



WELCOME TO SAFETY AWARENESS TRAINING

SAFETY AWARENESS TRAINING

COURSE CONTENT:

OSH – THE LAW, YOUR EMPLOYER & YOU

- ◆ The Legislative Framework & Duty of Care
- ◆ Roles and Responsibilities
- ◆ Resolution of Workplace Issues & Right to Refuse Work
- ◆ Workplace Policy and Procedures
- ◆ Reporting and Documentation

MANAGING RISKS IN THE WORKPLACE

- ◆ Risk Management
- ◆ Hazard Identification
- ◆ Risk Assessment & Risk Control
- ◆ Contingency & Emergency Plans

STAYING SAFE IN THE B&C INDUSTRY

- ◆ Job Safety Analysis
- ◆ Health and Fitness
- ◆ Accident Awareness & Prevention
- ◆ Personal Protective Equipment
- ◆ Manual Handling
- ◆ Equipment & Tool Safety
- ◆ Smoking, Alcohol & Drugs
- ◆ Evacuation Plans

ENVIRONMENT & OTHER CONSIDERATIONS

- ◆ Weather Conditions
- ◆ Environmental Factors
- ◆ Confined Space & Working at Heights/Falls Prevention
- ◆ Electrical Safety
- ◆ Hazardous Substance Management

ASSESSMENT

SAFETY AWARENESS TRAINING

OSH – LEGISLATIVE FRAMEWORK

AUSTRALIAN PERSPECTIVE

ASCC

- ◆ Codes of Practice
- ◆ Standards

WORKSAFE

- ◆ Administration
- ◆ Regulation
- ◆ Education

WESTERN AUSTRALIAN LAWS

- ◆ Acts
- ◆ Regulations
- ◆ Codes of Practice
- ◆ Guidance Notes
- ◆ Standards

DUTY OF CARE

EMPLOYER

EMPLOYEE

COMMITTEES & HEALTH & SAFETY REPRESENTATIVES



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ACTS

Acts outline the legal rules (OSH Act establishes the general duties of employers, employees and others).

REGULATIONS

Regulations provide detailed requirements that industry must follow.

CODES OF PRACTICE

Provide guidance on prevention strategies & practical means of achieving compliance in specific areas.

STANDARDS

Set benchmarks or minimum standards.

GUIDANCE NOTES

Provide detailed information on the requirements of statutes, regulations, standards and codes of practice.

OPERATOR CERTIFICATION

Require people to hold a relevant certificate of competency.

<http://www.safetyline.wa.gov.au>

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PRINCIPLES OF OSH

- 💧 That everyone can work in a safe and healthy workplace
- 💧 Risks and hazards are identified and eliminated from workplaces
- 💧 Employers and employees abide by their duty of care responsibilities
- 💧 Cooperation between all parties to improve safety

SAFETY AWARENESS TRAINING

DUTY OF CARE:

What is duty of care?

'General duty of care' describe the onus that the Act places upon people to ensure their own safety at work and that of others who are at the workplace or who might be injured by the work.

Duty of care is aimed at preventing anyone being killed, injured or contracting an illness because of work or activities at a workplace.

Who has a duty of care responsibility?

- ◆ Employers
- ◆ Employees
- ◆ Self-employed people
- ◆ Principals (people who engage contractors)
- ◆ Contractors and persons engaged/employed by the contractor
- ◆ People who have control of workplaces or the access to or egress from a workplace
- ◆ Designers, manufacturers, importers and suppliers to workplaces
- ◆ Erectors or installers of plant for use at a workplace
- ◆ Designers or constructors of buildings or structures for use at a workplace
- ◆ Employment agents who hire out workers

PRACTICALLY EVERYONE ASSOCIATED WITH THE BODY OF WORK HAS A DUTY OF CARE

SAFETY AWARENESS TRAINING

OSH – LEGISLATIVE FRAMEWORK

AUSTRALIAN PERSPECTIVE

ASCC

- ◆ Governance
- ◆ Codes of Practice
- ◆ Standards

WORKSAFE

- ◆ Administration
- ◆ Regulation
- ◆ Education

WESTERN AUSTRALIAN LAWS

- ◆ Acts
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DUTY OF CARE

EMPLOYER

- ◆ Provide safe workplace
- ◆ Information & instruction
- ◆ Training
- ◆ Provide PPE
- ◆ Consultation /Cooperation

EMPLOYEE

- ◆ Reasonable care
- ◆ Follow instructions
- ◆ Use PPE
- ◆ Do no harm
- ◆ Report incidents /hazards

COMMITTEES & HEALTH & SAFETY REPRESENTATIVES

Committees act as a group to ensure that policies, training, instructions and accident and incident outcomes are all addressed. They also monitor workplace systems to ensure safety.

Workplace representatives act as a conduit between employers and employees to discuss and resolve OSH issues in the workplace.

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PENALTIES

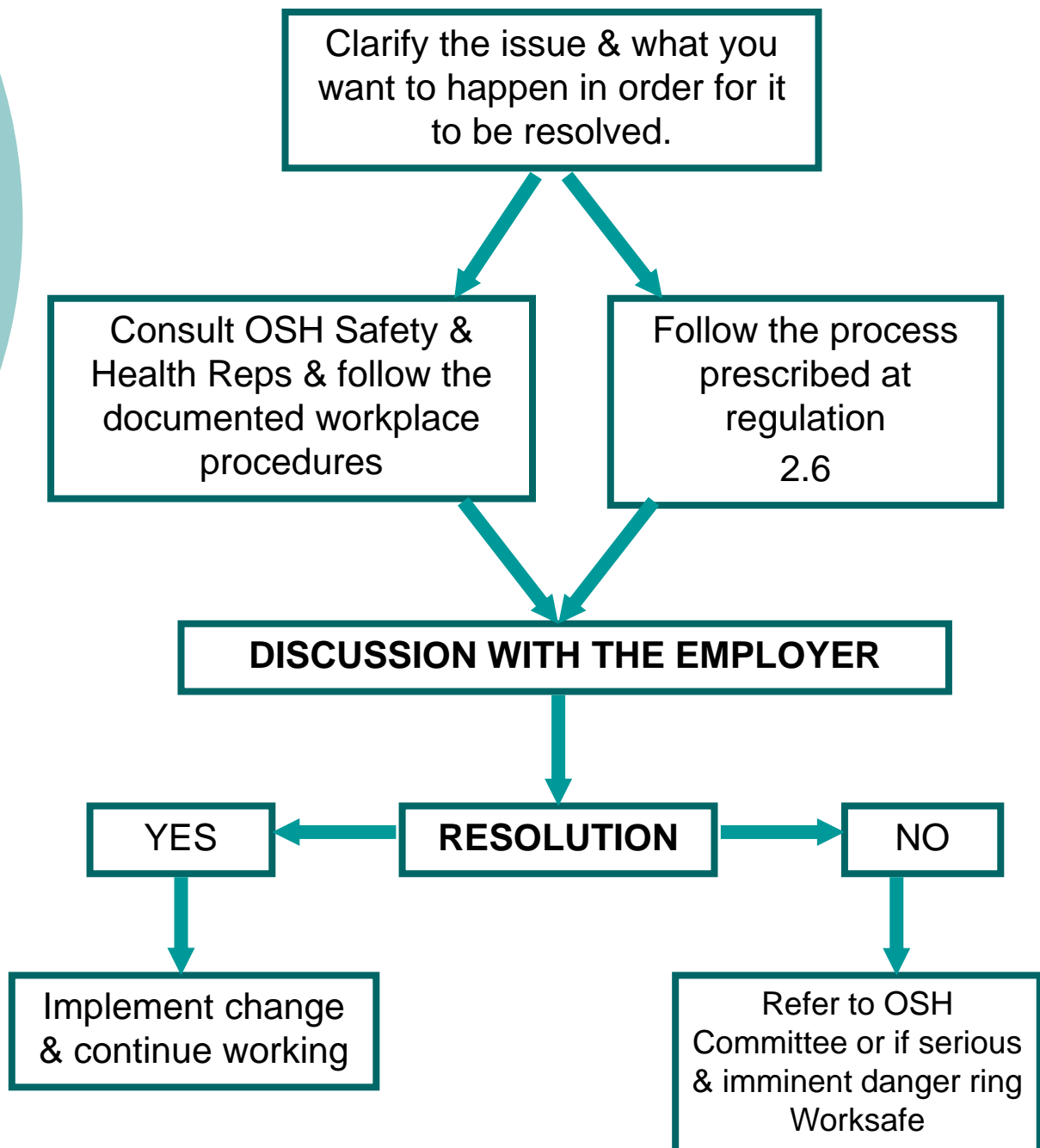
Anyone who has a duty of care can be prosecuted for a breach of that duty under the Act.

- ◆ Penalties for employers who breach the Act range up to \$625,000.

- ◆ Employees can also be fined.

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Resolution of Work Place Issues



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RIGHT TO REFUSE WORK

The OSH Act prescribes that a worker can refuse work if they have a legitimate reason to believe that continuing to work would place themselves or others at risk of serious and imminent injury or harm to health.

This does not mean refusing to do any work. You can be asked to do other duties while the matter is resolved & only the persons who are in serious and imminent danger can stop work.

Employees must notify the employer immediately.

Attempts must be made to resolve the issue. If no resolution is achieved a Worksafe Inspector may be requested to resolve the issue.

Inspector can issue **Verbal Directions**, **Improvement Notices**, and **Prohibition Notices**.

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WORKPLACE POLICIES & PROCEDURES

- ◆ Establish the workplace rules
- ◆ Provide information on the way work happens
- ◆ Contain minimum standards for workplace behaviour
- ◆ Prescribe processes for dealing with issues / concerns

EMPLOYERS SHOULD:

- ◆ Develop policies
- ◆ Inform employees of these policies
- ◆ Provide employees with access to policies
- ◆ Abide by the policies
- ◆ Review and update

EMPLOYEES SHOULD:

- ◆ Access policies to be informed
- ◆ Follow policy directions / instructions
- ◆ Seek clarification if required
- ◆ Report anomalies between policy directions and work practices

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REPORTING & DOCUMENTATION

REPORTING

- ◆ Employers must report notifiable/serious injury, diseases and deaths to Worksafe.
- ◆ Employees must report accidents, injuries & workplace hazards to the employer.

DOCUMENTATION

- ◆ Tagging
Damaged tools, electrical cords, equipment
- ◆ Log books
Incidents, first aid treatment, hazardous substances
- ◆ Forms
Incidents and accidents, maintenance requests
- ◆ Reports
Accident reports, investigations of near misses
- ◆ Other
Instructions

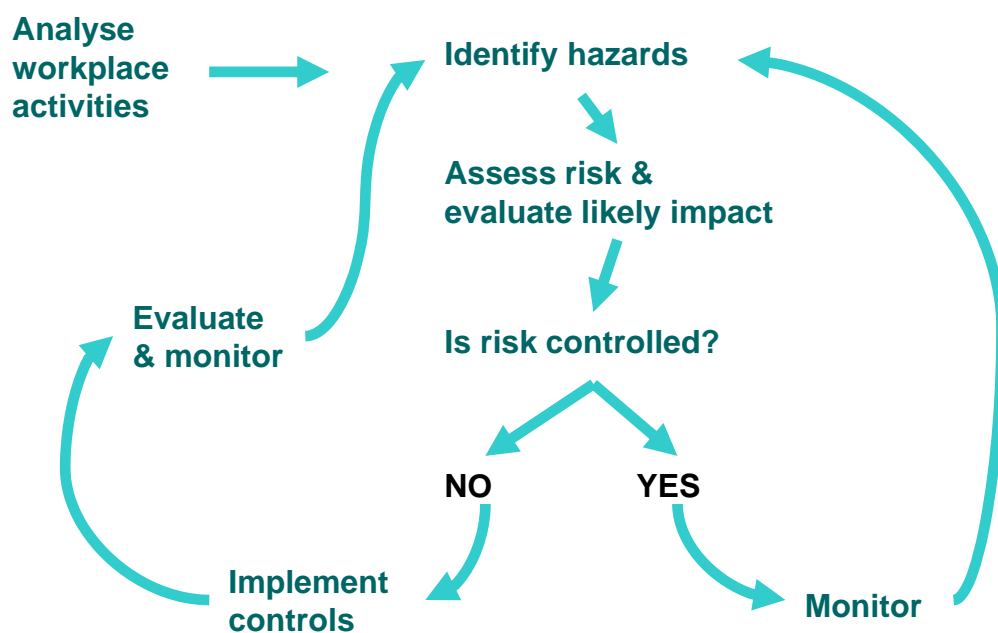
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RISK MANAGEMENT

Risk is the likelihood that a hazard will result in injury, illness, loss or damage to people, the environment, property, plant or equipment and the potential severity of that injury, illness, loss or damage.

The aim of risk management is to find and fix hazards before incidents occur and in the event that an incident does occur, ensure that appropriate corrective action is undertaken.

RISK MANAGEMENT FLOWCHART



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HAZARD IDENTIFICATION

DEFINITION

A hazard is anything that has the potential to cause injury or disease to people, damage to the environment, property, plant or equipment.

Examples of types of hazards

- Physical hazards
- Plant operation hazards
- Biological hazards
- Radiation hazards
- Psychological hazards
- Ergonomic hazards

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HAZARD IDENTIFICATION STRATEGIES

- 💧 Observe the workplace
- 💧 Analyse tasks/work activities
- 💧 Assess task / activities interactions
- 💧 Identify any changes
- 💧 Consider past incidents or injuries
- 💧 Review information provided by manufacturers or suppliers
- 💧 Monitor industry practice / outcomes
- 💧 Check Codes of Practice / Standards
- 💧 Worksafe & OSH Laws

SAFETY AWARENESS TRAINING

RISK ASSESSMENT

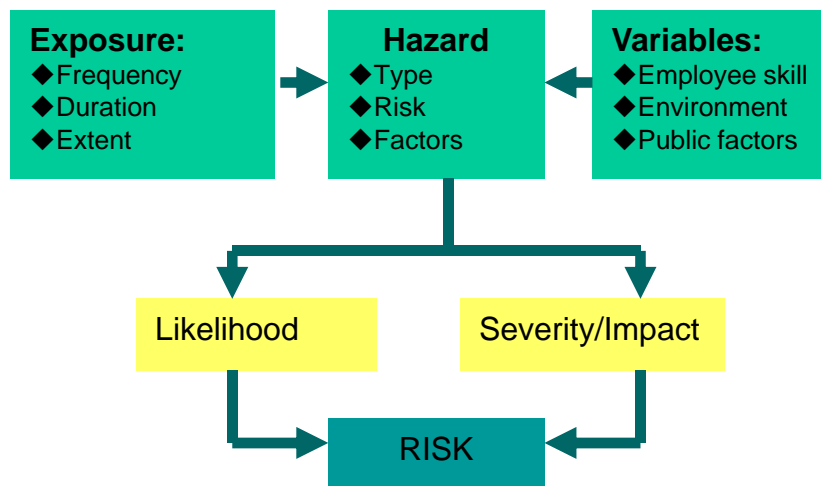
Evaluate risk

- ◆ Gather information

Determine severity

- ◆ Determine likelihood of event
- ◆ Assess the consequences
- ◆ Rate the risks

FLOWCHART - ASSESS & EVALUATE RISK



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IDENTIFYING RISK SEVERITY

LIKELIHOOD OF INJURY OR HARM TO HEALTH	CONSEQUENCES OF ANY INJURIES OR HARM TO HEALTH			
	Insignificant eg: no injuries	Moderate eg: first aid/medical treatment	Major eg: extensive injuries	Catastrophic eg: fatalities
Very Likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

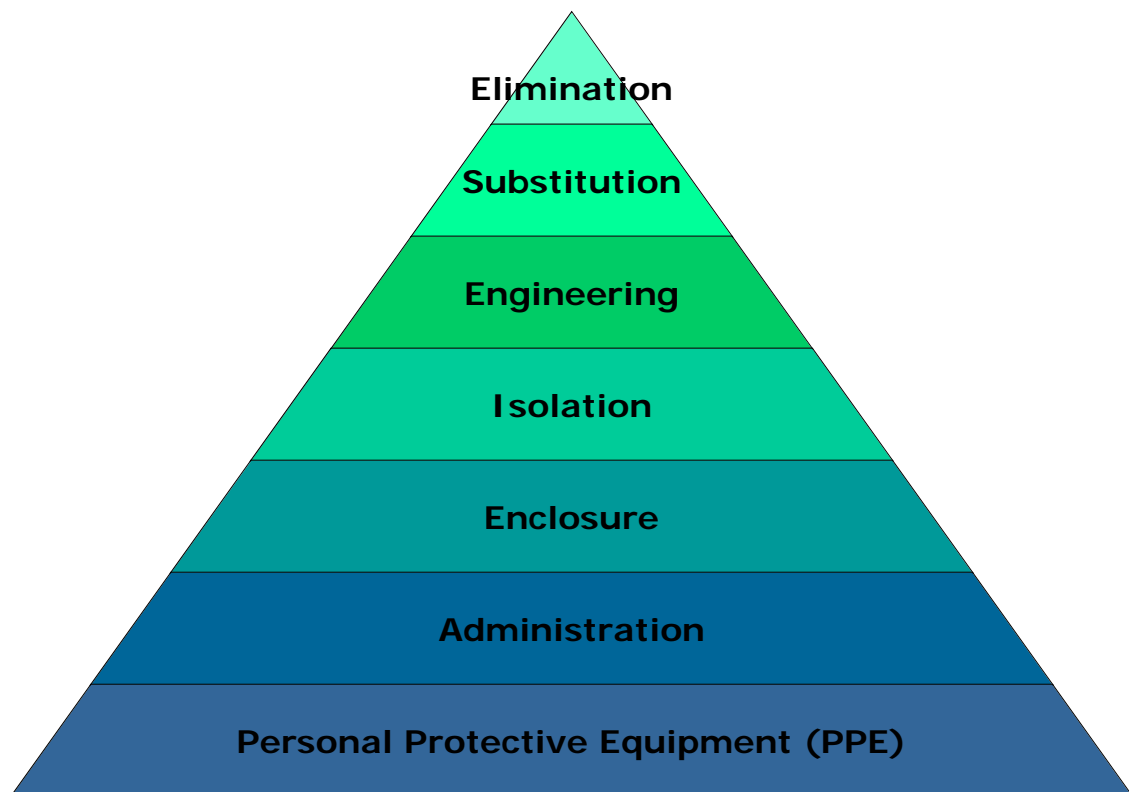
Source: The First Step: Worksafe WA

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RISK CONTROL

The primary aim of risk control is to eliminate the risk. Risk control must be achieved using a predetermined hierarchy of controls. The risk control measure selected must be the highest possible option in the hierarchy to minimise the risk to the lowest level as reasonably practicable

HIERARCHY OF CONTROL

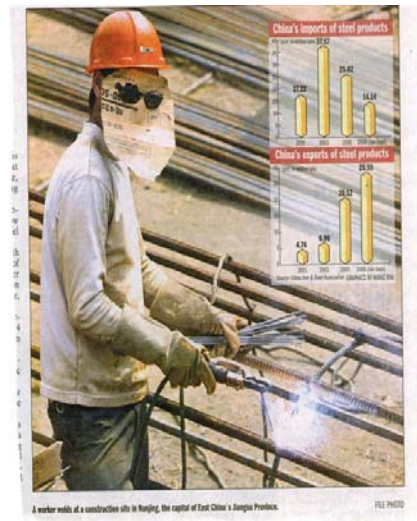
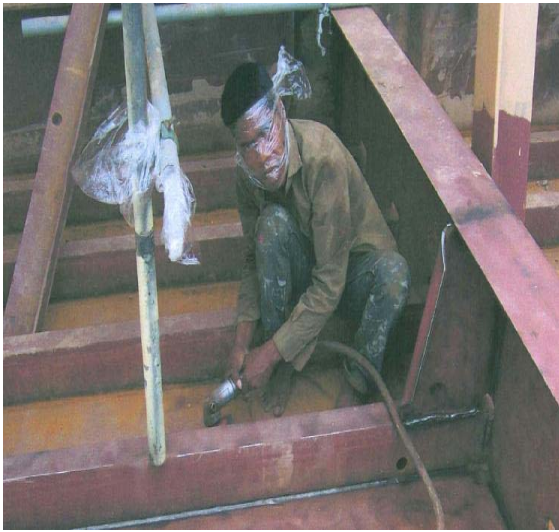


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Case study

Identify the correct hazard controls





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CONTINGENCY & EMERGENCY PLANS

Contingency plans tell you what to do when there has been a change in the status of work.

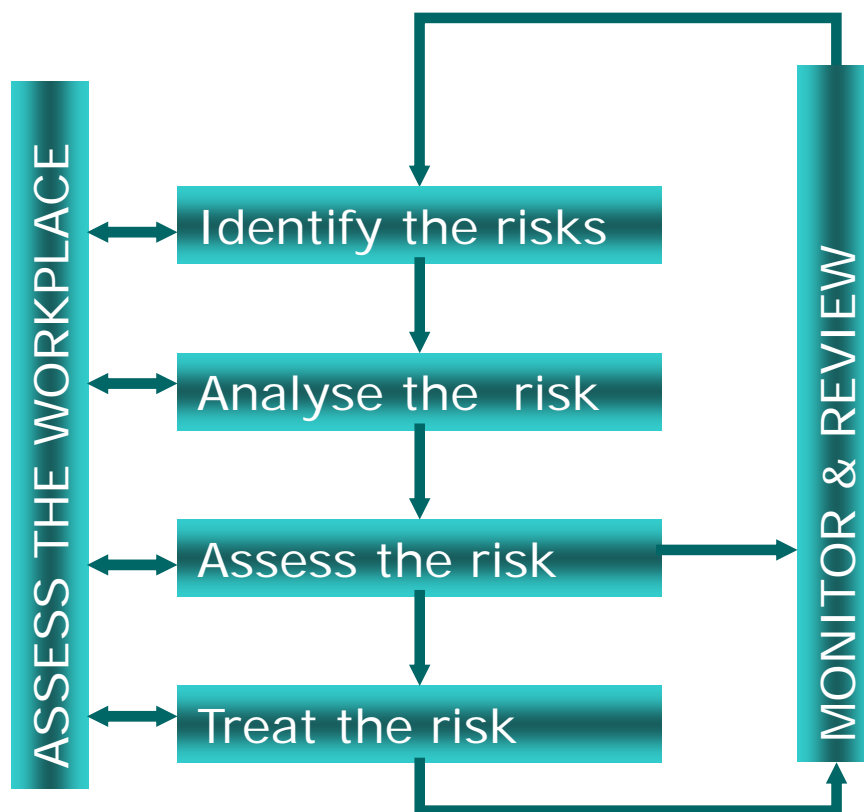
Emergency plans direct you what to do in potentially dangerous situations.

- 💧 These are a part of your work place procedures and you must act in accordance with directions.
- 💧 Your workplace may require you to be involved in a practice or drill for such events.
- 💧 It is important for you to know what processes are in place and you must ask your supervisor.

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MONITORING & REVIEW

Control measures should be reviewed in order to determine the effectiveness of the control measure and whether the implementation of the control measure will introduce a new hazard.



SAFETY AWARENESS TRAINING

JOB SAFETY ANALYSIS

JOB SAFETY ANALYSIS		JSA No.		NEW		DATE:
JOB TITLE:		PAGE 1 OF 1		REVISED		DATE:
				REVISION NUMBER:		
		TITLE OF PERSON WHO DOES JOB:		SUPERVISOR:		ANALYSED BY:
COMPANY:		DEPARTMENT:		PLANT/LOCATION:		REVIEWED BY:
		REQUIRED OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:	
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK ASSESSMENT PROB. CONSQ. SCORE		RECOMMENDED ACTION OR PROCEDURE		RESIDUAL RISK PROB. CONSQ. SCORE
1.						
2						
3						
4						

- Choose the job
- Break it down into stages
- Identify hazards for each stage
- Determine appropriate controls for each hazard

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HEALTH & FITNESS

Worker capacity includes fitness, health, skill, experience, and motivation. When prolonged hard work is involved, fitness is the most important factor in worker capacity.

Medical conditions may limit, reduce or prevent the person from performing a job effectively. Things to be aware of:

- 💧 A change in health
- 💧 A medical condition that can limit, reduce or prevent a person from performing a new or current job effectively
- 💧 A medical condition that can make it unsafe to do the job
- 💧 A medical condition that is likely to make it unsafe for the worker, their co-workers or the public
- 💧 A medical condition that may be made worse by the job

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ACCIDENT AWARENESS & PREVENTION

An **accident** can be defined as “an unplanned and unexpected event with undesirable or unfortunate consequences, or an unintentional act which although it may not be the result of negligence or misconduct still results in injury or property damage. An accident may be immediately preceded by an unsafe act or condition.” (CCH Australia Ltd, 1992)

Each year, 650,000 workers suffer a work-related injury or illness. That's one in every 12 Australian workers. At least 120,000 of these injured or ill workers require more than five days off work.

It is also estimated there are at least 2,900 work-related deaths in Australia each year. (NOHSC 2004)

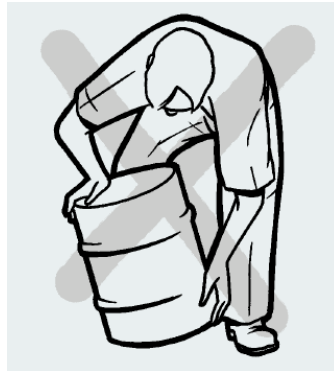
- ◆ Accidents don't just happen – they are caused;
- ◆ Steps must be taken to prevent accidents from occurring; and
- ◆ Without corrective action, the same type of accident will reoccur.

SAFETY AWARENESS TRAINING

COMMON ACCIDENTS

Three common causes:

- Body stress



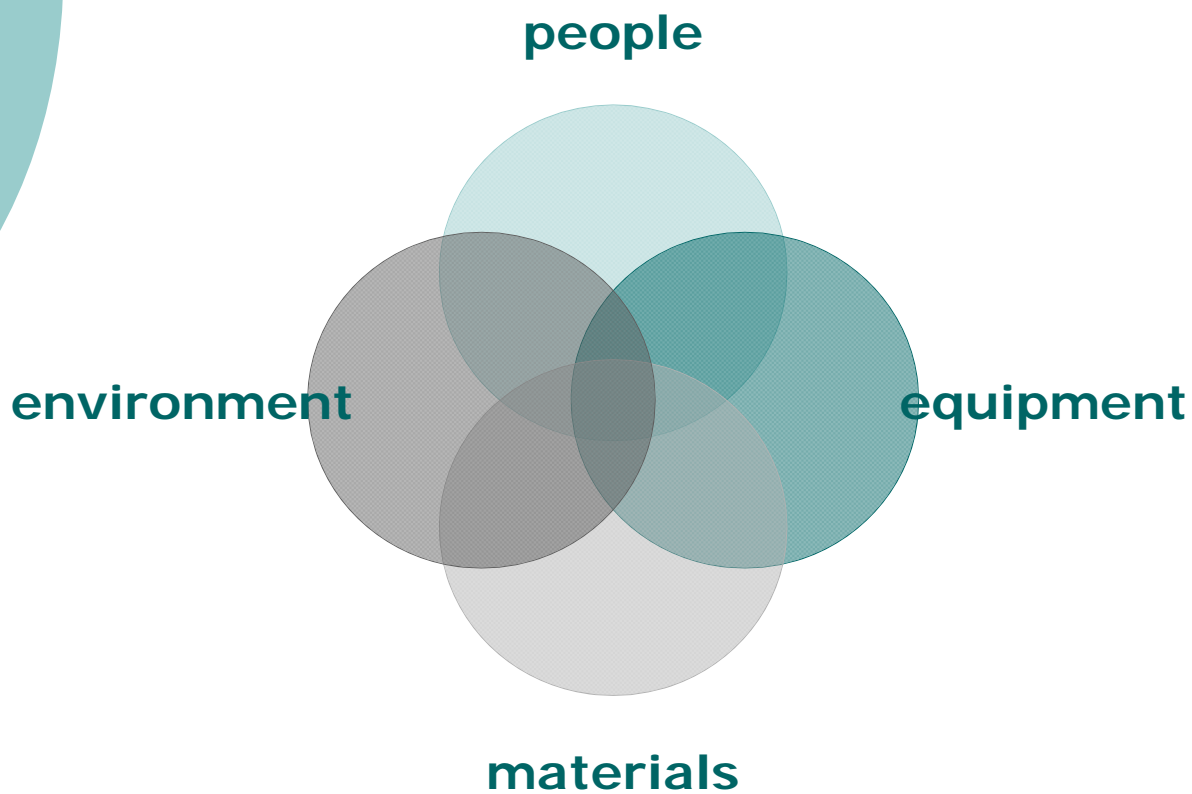
- Slips, trips and falls

- Hitting and being hit by objects.



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THE WORKPLACE ACCIDENT



The interaction of people, equipment, material and the environment is an important consideration in accident prevention.

SAFETY AWARENESS TRAINING

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is generally the last line of defence. If the risk of an identified hazard in the workplace can be further reduced by the use of PPE after all other methods of control have been employed – then PPE must be used.

Employers must ensure employees:

- ◆ Are supplied with correct PPE
- ◆ Receive adequate PPE training
- ◆ Are aware of testing/maintenance requirements
- ◆ Are familiar with location/storage PPE
- ◆ Understand the limitations when using PPE
- ◆ Know replacement specifications
- ◆ Follow signs that instruct the use of PPE

Employees must:

- ◆ Use the PPE provided
- ◆ Follow instructions for use
- ◆ Maintain PPE in good condition
- ◆ Follow replacement specifications
- ◆ Adhere to safety signs

SAFETY AWARENESS TRAINING

Safety Helmets



Eye Protection

Hearing Protection



Glove Protection

Steel Capped Boots



*Clothing
Protection*

*Respiratory
Protection*



SAFETY AWARENESS TRAINING

MANUAL HANDLING

Definition

“manual handling” *means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.*

Manual handling injuries may result from:

- ◆ Gradual wear and tear
- ◆ Sudden damage
- ◆ Direct trauma

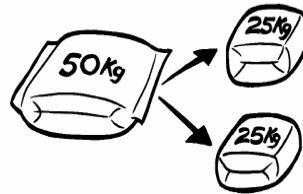
Injuries sustained from manual handling:

- ◆ Sprains
- ◆ Strains
- ◆ Hernias
- ◆ Cuts
- ◆ Fractures
- ◆ Back pain

SAFETY AWARENESS TRAINING

MANUAL HANDLING TECHNIQUES

Split large loads



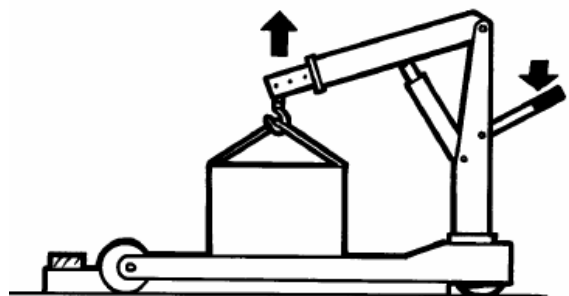
Store at right levels



Use leverage



Use equipment



Modification



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EQUIPMENT & TOOLS

Equipment and tools are aids that you use in doing a task.

Types of equipment/tool include:

- ◆ Ladders
- ◆ Power tools
- ◆ Hand tools
- ◆ Scaffolding

Equipment and tools should be:

- ◆ In good working order
- ◆ Right for the job
- ◆ Used in accordance with specifications
- ◆ Maintained and stored correctly

SAFETY AWARENESS TRAINING

SMOKING, ALCOHOL & DRUGS

Smoking is prohibited in 'enclosed workplaces' for general health reasons.

The presence of alcohol and drugs in the workplace creates problems for the user, co-workers and the company.

The use of alcohol and drugs can cause:

- ◆ death;
- ◆ injuries;
- ◆ damage to plant and equipment;
- ◆ lack of coordination;
- ◆ poor judgement;
- ◆ memory and concentration loss;
- ◆ reduced reaction times;
- ◆ behaviour changes:
- ◆ absenteeism;
- ◆ lateness to work; and
- ◆ reduced productivity.

Drugs can include:

- ◆ Prescribed medication
- ◆ Over the counter medications
- ◆ Illicit drugs

SAFETY AWARENESS TRAINING

EVACUATION PLANS

Specify:

- Roles & responsibilities
- Exit routes
- Assembly points
- Re-entry criteria

Employees should:

- Stay calm
- Follow instructions
- Put your safety first
- Report any injuries

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WEATHER CONDITIONS

Factors to consider include:

- ◆ Extreme heat
 - ◆ Extreme cold
 - ◆ Wind
 - ◆ Rain
-
- ◆ What is the likely impact of extreme weather conditions?
 - ◆ What actions need to be considered?
 - ◆ What contingencies need to be put in place?
 - ◆ Are there additional hazard controls that need to be included?

SAFETY AWARENESS TRAINING

ENVIRONMENTAL FACTORS

THE WORK SITE:

- ◆ Signs and barriers

- ◆ Workers & public
- ◆ Directions
- ◆ Danger

- ◆ Lockout & tagging

- ◆ Protect from hazards
- ◆ Personal danger tags
- ◆ Out of service tags

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ENVIRONMENTAL FACTORS

● Noise

- Unwanted & annoying sounds
- Continual
- Intermittent

● Environmental protection

- Airborne pollutants
- Water contamination
- Soil contamination

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CONFINED SPACE

Entering a confined space can be extremely dangerous for workers.

A CONFINED SPACE is an enclosed or partially enclosed space which is not intended or designed primarily as a workplace.

Confined spaces can:

- ◆ Accumulate gas, vapours, dust and fumes
- ◆ Become oxygen deficient
- ◆ Collapse

Safe practice requires:

- ◆ Recognising the hazards
- ◆ Understanding the physical hazards
- ◆ Comply with the law
- ◆ Developing a confined space entry plan
- ◆ Implement control measures

SAFETY AWARENESS TRAINING

WORK AT HEIGHTS

Many work operations are conducted above ground level or the workplace floor, on roof tops, ladders, work platforms, ledges, vertical faces etc.

Increase in the risk of a fall:

- ◆ sudden acceleration or deceleration
- ◆ moving from one surface to another
- ◆ inadequate capability of the surface supporting a load
- ◆ openings or holes that are not protected
- ◆ open edges are not protected
- ◆ change of levels
- ◆ loss of hand grip
- ◆ slippery surfaces

Safe practice requires:

- ◆ erecting a physical barrier
- ◆ providing personal fall protection; and
- ◆ measures to catch a person after they have fallen

SAFETY AWARENESS TRAINING

PREVENTION OF FALLS

- ◆ Ensure holes & openings are covered
- ◆ Display suitable signs to inform people
- ◆ Maintain good housekeeping
- ◆ Install adequate edge protection
- ◆ Be aware of brittle and fragile surfaces
- ◆ Anchor ladders
- ◆ Select the correct type of PPE and fall arrest systems
- ◆ Ensure correct anchors are used for fall arrest systems
- ◆ Ensure regular maintenance of all PPE

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ELECTRICAL SAFETY

Injuries from electricity include:

- ◆ Electric shock and death
- ◆ Burn injuries
- ◆ Electricity can throw a person (impact)
- ◆ Fire and explosion
- ◆ Exit injuries

Common causes of injuries:

- ◆ Faulty equipment
- ◆ Overloading power boards
- ◆ Contact with overhead wires
- ◆ Electricity and water contact

Electrical Safety:

- ◆ Checking condition of cords/plugs/switches
- ◆ Use of residual current devices (RCD);
- ◆ Reporting faulty or outdated equipment
- ◆ Not over loading power boards
- ◆ Keeping electrical cords tidy
- ◆ Ensuring electrical cords, appliances and switches are well away from water
- ◆ Not tampering with equipment
- ◆ Stay well clear of fallen power lines

SAFETY AWARENESS TRAINING

HAZARDOUS SUBSTANCE MANAGEMENT

What are hazardous substances?

Hazardous substances are chemicals and other substances that can affect your health, causing illness or disease. They may be **solvents**, **pesticides**, **paints**, **adhesives**, **petroleum products**, **heavy metals** or any other substances.

Hazardous substances can take many forms - **liquids**, **solids**, **vapours**, **gases**, **fumes** or **dusts**.

As a minimum, the employer should ensure that employees are able to identify the following information from labels or MSDS:

- (a) ***Signal word(s)***
- (b) ***Risk label(s)***
- (c) ***Product name(s)***
- (d) ***Risk phrase(s)***
- (e) ***Safety phrase(s)***
- (f) ***First aid procedures***,
- (g) ***Safe handling information***
- (h) ***Caution or warning statements or word(s)***