National Courses

CPCWHS1001

Prepare to Work in the Construction Industry

LEARNER GUIDE

1.1 Introduction

This course is based on the National Unit of Competency **CPCWHS1001 Prepare to Work Safely in the Construction Industry.**

The unit relates directly to the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2006).
This course covers the general OHS induction information you require to work on a construction site in Australia.
You will learn about:

- Occupational Health and Safety responsibilities.
- Identifying and managing construction hazards and risks.
- Responding to accidents and incidents.

1.1.1 What is Construction Work?

The National Code of Practice for Induction for Construction Work defines construction work as:

"Any work on or in the vicinity of a construction site carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, and includes:

- ***The demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling***
- ***The assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure***
- ***Any work in connection with any excavation, landscaping, preparatory work, or site preparation carried out for the purpose of any work referred to in this definition, and***
- ***Any work referred to in this definition carried out under water, including work on buoys, obstructions to navigation, rafts, ships, and wrecks.***

It does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out."

1.2 OHS Requirements

OHS legislation, primarily defined by the Occupational Health and Safety Act 2004, sets out duties for employers, employees, and other parties to ensure a safe and healthy workplace.

Law or Guideline	Description
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice/ Compliance Codes	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

Specific health and safety requirements will depend on where you are working. The following is a list of the current health and safety laws in each state and territory of Australia:

- Australian Capital Territory: Work Health and Safety Act 2011
- New South Wales: Work Health and Safety Act 2011
- Northern Territory: Work Health and Safety (National Uniform Legislation) Act 2011
- Queensland: Work Health and Safety Act 2011
- South Australia: Work Health and Safety Act 2012
- Tasmania: Work Health and Safety Act 2012
- Victoria: Occupational Health and Safety Act 2004
- Western Australia: Work Health and Safety Act 2020

The following key elements of the OHS legislation will impact the way you do your job, and the responsibilities of your workplace. Duties

1. There is a primary duty of care requiring employers to ensure the health and safety of workers and others affected by the work.

2. Representatives of the employer are responsible for ensuring compliance with OHS requirements.

3. Workers conduct themselves in a way that does not negatively impact on the health and safety of themselves or others.

1.2.1 National Code of Practice for Induction for Construction Work

The National Code of Practice for Induction for Construction Work (2007) provides guidance to general and residential construction workers on the types of induction to provide an awareness and understanding of common construction workplace hazards and how they should be managed.

The code of practice outlines the requirements of induction training across 3 different areas:

- **General** – Safety training used to provide basic knowledge of OHS legislative requirements and risk management processes in the construction industry.
- **Site** – This training occurs when you arrive at a site and provides information about specific OHS issues or requirements for that particular site (or part of that site).
- **Task-specific** – This induction provides information relating to OHS issues for a specific work activity.

The purpose of these training materials is to meet the requirements of **General Induction Training**.

1.2.2 Who does General Induction Training apply to?

The code of practice recommends general induction training for the following people, occupations and tasks:

- Casual, part-time or labour-hire persons performing construction work.
- Owners carrying out construction work.
- Installation of joinery, pre-cast concrete panels, windows.
- Delivery drivers dropping off materials inside the construction zone.
- Engineers and surveyors who undertake preparatory site work.
- Cleaning and maintenance of structures under construction.
- Work experience students undertaking construction work.
- Traffic control for on-site construction work.
- Finishing and fit-out work such as painting, tiling, carpet laying, floor sanding.
- Landscaping.

1.3 OHS Duties

Both you and your employer have a legal responsibility to do everything reasonably practicable to protect yourself and others from harm in the workplace.

Duty of care applies to:

- Employers and self-employed persons.
- Persons in control of the worksite.
- Supervisors.
- Manufacturers and suppliers.
- Workers.
- Subcontractors and inspectors.

Duty of Employers

To employees
- Provide a safe working environment
- Provide safe plant and substances
- Maintain the workplace in a safe condition
- Provide facilities and welfare
- Consult with employees on matters that may affect them
- Ensure that persons are not exposed to health and safety risks as a result of their activities

Duty of Employers

- Take reasonable care of their own health and safety
- Take care that their activities or omissions do not put other people at risk
- Co-operate with the employer in the interests of health and safety

1.4 Safe Work Practices

Safe work practices are the actions that you take while at work to minimise the chance of causing harm to yourself, others or equipment.
It is your responsibility to make sure that you work in a safe way to avoid accidents.

1.4.1 Work Instruction

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.
Make sure you have all of the details about where you will be working. For example:

- **The Site** – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?

You also need to make sure you have all of the details about the kind of work you will be doing:

- **The Task** – What are you doing? How are you going to do it? Are there any special requirements?
- **Plant** – What type of plant will be used? How big is it? How much room does it need?
- **Attachments** – What equipment will you need? Is the equipment available?
- **Communications** – How are you going to communicate with other workers?
- **Procedures and Rules** – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?

1.4.2 Access to Site Amenities such as Drinking Water and Toilets

There should be toilets and clean drinking water on site for you to use. It is your responsibility to make sure the toilet facilities are clean and hygienic.

Drink plenty of water during the day to keep yourself hydrated, especially if you are working outside in the sun. Dehydration can cause fatigue and make it harder for you to concentrate.

1.4.3 Drugs and Alcohol at Work

Drugs and alcohol can affect your ability to concentrate and work safely. You are a danger to yourself and to those around you when working under the influence of drugs and alcohol.

1.4.4 Plant and Equipment including Licencing, Competency and Refresher Training

For some jobs in the construction industry, a High Risk licence is required to ensure they are carried out safely. These may include:

- Driving a forklift.
- Erecting scaffolding over 4 metres high.
- Dogging, rigging and directing cranes.
- Hoist and crane operation.
- Boom operations
- Elevated work platforms 11m and over
- Boiler operations

1.4.5 Housekeeping

Clean up any rubbish you make as you work to help prevent tripping accidents, or accidents caused by flying debris.

1.4.6 Storing Materials and Equipment Properly

Make sure all equipment and materials are stored properly and safely.

Stack materials neatly so that they don't fall out on the next person who tries to get to them.

Make sure all equipment is stored according to the manufacturer's instructions.

1.4.7 Correctly Storing and Removing Debris

Dispose of any debris properly without impacting negatively on the environment. Make sure all materials are collected and removed properly.

1.4.8 Preventing Bullying and Harassment

Bullying is not tolerated in any workplace. If you are being bullied or see somebody else being bullied, you must report it.

Examples of Bullying and harassment

- Withholding information
- yelling, screaming or offensive language
- excluding or isolating employees
- psychological harassment and intimidation.
- Harassment for racial, family, religion, cultural or sexual orientation differences

1.4.9 Smoking on Site

Only smoke in designated areas away from flammable materials.

Smoking around flammable materials is extremely dangerous. Make sure you don't do it!

2.1 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.
Basic risk management process should follow these 5 steps:

1. Identify the hazard.
2. Assess the risk.
3. Consult and report your findings.
4. Control the hazard.
5. Review the effectiveness of the control(s).

2.1.1 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

A **hazard** is the thing or situation with the potential to cause injury, harm or damage.

A **risk** is the chance of a hazard causing harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- Up high above your head.
- All around you at eye level.
- Down low on the ground (and also think about what is under the ground).

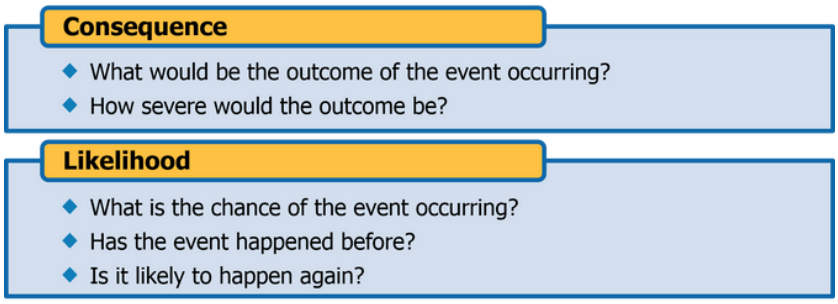
Some construction hazards you should check for in the work area:

Hazard	Definition	Example and Hazard Description
Asbestos	A group of naturally occurring fibrous minerals used in construction and other industries, which can cause serious respiratory illnesses when inhaled.	Cutting into an old homes wall sheets that are asbestos and breathing in the fibres. Breathing asbestos fibres can have serious lasting impact on health.
Confined Spaces	Areas that are not designed for continuous occupancy and have limited openings for entry and exit, posing special risks to workers. The accidental	Working in a sewer pit. Could suffocate or faint.
Chemical Spills	release of hazardous chemicals, which can pose risks to health, safety, and the environment.	Spilling fuel on the ground. Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.
Electrical Hazards including Power Lines, Cords and Equipment	Risks associated with the use of electrical power, including shock, burns, and fire hazards from power lines, cords, and electrical equipment.	Using a working platform around powerlines and it connecting with the powerlines. Could be electrocuted.

Excavations, including Trenches	The process of digging into the ground, which can create risks such as cave-ins, falling materials, and hazardous atmospheres.	Digging a trench with an excavator. Could fall in, could collapse, could damage underground services.
Falling Objects	Objects that can fall from heights and pose a risk of injury to people below.	Working on a roof and using tools that could fall. Could cause damage to property or injury to personnel below when dropped.
Fire	Uncontrolled combustion causing heat, light, and smoke, which can result in injury, death, and property damage.	Welding a plumbing pipe. Could cause damage to property or injury to personnel.
Hazardous Substances and Dangerous Goods	Materials that pose a risk to health, safety, or property due to their chemical nature and physical properties.	Using heavy duty solvent. Exposure may cause injury through burns or ingestion
Liquids Under Pressure	Fluids contained in a system under pressure, which can cause injury or damage if released uncontrollably.	Plumbing water pipes. Could cause an explosion and injury if pressurised beyond the recommendation
Hazard	**Definition**	**Example and Hazard Description**
Hot and Cold Working Environments (Temperatures)	Environments where the temperature is significantly higher or lower than normal, potentially impacting worker comfort, performance, and safety.	Working in Cairns on construction sites in the middle of summer. Could cause dehydration/sunburn/collapse.
Manual Handling	The physical act of lifting, carrying, pushing, pulling, or moving objects by hand or bodily force. Environmental	Lifting a concrete bag. Could cause injury (strain).
Noise, Dust and Vapours	hazards in workplaces that include excessive sound levels (noise), fine particulate matter (dust), and harmful gases (vapours).	Cutting concrete with a concrete cuter. Could cause hearing, breathing or vision problems.
Plant and Equipment Operation	The movement and operation machinery within a worksite.	Operating a 20t excavator on site. Could be struck by or injured while using mobile equipment.
Traffic and Mobile Plant	The movement and operation of vehicles and mobile machinery within a worksite.	Working on a road that still has live traffic. Could be hit by moving vehicles.
Unplanned Collapse	The sudden and unexpected failure of structures or excavation sites	Working in an excavated trench. Could collapse on people in the trench causing suffocation or injury.
Ultraviolet (UV) Radiation	A type of electromagnetic radiation from the sun or artificial sources that can cause health issues with excessive exposure.	Working outside in the sun. Could cause sunburn.
Working at Heights including Scaffolding	Performing tasks at elevated positions with a risk of falling, often involving the use of scaffolding, ladders, or platforms	Working on a unit block roof. Could fall from height, objects could fall from heights.
Construction work that requires a high risk license	WorkSafe issues high risk work licences under the Occupational Health and Safety Regulations 2017. It a license that is required for certain skills that is issued and regulated by the state safety body	Examples of construction work that requires a high risk license can be found on page 7 (1.4.4) for examples and descriptions

2.1.2 Risk Management

Risk analysis helps you to work out the 'risk level'. You can work out the risk level by looking at:



Consequences of the hazard are not limited to injury, but can include property damage, loss of production (downtime) and negative impact on the environment.
Here are some examples of consequences:

	Injury	Property Damage/ Production Loss	Environmental Impact
1. Insignificant	Minor or short term injury.	Low financial loss.	Limited damage to minimal area of low significance.
2. Minor	Reversible disability or impairment.	Medium financial loss.	Minor effects on biological or physical environment, but not affecting eco-system.
3. Moderate	Moderate irreversible disability.	High financial loss.	Moderate short term effects.
4. Major	Single fatality.	Major financial loss.	Serious medium term environmental effects.
5. Catastrophic	Multiple fatality and/or significant irreversible effects.	Detrimental financial loss.	Serious long term environmental damage.

Likelihood is a factor that looks at how often an event is likely to happen. Here are some examples:

Frequency	Description
Rare	May only occur in exceptional circumstances.
Unlikely	The risk event could occur at some time (during a specified period), but it is unlikely.
Possible	Might happen at some time, occurrence would not be unusual.
Likely	Will probably occur in most circumstances.
Almost Certain	Is expected to occur in most circumstances.

You can use a risk matrix like the one shown here to work out the risk level:

Likelihood	Consequence				
	1. Insignificant	**2. Minor** First Aid Required	**3. Moderate** Medical Attention and Time Off Work	**4. Major** Long Term Illness or Serious Injury	**5. Catastrophic** Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	~~Moderate~~ High
2. Unlikely	Low	Low	Moderate	Moderate	~~High~~ Extreme
3. Possible	Low	Moderate	High	High	~~Extreme~~ Extreme
4. Likely	Moderate	Moderate	High	High	~~Extreme~~ Extreme
5. Almost Certain	Moderate	High	High	Extreme	

For example, a hazard that has a **Major** consequence and is **Almost Certain** to occur has a risk level of **Extreme**.

Likelihood	Consequence				
	1. Insignificant	**2. Minor** First Aid Required	**3. Moderate** Medical Attention and Time Off Work	**4. Major** Long Term Illness or Serious Injury	**5. Catastrophic** Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	High
2. Unlikely	Low	Low	Moderate	Moderate	Extreme
3. Possible	Low	Moderate	High	High	Extreme
4. Likely 5. Almost Certain	Moderate ~~Moderate~~	Moderate ~~High~~	High ~~High~~	High **Extreme**	~~Extreme~~

The risk level will help you to work out what kind of action needs to be taken, and how soon you need to act.

Deciding whether a risk is acceptable or unacceptable may be different for each organisation. It will depend on the internal policy, goals and objectives of the organisation and relevant legislation.

Generally no level of risk is acceptable without some kind of intervention.

Extreme to moderate level risks must be dealt with before the work can begin.

The risk level can be used to decide the risk priority, showing which risk must be managed first in order to reduce the exposure to danger. Small or insignificant risks might be treated immediately where it would be relatively fast or inexpensive to do so.

The table below is an example:

Risk Level	Action
Extreme	**This is an unacceptable risk level** The task, process or activity **must not proceed**.
High	**This is an unacceptable risk level** The proposed activity can only proceed, provided that: **1.** The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. **2.** The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. **3.** The risk assessment has been reviewed and approved by the Supervisor. **4.** A Safe Working Procedure or Work Method Statement has been prepared. The supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	**This is an unacceptable risk level** The proposed activity can only proceed, provided that: **1.** The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. **2.** The risk assessment has been reviewed and approved by the Supervisor. **3.** A Safe Working Procedure or Work Method Statement has been prepared.
Low	The proposed task or process needs to be managed by documented routine procedures, which must include application of the hierarchy of controls.

High risk jobs should only be carried out when appropriate action has been taken to reduce the risk involved and clear guidelines and approvals are in place to ensure it can be attempted safely.

2.1.3 Control Hazards

Controlling a hazard can be achieved by a whole range of possible solutions. You will need to work out which is the best option for the situation.

Before you start, check for any documentation, workplace procedure or workplace policy that explains how to eliminate or control the hazard.

Talk to other workers, your manager, supervisor, team leader or health & safety representative to find out if the hazard has been addressed before, and what techniques are available to you to resolve it.

If there are no existing guidelines for controlling a specific hazard you will need to investigate options to manage it.

The Hierarchy of Hazard Control is the name for a range of control methods used to eliminate or control hazards and risks in the workplace.

The Hierarchy has 6 levels shown here from most effective to least effective:

Hierarchy Level	Action
1. Elimination	This is the best kind of hazard control. Eliminating or removing the hazard completely removes any risk connected to it. An example of eliminating a hazard would be removing dangerous materials from the site, or repairing defective equipment.
2. Substitution	This is where you swap a dangerous work method or situation for one that is less dangerous. For example using a group of people to move an item instead of trying to move it on your own (where the item cannot be broken down into smaller loads).
3. Isolation	This is where you isolate the hazard. This might mean fencing off an area or restricting access to the hazard in some other way.
4. Engineering Controls	This is where you use an engineering or mechanical method of doing the job. Examples would be using a piece of equipment to move a load instead of moving it by hand, or installing ventilation.
5. Administrative Controls	This is where site rules and policies attempt to control a hazard. It can include working in teams, setting specific break times and frequent rotations for repetitive work or using signage to warn of hazards.
6. Personal Protective Equipment (PPE)	This is your last line of defence and should be used with other hazard control methods. PPE includes any safety equipment or safety clothing worn on your body. Workplaces often have mandatory PPE requirements for the site.

It is important to consider all of the options available when deciding on the best course of action. Not all options are available, realistic or possible under some circumstances.
You may need to use a range of risk controls to reduce the risk level to an acceptable level.

2.1.3.1 Personal Protective Equipment

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. It is required to enter most work sites.

Each workplace and job requires different PPE. These items are often a mandatory requirement of entering work areas.

Depending on workplace requirements, environmental factors, and requirements of the job to be done, you may have to wear any of the following:

- Eye protection (e.g. goggles). – Trainer will demonstrate use
- Hand protection (e.g. gloves). – Trainer will demonstrate use
- Headwear (e.g. hard hat). – Trainer will demonstrate use
- Hearing protection (e.g. muffs) – Trainer will demonstrate use
- High-visibility vest, shirt or jacket. – Trainer will demonstrate use
- Protective, well-fitting clothing. – Trainer will demonstrate use
- Respiratory protection (e.g. ½ or full mask respirator). – Trainer will demonstrate use
- Safety footwear (e.g. boots). – Trainer will demonstrate use
- UV-protective clothing and sunscreen. – Trainer will demonstrate use
- Harness – Trainer will demonstrate use

Make sure any PPE you are wearing is in good condition, fits well and is right for the job.

If you find any PPE that is not in good condition, tag it and remove it from service. Tell your supervisor about the problem and they will organise to repair or replace the PPE.
If you are not familiar with an item of PPE, ask a competent person to show you how to use it.

2.1.4 Review Effectiveness of Controls

Once all controls are in place, each member of the team working in the area should evaluate and review the risk level and the effectiveness of the hazard controls.
The acceptable level of risk is determined by an organisation's policy, goals and objectives towards safety.

Reviewing their effectiveness includes checking that controls are in place and operational in accordance with standard procedure.

When evaluating the effectiveness of hazard controls, you may ask yourself questions such as:

- Does the applied control effectively manage or control the hazard?
- Will this control keep me and other workers in the area safe?
- Is the control a temporary measure?
- Can more be done to control the hazard?
- What level of risk is still applicable to this hazard?

Talk to your supervisor or OHS representative if you are not sure whether or not the risk has been reduced enough to carry out the work.
You must ensure all controls are reviewed regularly as working conditions can change often.
If you determine the risk to be at an unacceptable level, the work must not be carried out until an authorised person can review the situation.

3.1 OHS Documents

Safe Work Method Statement (SWMS)

Required under the OHS Regulations (r322 and r324). Similar to JSA with additional requirement of identifying the high risk construction work activity

A Safe Work Method Statement is a site-specific statement that must be prepared before any high-risk construction work is commenced. It covers the job and safety responsibilities of each member of a work group.

Workers should be involved in discussions of tasks, associated hazards, risks and controls.
See Appendix A for a copy of a Safe Work Method Statement.

Job Safety Analysis (JSA)

A Job Safety Analysis is a review of how a job is done including the steps taken and risks inherent to the task. It includes information on how to reduce the risk involved in completing the work.
Similar to SWMS – Only real difference is that they do not relate to High-Risk Construction Work, so there is no standard template

Safety Data Sheet (SDS)

A Safety Data Sheet is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.
The SDS will contain details that can help you to identify:

Basic Details of the Chemical or Material	Name, type and identification number.
Hazards Associated with the Material	Whether it is flammable or corrosive.
Safe Handling and Storage Procedures	PPE to use, sealed containers or storage temperatures.
Emergency Procedures	What to do if the chemical or material gets out of hand.
Disposal Procedures	Suggestions for removing the chemical or material from the site.

It will be issued by the manufacturer and may or may not include material handling methods.

3.2 OHS Personnel

There are a number of different people that you can talk to about various OHS issues:

- **Your supervisor** can provide you with guidance on where to access information relevant to your job (instructions) and can explain the safety procedures and requirements relevant to your role.

- **Your HSR (health and safety representative)** An employee duly elected by and from the DWG to represent them on matters related to OHS. Note: They are elected by the employees, not appointed by the employer.

- **A OHS committee** is a group of people on a worksite or in your company who offer strategic direction of OHS in the workplace.

- **First aid officers** are qualified members of the team who are responsible for administering first aid in the workplace.

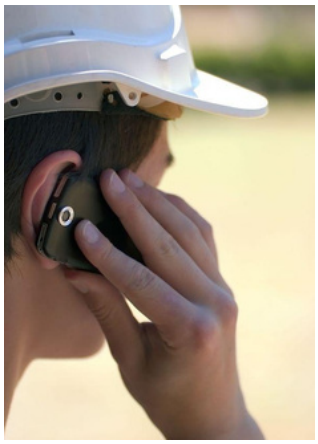
3.3 Common Workplace Signage

Another important safeguard method is the use of appropriate signage within and around the worksite. Signs have different colours, which represent instructions. For example: Red (do not), Blue (must do), Yellow (be aware) and Green (information).

			
Hazard signs – Danger They have the word DANGER in white on a red oval on a black background, and black text in a black bordered rectangle. **Purpose:** Warn of a particular hazard or hazardous condition that could be life-threatening.	**Hazard signs – Warning** They are made up of a yellow triangle with a black border and a black symbol. **Purpose:** Warn of a particular hazard or hazardous condition that is not life-threatening.	**Regulatory – Prohibition** Red circle and cross bar over a black pictogram and black wording. **Purpose:** Activities/conditions that are forbidden (ie. No Entry)	**Regulatory – Mandatory** White pictogram on a blue circle, with black writing in a black bordered rectangle. **Purpose:** Must do/comply in the interests of safety.

			
Emergency information They are made up of a green rectangle with white pictogram/text. **Purpose:** Fire exit, Emergency facilities and First Aid	**Fire signs** They are made up of a red solid rectangle with white pictogram/text. **Purpose:** Fire extinguisher/blanket/hose reel, Fire alarm.	**Regulatory – Limitation Restriction** Red circle border (no crossbar) around black pictogram and black wording **Purpose:** Limitation or restriction on activity/condition.	**Safety and lockout tags – Danger or Out-of-Service** Used primarily on plant or equipment to reflect that it is not to be used due to maintenance or because it is faulty. Safety and lockout tags can only be removed by an authorised person before it is recommissioned or returned to service
Site Safety, Directional, Traffic And Warning Signs And Symbols.			

3.4 Reporting All Hazards, Incidents and Injuries



Depending on the nature and severity of the situation you may need to report to:

- Your supervisor.
- Emergency services (e.g. police, ambulance, fire brigade and emergency rescue).
- OHS regulatory authority (e.g. WorkSafe, WorkCover).

All reports should be made in writing, verbally (face to face/phone) or using a relevant form. Ask your OHS representative or supervisor at the site office for the relevant forms and procedures for reporting hazards, incidents and injuries.

Incident report forms are available for recording the details of incidents in the workplace.

See Appendix B for a copy of a Workplace Incident Record.

4.1 Workplace Emergencies

Construction site emergencies may include:

- Fire.
- Gas leak.
- Toxic and/or flammable vapour emission.
- Vehicle/machine accident.
- Chemical spill.
- Injury to personnel.
- Structural collapse.

Dial '000' if there is an emergency.

4.1.1 Emergency Response

In the case of an emergency:

1. Remain calm.
2. Raise the alarm with WHS personnel, your supervisor and/or first aid officer.
3. Get help from emergency services (Dial 000).
4. Evacuate if necessary (refer to site emergency plans).

4.2 Workplace Incidents

An incident is defined as:
An accident resulting in personal/serious injury, death, or damage to property or, a near miss or dangerous occurrence which does not cause injury but may pose an immediate and significant risk to persons or property, and needs to be reported so that action can be taken to prevent recurrence.
Examples of incidents could include:

- Breathing apparatus malfunctioning to the extent that the user's health is in danger.
- Collapse of the floor, wall or ceiling of a building being used as a workplace.
- Collapse or failure of an excavation more than 1.5 metres deep (including any shoring).
- Collapse or partial collapse of a building or structure.
-

- Collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment.
- Damage to or malfunction of any other major plant.
- Electric shock.
- Electrical short circuit, malfunction or explosion.
- Uncontrolled explosion, fire or escape of gas, hazardous substance or steam.
- Any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

All incidents **MUST** be reported!

4.3 First Aid Response

During and after a workplace emergency, first aid may need to be administered to individuals who have been affected.

First aid should only be provided by a trained and authorised person. Each work site will have first aid officers who will need to be informed of any injury that requires first aid care. Workers must know how to contact a first aider and access a first aid kit.

It is important that you know how to respond to any first aid situation. If you do not have first aid training you can still assist by carrying out the following procedures:

1. Checking the immediate area for any danger – before approaching any injured person check the area to make sure you are not putting yourself in any danger.

2. Checking the condition of the person – are they conscious or unconscious? Are they burned, bleeding or suffering some other kind of immediately identifiable injury?

3. Sending for help – this should be done as soon as possible. Get in contact with the site first aid officer or if need be, call 000 and request an ambulance.

When speaking on the phone, try your best to maintain your composure, speak clearly to the telephone operator and try to answer all the questions as best you can.

There are situations where it may be necessary to request the use of a bystander's mobile phone to make the emergency call.
When calling emergency services (Dial 000) let the operator know the following details:

1. Where the emergency is.
2. Details of exactly what happened.
3. Details of any injuries.
4. Any action that has been taken so far.
5. Your name.
6. Details of any other parties that have been contacted.

Do not hang up the phone until you have been given instructions on how to proceed.

4.4 Fire Safety Equipment

There a 6 common causes of fires in the workplace. They are; chemical, electrical, started by explosion, started by friction, caused by flammable materials, or caused by mechanical/welding.

The fire safety equipment that is commonly available on construction worksites may include the following:

Breathing Apparatus A self-contained breathing apparatus (SCBA) is a device worn by rescue workers, fire fighters, and others to provide breathable air in situations with an immediate danger to life and health.	
Fire Blanket Fire blankets are ideal for settings where small Class F fires are a risk such as in kitchens or wherever oils or fats are exposed to potential ignition. They can also be used if a person's clothing has caught fire.	

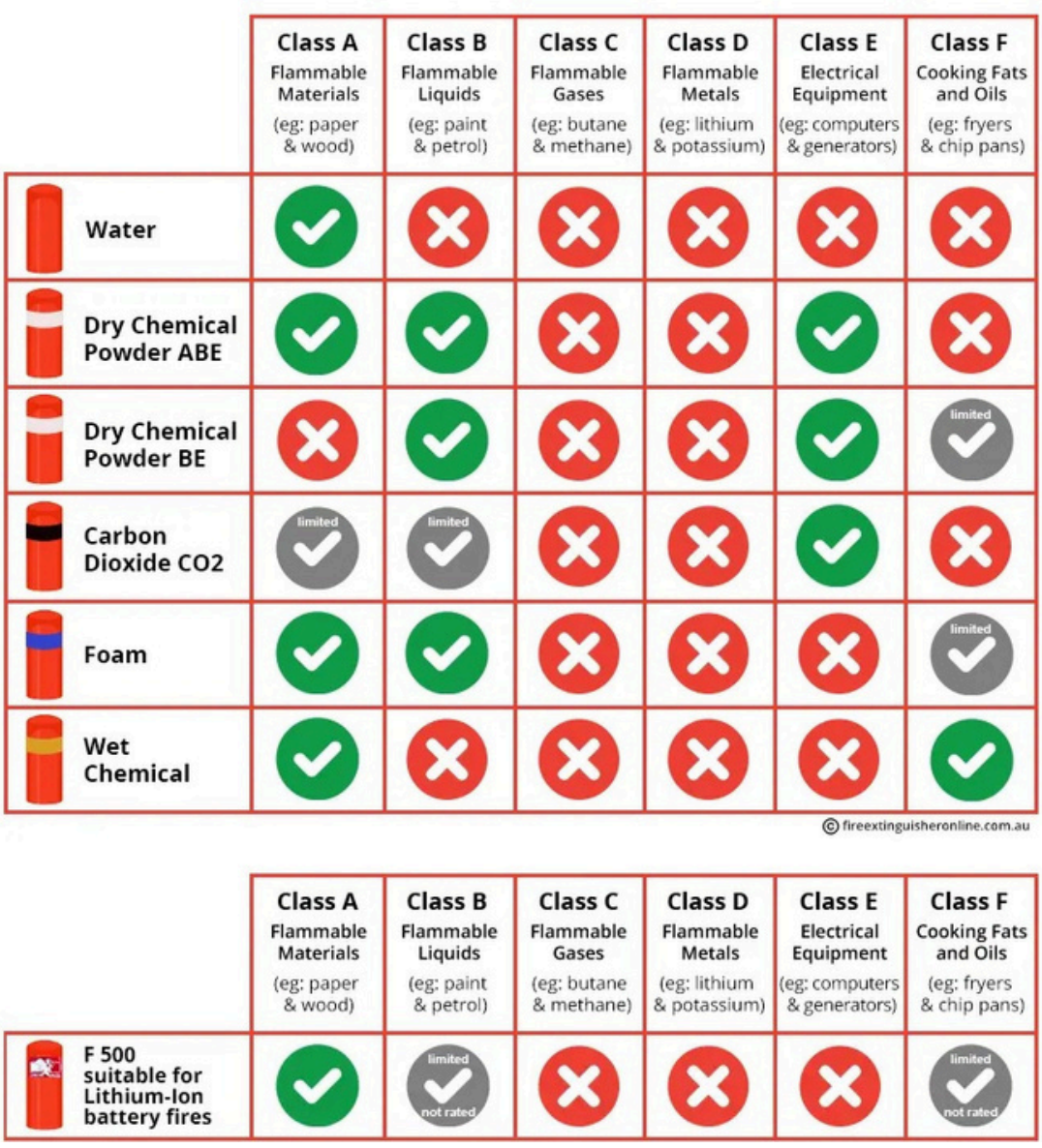
Fire Extinguisher Portable fire extinguishers can save lives and property by putting out or containing fires within the capability of the extinguisher. However, they must be of the correct type for the particular fire, and they must be used correctly.	
Fire Hose Reel Fire hose reels provide a reasonably accessible and controlled supply of water to combat a potential Class A fire risk. All fire hose reels must comply with Australian Standard AS/NZS1221.	

The classes of fire

There are six classes of fire: Class A, Class B, Class C, Class D, Class E, and Class F.

- **Class A fires – combustible materials:** caused by flammable solids, such as wood, paper, and fabric
- **Class B fires – flammable liquids:** such as petrol, turpentine or paint
- **Class C fires – flammable gases:** like LPG, hydrogen, butane or methane
- **Class D fires – combustible metals:** chemicals such as magnesium, aluminum or potassium
- **Class E fires – electrical equipment:** once the electrical item is removed, the fire changes class
- **Class F fires – cooking oils:** typically a chip-pan fire

An easy way to determine which fire extinguisher to use is by the different coloured bands on the top of each cylinder. This coloured band tells us what type of fire extinguisher it is therefore allowing us to recognise which fire to use it for.



This diagram has been used from
https://www.fireextinguisheronline.com.au/blog/post/types-of-fire-extinguisher-in-australia-all-you-need-to-know