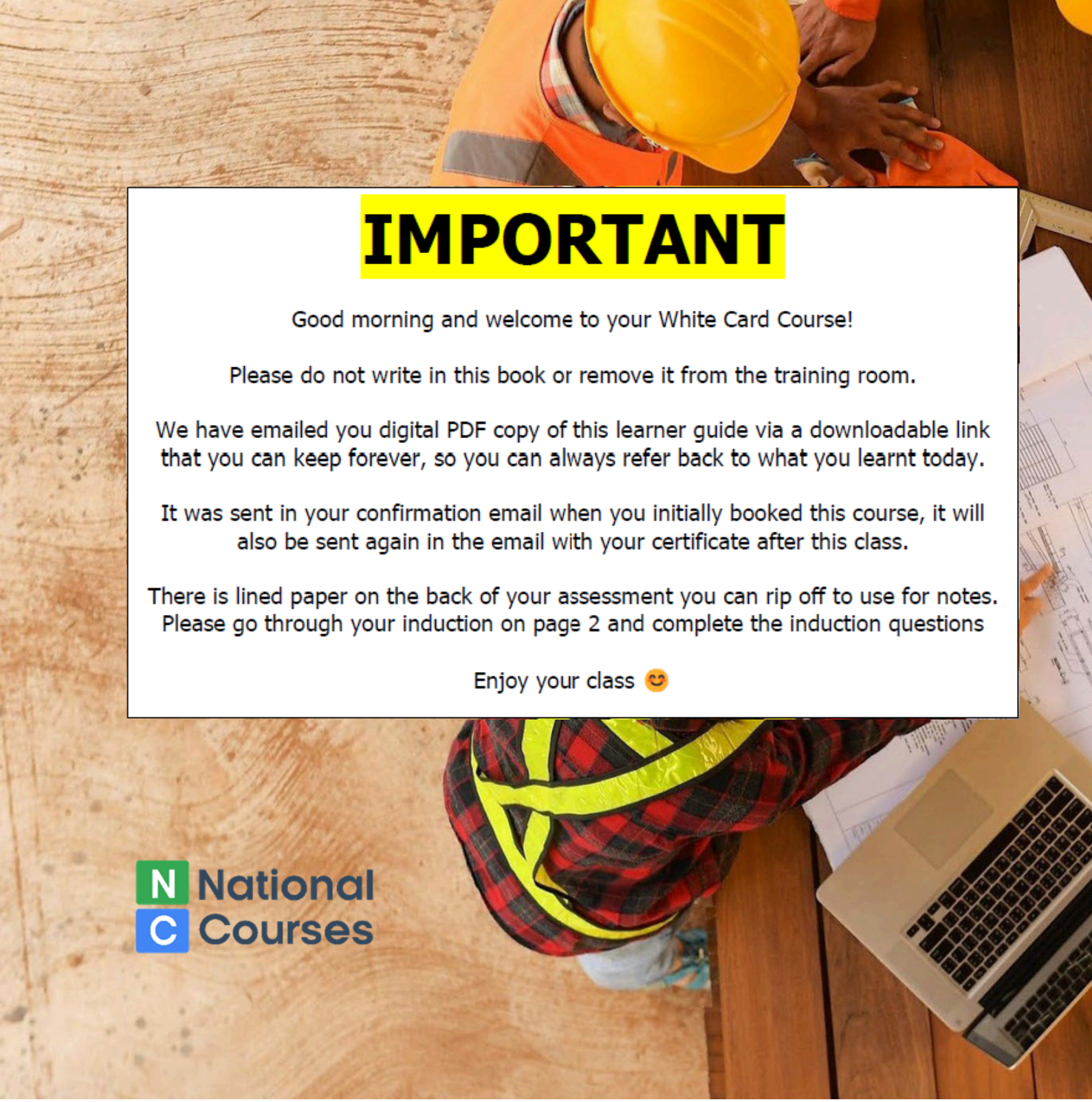


IMPORTANT

Good morning and welcome to your White Card Course!

Please do not write in this book or remove it from the training room.

We have emailed you digital PDF copy of this learner guide via a downloadable link that you can keep forever, so you can always refer back to what you learnt today.

It was sent in your confirmation email when you initially booked this course, it will also be sent again in the email with your certificate after this class.

There is lined paper on the back of your assessment you can rip off to use for notes. Please go through your induction on page 2 and complete the induction questions

Enjoy your class 😊

National Courses

Learner Guide

WhiteCardCourseNSW

CPCWHS1001 - PreparetoWorkSafely in the Construction Industry

National White Card Courses | HCA Hospitality Courses Australia | National Courses | noc.edu.au | National First Aid Courses

Course Induction

You are doing this course with National Courses Pty Ltd (RTO 41072). We trade as:

1) Identification (ID)

You must complete the EOI SafeWork NSW ID form in full prior to the commencement.

2) Student Handbook

The Student Handbook was sent with your booking confirmation email.
The Student Handbook is an important document that explains our processes and systems and includes the following information:

- **Your rights & responsibilities**
- **Complaints, appeals & feedback**
- **Code of conduct**
- **What happens If you are caught cheating**
- **Support options**
- **Fees and refunds**
- **Privacy and data handling**
- **Certification & record keeping**

3) Training & Assessment Requirements

Your trainer will explain:

- how today's training and assessment will work
- timeframes for assessment
- assessment methods
- that training and assessment is completed in English

4) Certification Outcome

If you complete all assessment tasks satisfactorily, you will be deemed Competent and you will receive:

- A Statement of Attainment: CPCWHS1001 Prepare to work safely in the construction industry
- Licensing outcome: Temporary white card (sot) received today that is good to use immediately. It lasts for 60 days. Your white card is sent by service NSW and will arrive in 2-3 weeks. If you do not receive it after 4 weeks, please contact 131050.

Before leaving today, ensure your name is correct on the SOT as we can't change it.

5) The venue

Your trainer will explain:

- Toilets and facilities
- Emergency exits and procedures
- Where to refill water bottles
- Smoking/vaping is not allowed inside the venue. If you need to smoke or vape, you must go outside the venue.

6) Mobile Phones

During the assessment, mobile phones are strictly forbidden. All assessment answers must be completed in English without the use of a mobile phone.

7) Attendance

You are required to attend the full day of training in the classroom.

8) Questions & Support

If you have questions or need support, speak with your trainer at any time. Your Learner

Guide was sent via email as a downloadable link and will also be emailed again after the course with your certificate.

Your enrolment should be complete. If not, you must complete your enrolment now. If you did not provide us with a USI on enrolment it is essential you have this to us today.

Please do this in your own time today and supply it to the trainer by the end of the day to not hold up and delay the class. It is not possible to get your certification without having a USI. If you have issues with the USI not matching your name, please call **1300 857 536.**

Get a USI	Find My USI
SCAN ME	SCAN ME

The Course

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 WHS induction information you require to work on a construction site in Australia.

You will learn about:

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

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."

WHS Requirements

WHS legislation is defined as laws and guidelines to help keep your workplace safe.

There are four main types:

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 Australian Standards	Are practical instructions on how to meet the terms of the Law.
	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 and can be found on the website of your state governing body.

The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your workplace:

1. There is a primary duty of care requiring employers (sometimes referred to as 'Persons Conducting a Business or Undertaking' or PCBU) 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 WHS requirements.

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

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 WHS 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 WHS issues or requirements for that particular site (or part of that site).
- **Task-specific** – This induction provides information relating to WHS issues for a specific work activity.

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

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

Duty of Care

Both you and your employer have a legal responsibility under duty of care to do everything reasonably practicable to protect 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.

Your own responsibilities are to comply with safe work practices, including activities that require licences, tickets or certificates of competency, as well as to help the employer on WHS matters. You should take reasonable care to protect the health and safety of yourself and others through your actions at work.

Your employer's responsibility is to provide a safe working environment, systems, equipment, personal protective equipment (PPE), facilities, WHS information, first aid, instruction and training. This safe environment should also extend to protecting members of the public or visitors to the construction site.

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.

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?

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.

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.

Plant and Equipment, Trades & Competency and Refresher Training

For some jobs in the construction industry, special training is required to ensure they are carried out safely. These may include:

- Using earthmoving equipment.
- Working in confined spaces.
- Plumbing, electrical and building work.
- Working at heights
- Spotting

Some of these skills require you to get a High Risk Work License

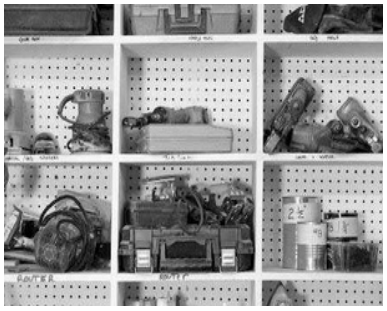
Some skills require you to get a high-risk work License from you state safety regulator. These may include (not limited to):

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

Housekeeping

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

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.

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.

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.

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!

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.

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:

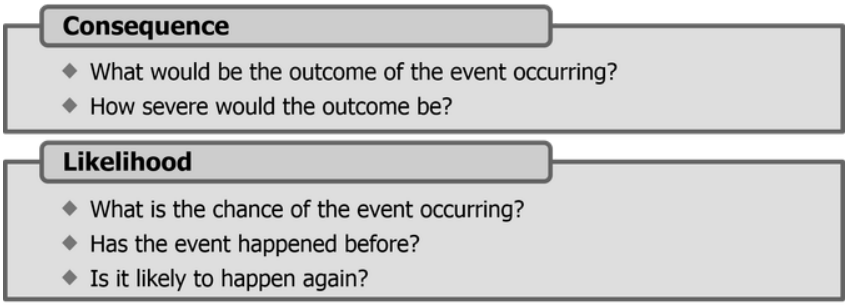
Hazard	Description
Asbestos	Breathing asbestos fibres can have serious lasting impact on health.
Confined Spaces	Could suffocate.
Chemical Spills	Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.
Electrical Hazards including Power Lines, Cords and Equipment	Could be electrocuted.
Excavations, including Trenches	Could fall in, could collapse, could damage underground services.
Falling Objects	Could cause damage to property or injury to personnel.
Fire	Could cause damage to property or injury to personnel.
Hazardous Substances and Dangerous Goods	Exposure may cause injury.
Liquids Under Pressure	Could cause an explosion and injury
Hot and Cold Working Environments (Temperatures)	Could cause dehydration/sunburn or exposure to cold could cause hypothermia.
Manual Handling	Could cause injury (strain).
Noise, Dust and Vapours	Could cause hearing, breathing or vision problems.
Plant and Equipment Operation	Could be struck by or injured while using mobile equipment.
Traffic and Mobile Plant	Could be hit by moving vehicles.
Unplanned Collapse	Could cause damage to property or injury to personnel.
Ultraviolet (UV) Radiation	Could cause sunburn.
Working at Heights including Scaffolding	Could fall from height, objects could fall from heights.

Risk Management

The 5 steps for risk management can be followed as below:

Step	example
Identify Hazards	Finding all the things that could possibly harm you while undertaking the task
Assess Risk	Thinking about what would happen if exposed to the hazard. To assess the risk you should understand the risk that is explained below
Consult And Report	Discuss with other people involved in the task and document
Control The Hazard	Take action to eliminate or reduce the risks involved with the task
Review the risk controls	Once you have implemented the control measures you can re-analysis your risk using the risk matrix below. Your risk should now be lower and at a workable level once the control measures are implemented.

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.
3. Moderate	Moderate irreversible disability.	High financial loss.	Moderate short-term effects but not affecting eco-system.
4. Major	Single fatality. Multiple fatality and/or	Major financial loss.	Serious medium term environmental effects.
5. Catastrophic	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:

	Consequence				
Likelihood	**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 2.	Low	Low	Moderate	Moderate	Moderate
Unlikely 3.	Low	Low	Moderate	Moderate	High
Possible 4.	Low	Moderate	High	High	Extreme
Likely 5.	Moderate	Moderate	High	High	Extreme
Almost Certain	Moderate	High	High	Extreme	Extreme

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

	Consequence				
Likelihood	**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 2.	Low	Low	Moderate	Moderate	Moderate
Unlikely 3.	Low	Low	Moderate	Moderate	High
Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	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.

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.

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 require 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:

- Aprons.
- Arm guards.
- Eye protection (e.g. goggles).
- Hand protection (e.g. gloves).
- Headwear (e.g. hard hat).
- Hearing protection (e.g. muffs)
- High-visibility retro-reflective vests.
- Protective, well-fitting clothing.
- Respiratory protection (e.g. ½ or full mask respirator).
- Safety footwear (e.g. boots).
- UV-protective clothing and sunscreen.

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.

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.

Some examples of when the effectiveness of the control measures should be evaluated are.

- Before Starting
- After breaks
- Weather changes
- Site change
- Incidents on site
- The hazard changes

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 WHS 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.

WHS Documents

Safe Work Method Statement (SWMS)

A Safe Work Method Statement is a site or company specific statement that must be prepared before any construction work is commenced. It covers the job and safety for each task a company undertakes

Workers should be involved in discussions of tasks, associated hazards, risks and controls.

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.

Incident and Accident Reports

Incident and accident reports must be completed in the event of any incident. Use as much detail as possible when filling out these forms as it may have a bearing on the outcome of workers compensation and safety improvements in the workplace.

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.

WHS Personnel

There are a number of different people that you can talk to about various WHS 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 WHS representative** is employed to represent your worksite and you as a worker. Your WHS representative is there to give information on WHS, raise your views, interests and concerns to a WHS committee.

- **A WHS committee** is a group of people on a worksite or in your company who decide on workplace safety issues. They are responsible for looking at safety issues and suggesting ways of improving the work practices, use of equipment, communication and training of staff. They should meet every 6 months.

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

Common Workplace Signage

			
Danger Signs AS 1319 specifies that these signs are to be used where conditions are likely to be life threatening. The sign is to incorporate the word DANGER in white letters on a red oval shape inside a black rectangle.	**Warning Signs** AS 1319 specifies that these signs warn of conditions that are NOT likely to be life threatening if the message is ignored. The symbol used is a yellow equilateral triangle with a black enclosure.	**Prohibition Signs** AS 1319 specifies these signs are to have a red annulus and slash symbol on a white background. They indicate actions or activities that are not permitted.	**Mandatory Signs** AS 1319 specifies these signs shall be a blue disc with the symbol in white. The word MUST is usually contained in the message. They indicate something that must be done.
			
Emergency/Go To Signs AS 1319 specifies these signs shall comprise of a white symbol or text on a green rectangle with white enclosure. These signs indicate the location or direction to emergency related facilities and first aid or safety equipment.	**Weight Signs** Approximate weight of a load or package	**Speed limit sign** These signs will tell you the maximum speed limit	**Safety Tags & Lockout Systems** These are isolation systems that help to prevent incidents by making sure faulty equipment is not used. A lockout prevents operation of equipment by an unauthorised person. Only the person who placed a tag or lockout device can remove it.

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).

Safety Tags

There are many different safety tags used in construction for various reasons. Every tag has areas to complete information. This information can include, name, phone number, reason the tag is being placed, signature etc. Below is a list of three important tags.

Isolations tag

An isolation tag can be used if you are going to work on something energised that needs to be isolated. For e.g. you are working on a light and you need to isolate the power to the room the light is in. On the isolation point, you would attach the isolation tag to notify anyone that may come across the isolation point that the work is in progress. This applies to anything that may be isolated, water pipes, gas pipes, air conditioning systems, electrical systems, fire systems etc. **Only the person that places an isolation tag is authorized to remove it.**

Out of service tag

An out of service tag maybe used on any piece of equipment that may be faulty and need to be tagged out of service. An example may be a drill, the cable gives you a minor shock. Instead of throwing it back in the shed, you would put a out of service tag on it notifying anyone that may also come across the equipment that it is faulty. **A person that is competent to repair the equipment is authorized to remove the out of service tag.**

Note: if you find faulty electrical equipment on site you should report it to your supervisor, remove it from use if safe to do so, and tag it out.

Danger Tag

A danger tag may be used to warn and give information on a danger. For example, you set up a barricade for work happening above (a drop zone). Without danger tags on the barricade, someone may be mistake it is there for no reason and remove the barricade. In this instance you would place a danger tag on each barricade giving information of the danger (work happening above). **Only the person that places an isolation tag is authorized to remove it.**

Reporting all Hazards 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).
- WHS 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 WHS 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:

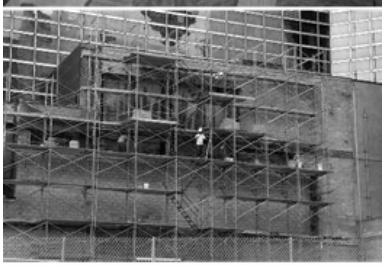
1. Remain calm.
2. Raise the alarm with WHS personnel, your supervisor and/or first aid officer.
3. Get help from emergency services (Dial 000).
4. Evacuate if necessary (refer to site emergency plans).

Work Place 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!

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.

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:

Fire Water Mains Used for larger fires by trained firefighting personal where an ongoing water supply is needed	
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 following table details the classes of fire, and the appropriate equipment types for each class:

= Suitable O = Limited Effect = Do Not Use	Type of Fire					
	Class A	Class B	Class C	Class D	Class E	Class F
	Wood, Paper, Plastic Etc.	Flammable & Combustible Liquids	Flammable Gases	Combustible Metal Fires	Electrically Energised Equipment	Cooking Oils And Fats
Type of Extinguisher or Equipment: Water	✓	✗	✗	See Note Below	✗	✗
Foam	✓	✓	✗		✗	O
Carbon Dioxide (CO_2)	O	O	✗		✓	✗
Powder AB(E)	✓	✓	✓		✓	✗
Powder BE	✗	✓	✓		✓	✓
Wet Chemical	✓	✗	✗		✗	✓
Vaporising Liquid	✓	O	O		✓	✗
Fire Blanket	✗	✗	✗		✗	✓
Fire Hose Reel	✓	✗	✗		✗	✗

Note: Specific, special purpose powder extinguishers are available for Class D metal fires.
Seek Expert Advice.

Appendix A – JSA

Name:		Version:
Created By:	**Date of Creation:**	**Last Reviewed Date:**
Summary:		

Company/Contractor Details:	Work Details:
Name:	**Client:**
ABN:	**Contact Name:**
Address:	**Site Address:**
Contact Number:	**Contact Number:**
Email:	**Start Date:**

How to complete this JSA Template:

1. **Consult:** Consult with all persons who will be involved in the completion of the work.
2. **List:** List each of the steps in the task work being done.
3. **Identify:** Describe the health and safety hazards and risks arising from each step in the work.
4. **Risk Assessment:** Review the level of risk associated with each hazard listed.
5. **Control:** Describe how the risks will be controlled, and describe what hazard control measures will be put in place.
6. **Responsibility:** Allocate a person to be responsible for the hazard control measure.
7. **Review:** Review the effectiveness of the control measures and apply further hazard control measures as required.

JSA

Work Step	Associated/Identified Hazards	Risk Level	Hazard Controls	Revised Risk Level	Person Responsible
Work your way through each step in the work process, giving a brief description of what is required at each stage.	Whathazards canbeidentified for this step?	What is the risk level? (L, M, H, E)	What hazards controls will be put into place to deal with the identified hazards for this step?	Has therisk been reduced? (L, M, H, E)	Whois responsible for carrying out the work and maintaining the hazard controls?

Risk Analysis Matrix

Use this table to determine the level of risk associated with an identified hazard.

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

Risk Level	Action
Extreme	**This is an unacceptable risk level.** The confined space entry or **work must not proceed.**
High	**This is an unacceptable risk level.** The confined space work 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. A WHS or site safety supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	**This is an unacceptable risk level.** The confined space work 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 a Supervisor. **3.** A Safe Working Procedure or Work Method Statement has been prepared.
Low	The confined space work needs to be managed by documented routine procedures, which must include the application of the hierarchy of controls.

Personnel Signoff

All personnel required to carry out this task need to be listed below.

By signing this JSA, each person declares that they have carefully read the JSA and that they understand their responsibilities and requirements to complete the work.

Name (please print)	Position / Qualification	Signature	Date

Senior Management Signoff

Does this JSA meet the necessary safety requirements? Yes / No

Does this JSA require review? Yes / No Review Date:

Additional Comments:			
Name:	Position:	Signature:	Date:

Appendix B – Workplace Incident Record

A. Details of Incident				
Date of incident:		**Time of incident:**	AM / PM	
Nature of incident: *(Please circle)*	Near Miss	Injury	Property Damage	Fatality
Equipment or machinery involved:	*(List any plant, vehicles or equipmentthatwasinvolvedintheincident.)*			
Where did the incident occur?	*(Clearly describe the exact location on site where the incident occurred.)*			
What happened exactly?	*(Describe the incident. Give as much detail as possible about what happened leading up to and during the incident and who was involved to the best of your knowledge.)*			
What action was taken?	*(Describe any action including taken as a result of the incident such as first aid, evacuation, emergency stop, area isolation etc.)*			
If the incident caused injury or fatality complete Sections B and C.				

B. Details of Injured Person	
Name of person injured:	
Role, Position or Duties:	

C. Details of Injury	
Nature / type of injury: *(e.g., burn, cut, sprain)*	**Location of injury on body:** *(e.g., back, leg, left hand)*
Cause of injury:	*(Give as much detail as possible about the cause of the injury such as fall, pushed, crushed, struck, chemical exposure, equipment failure etc.)*

D. Signoff of Person Completing Form			
Name:			
Role, position or duties in the Workplace:			
Signed:		**Date:**	
Please note:			
After this form has been processed, you may be required to assist further with incident investigations and provide more information on the details of the incident.			