 6551 8000

HAZARD REPORT

Area/Locality of hazard: *1 South Road, Thebarton SA 5031* ***Name**……..* *(Name of person preparing report)*	***Date:*** *……..……..*

DESCRIPTION OF HAZARD (Include area and task involved, any equipment, tools, people involved)

Hazard 1:

Hazard 2:

POSSIBLE REMEDIES (List any suggestions you may have for reducing or eliminating the problem, e.g. re-design mechanical devices, procedures, training, maintenance work, etc.)

Hazard 1 Remedies:

Hazard 2 Remedies:

NOTES: