Learner Guide

White Card Course QLD

CPCWHS1001 - Prepare to Work Safely in the Construction Industry

Learner Guide

Course Induction

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

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

1) Identification

You must provide 3 forms of ID. If you are visiting Australia on a visa, you can use your visa + 2 forms of ID from your home country. We must collect copies of your ID. You may cover any ID numbers. Documents are uploaded using a secure link that sends them directly to our system and does not store them on the trainer's device.

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:

a. **Your rights & responsibilities**
b. **Complaints, appeals & feedback**
c. **Code of conduct**
d. **What happens If you are caught cheating**
e. **Support options**
f. **Fees and refunds**
g. **Privacy and data handling**
h. **Certification & record keeping**

3) Training & Assessment Requirements

Your trainer will explain:

- how today's training and assessment will work
- timeframes for assessment
- assessment methods and assessment conditions (refer to the start of assessment)
- that training and assessment is completed in English

4) Certificate Outcome

A Statement of Attainment: CPCWHS1001 Prepare to work safely in the construction industry. Licensing outcome: For all those that are competent, you will receive your Qld white card today after class digitally. The physical copy will be posted to your address.

5) The venue

Your trainer will explain:

a. Toilets and facilities
b. Emergency exits and procedures
c. Where to refill water bottles
d. 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

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

2. 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."

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

- General
- Site
- Task-specific

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

3. Where can you find construction and safety related information?

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.

The Legislative act that relates to health and safety in QLD is the **Work Health & Safety Act 2011.**
You can also find information about health and safety in QLD through the:

- **Workplace Health and Safety Queensland safety alerts**
- **Codes of Practice**
- **Work Health and Safety Regulation 2011**

4. Who Does General Induction Training Apply To?

- 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.
- Landscaping.

5. Duty of Care

Both you and your employer have legal responsibility under duty of care to do everything reasonably practicable to protect yourself & others from harm in the workplace.

Workers must take reasonable care for:

- Their own safety
- Others' safety

Duty of care applies to:

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

"Ensures everyone keeps the site SAFE"

6. What is PCBU?

(Person Conducting a Business or Undertaking)

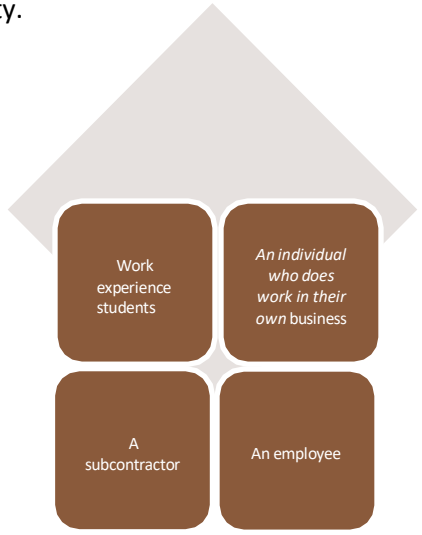
A ***PCBU*** is a person conducting a business or undertaking. *To put it simply*, a PCBU is a business/organisation.

- A PCBU has a duty of care to look after their workers.
- When it comes to Workplace safety, a PCBU has a <u>right</u> to request workers follow any reasonable policies and procedures that relate to workplace safety.

A ***PCBU*** also has a few ***<u>responsibilities</u>*:**

- Provide a safe and healthy workplace.
- Provide safe equipment and systems of work.
- Consult with workers on issues that affect them.

"It's everyone's responsibility for safety onsite"



7. Workers

When it comes to **workplace safety**, **every worker** has both **rights** and **responsibilities** on site. These include:

Rights

- Be shown how to work safely
- Speak up about any safety concerns
- Say 'NO' to unsafe work

Responsibilities

- Take Reasonable care onsite
- Report any unsafe situations or hazards to their immediate supervisor
- Ensure they are fit and healthy to attend work

"These ensure all workers stay safe onsite"

8. Drugs & 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.

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!

10. 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.

Some ways you can prevent workplace bullying:

- Report bullying and harassment
- Follow workplace policies
- Demonstrate positive workplace attitude and behaviour.

11. Access to Site Amenities such as Drinking Water and Toilets

- Toilets
- Drinking water
- Handwashing facilities

12. Housekeeping

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

13. Work Health Safety Documentation

Safe Work Method Statement (SWMS)

A Safe Work Method Statement is a statement that must be prepared before any high-risk construction work commences. It covers the job and safety for each task a company undertakes.

Note: When it comes to working from heights, work below 1.5m is not considered high risk work.

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. To put it simply, it is a risk assessment.

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.

14. 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 a thing or situation with the potential to cause injury, harm or damage.
- A **risk** is the chance of a hazard causing harm or damage.

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.

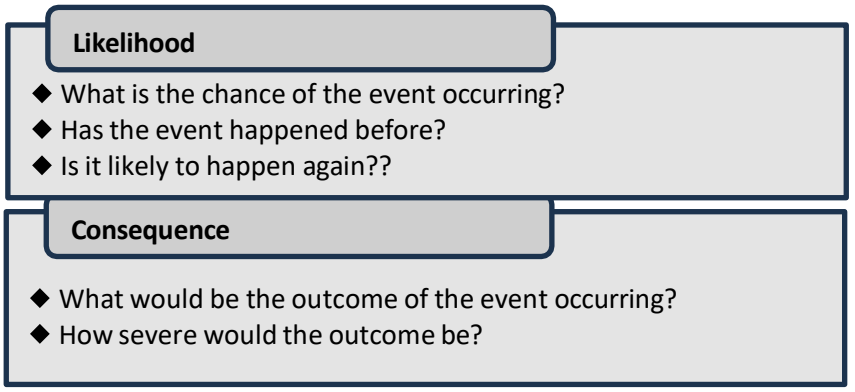
Basic risk management process should follow these 5 steps:

- Identify the hazard.
- Assess the risk.
- Consult and report
- Control the hazard.
- Review the new level of risk

Assess The Risk

Risk is assessed by evaluating two key factors: likelihood and consequence.

Likelihood refers to the probability of an event occurring, while consequence considers the potential impact or severity of the outcome should the event occur. Together, these two elements determine the overall level of risk



	CONSEQUENCE				
Likelihood	**1.Insignificant**	**2. Minor**	**3. Moderate**	**4. Major**	**5. Catastrophic**
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

Hierarchy of Control

Risk associated with identified hazards is managed through the application of the **Hierarchy of Controls**.
This structured approach ensures that control measures are implemented in order of effectiveness, prioritising the elimination of hazards wherever possible and applying the most appropriate strategies to minimise and control risk.

Hierarchy Level	1. Elimination.
	2. Substitution.
	3. Isolation.
	4. Engineering controls.
	5. Administrative controls
	6. Personal protective equipment

Review effectiveness of control

Reviewing control measures on site is essential to ensure they remain effective in managing identified risks. Work environments within construction can change frequently due to new tasks, altered conditions, additional personnel, or updated equipment. As a result, previously implemented controls may no longer be suitable or sufficient.
Regularly reviewing controls allows hazards to be reassessed, deficiencies to be identified, and improvements to be made where necessary. It also ensures ongoing compliance with workplace health and safety requirements.

Once all controls are in place, each member of the team working in the area should evaluate and review the risk level and effectiveness of the hazard controls.

- **When must a risk control be reviewed?**
- **Before Starting, after breaks, after finishing**
- **Site change, weather changes, the hazard changes**
- **When the results of monitoring show that the control measure does not control the risk**
- **When a health and safety representative requests the review as outlined in the legislation**

Where a notifiable incident occurs

Asbestos

Asbestos is a dangerous building material that was commonly used prior to the 1990s.

It is a fine particle of dust containing fibers which can cause serious illness when inhaled. If you are working on a house built prior to the 1990s, it is likely it contains Asbestos.

Asbestos is commonly found in:

- Walls
- Roof sheets
- Pits
- Pipes
- Vinyl floor tiles
- 'Super Six' roofing
- Ceilings

Working at Heights & Confined Spaces

When undertaking work at heights or within confined spaces, it is essential to carefully consider all relevant safety requirements, as these activities are classified as high-risk work.

Such tasks require thorough planning, appropriate risk assessments, and the implementation of permit systems to ensure hazards are effectively identified, controlled, and managed prior to commencement.

When working at heights or in confined spaces, you must ensure the following requirements are met:

- Hold the appropriate **training and/or ticket** for the task
- Have a valid **permit** in place before work begins
- Complete a **written risk assessment** prior to starting work
- **Perform a gas** test where required before entry and during work operations

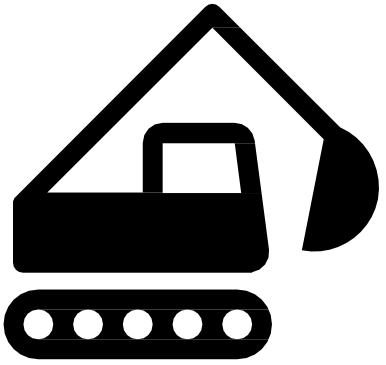
Excavation and underground services

When undertaking trenching or excavation work, several critical factors must be carefully considered. These include the identification of underground services and utilities, as well as the planned depth of excavation.
Proper assessment and planning are essential to prevent damage to infrastructure, minimise risk to workers, and ensure compliance with safety requirements

When carrying out excavation or trenching work (over 1.5m deep), it is important to follow key safety requirements, including awareness of underground services and the use of proper ground support controls:

- Be aware of underground services that may be present, including electrical lines, water pipes, gas lines, and telecommunications cables.
- Use appropriate ground support and safety control.
- Apply shoring, benching, and battering to help prevent ground collapse.
- Ensure safety controls are in place to protect workers on site.

"These requirements are essential to help ensure the safety of workers who are operating at heights or in confined spaces."



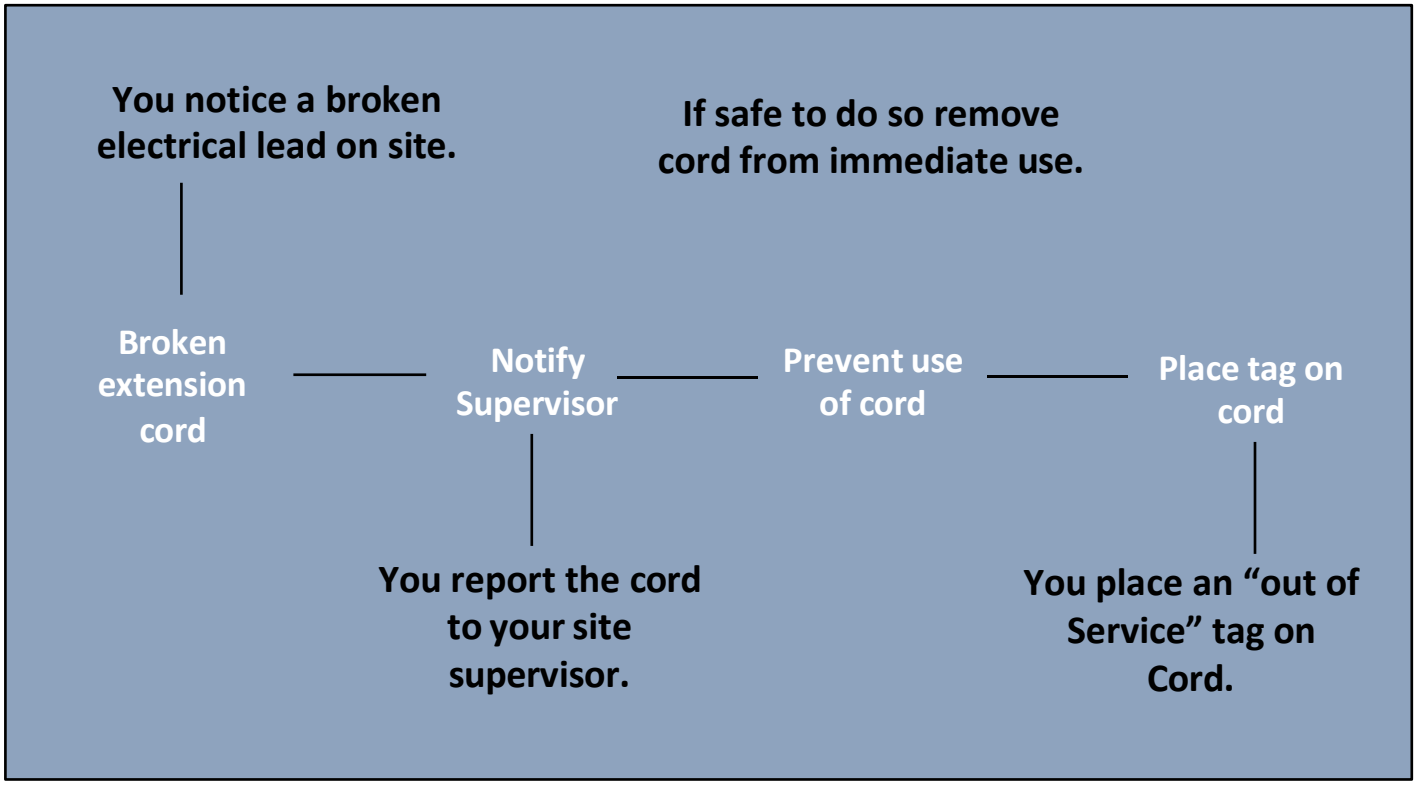
Electrical Equipment Damage

In the event of damage to electrical equipment on site, it is essential that clear and systematic procedures are followed to ensure the safety of all workers.

The equipment must be immediately isolated from its power source where safe to do so, and the area should be secured to prevent further access or use. The fault or damage must be reported promptly in accordance with workplace procedures, and the equipment must not be operated until it has been inspected, tested, and deemed safe by a competent and authorised person.

If you come across a broken electrical cord on site, you must follow simple safety steps to **prevent anyone from being electrocuted:**

- **Report** the hazard immediately
- **Remove** the damaged cord from service if it is safe to do so
- **Tag** the equipment so others know it must not be used



Overhead Electrical Power Lines

When working in the vicinity of overhead electrical power lines, it is essential to maintain the required exclusion zone distances in accordance with relevant safety regulations.

Workers must always remain vigilant and be able to identify common warning signs, markers, and flagging systems that indicate the presence of live electrical infrastructure. Proper planning, risk assessment, and adherence to established control measures are critical to preventing accidental contact and ensuring the safety of all personnel on site.

To warn workers about overhead electrical power lines, a range of visual warning devices can be used, including **orange or coloured markers, tiger tails, flags, and danger or warning signs.**

Silica Dust

Crystalline silica (silica) is a natural mineral found in materials such as **sand, stone, concrete, and mortar.** It is also used in manufactured products including composite stone benchtops, **bricks, tiles, and some plastics.**

When these materials are cut, crushed, drilled, polished, sawed, or ground, they can release very fine silica dust. These tiny dust particles can be breathed deep into the lungs and may lead to serious illness or disease, including silicosis.

Working at heights

When working at heights, it is essential to implement effective control measures to prevent both falling objects and falls from height.

Appropriate safeguards must be established to secure tools, materials, and equipment to minimise the risk of objects falling and causing injury below. Additionally, suitable fall prevention and fall protection systems must be in place to protect workers operating at elevated levels.

These measures are critical to maintaining a safe work environment and ensuring compliance with workplace health and safety requirements

To protect workers and members of the public from falling objects, a range of control measures can be used, including:

- Safety netting
- Overhead gantries
- Perimeter containment screening
- Designated drop zones
- Stop bars and edge protection

When working at heights, what engineering controls can be used to protect people from falling?

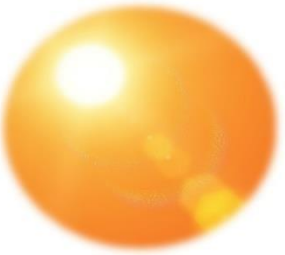
- Edge protection
- Scaffolding
- Travel restraint systems
- Fall-arrest platforms
- Harnesses and appropriate PPE

Environmental Hazards

When working outdoors, it is essential to recognise and effectively manage environmental risks.

This includes understanding the causes and symptoms of heat stress and implementing appropriate control measures to minimise its impact. Consideration must also be given to potential hazards such as wildlife, changing weather conditions, and other environmental factors that may affect worker safety.

Proper planning, monitoring, and the application of suitable control measures are critical to maintaining a safe and healthy outdoor work environment.



Environmental hazards – reducing the risk of heat stress at work:

- Work in shaded or covered areas where possible
- Take regular rest breaks
- Stay hydrated by drinking water frequently

Examples of environmental hazards workers may be exposed to:

- Sun exposure
- Cold weather conditions
- Dangerous animals or wildlife

General Workplace Safety Practices

General workplace safety practices are fundamental within the construction industry and must be consistently applied to maintain a safe working environment.

Workers should remain mindful of common yet critical safety requirements, including the prevention of hearing damage through the use of appropriate hearing protection where required. When using ladders, the three points of contact method must always be maintained to ensure stability and reduce the risk of falls.

Additionally, safe manual handling techniques must be followed to minimise the risk of musculoskeletal injuries. This includes assessing the load, using correct lifting postures, and seeking assistance or mechanical aids where necessary. Adhering to these essential safety practices supports compliance with workplace health and safety standards and promotes a culture of safety on site.

When performing a manual handling task, you must consider several key risk factors, including the **weight or force required**, any **awkward or sustained postures**, and the potential for **load shifting or vibration** during the task.

When climbing a ladder, **three points of contact** must be always maintained — either **two hands and one foot**, or **two feet and one hand** — to ensure stability and reduce the risk of falling

To reduce the risk of hearing damage on site, appropriate noise control measures should be followed:

- **Select quieter tools and equipment** where possible
- **Use approved hearing protection** in noisy areas
- **Limit time spent in high-noise zones** or stay clear of loud areas when not required to be there

Housing Construction Work

Within the construction industry, it is important to understand that specific measurement thresholds and requirements apply when working in the two main categories: residential construction and non-residential (commercial) construction.

Certain regulatory measurements — such as height limits, structural spans, excavation depths, and load capacities — may differ depending on whether the project is residential or any form of non-residential work. These distinctions can influence compliance obligations, licensing requirements, and the level of risk management controls that must be implemented.

Engineering controls must be implemented in construction work when there is a risk of falling from heights above the specified measurement.

For residential housing construction work, engineering controls are required where the risk of falling is:

- 3 metres

For work other than residential housing construction, engineering controls are required where the risk of falling is:

- 2 metres

Licensing and Training (HRW)

For some jobs in the construction industry, special training is required to ensure they are carried out safely. Some of these skills require a HRW license. Some require other forms of training/licenses.

NOT HIGH-RISK LICENSES

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

HIGH RISK LICESNSES

- Driving a forklift.
- scaffolding
- Dogging, rigging and directing cranes.
- Hoist and crane operation.
- Elevated work platforms over 11m

Incident Reporting and WHSQ Notification Requirements

All workplace incidents must be reported and managed in accordance with established safety procedures and legislative requirements. Prompt and accurate reporting ensures that hazards are identified, risks are controlled, and appropriate corrective actions are implemented. Depending on the nature and severity of the incident, additional notification obligations may apply, including mandatory reporting to the relevant regulatory authority. Understanding these responsibilities is essential to maintaining compliance and promoting a safe work environment.

An incident is any event that results in serious personal injury, death, or property damage. It also includes near misses or dangerous occurrences that do not cause injury but create an immediate and significant risk to people or property. These events must be reported so appropriate action can be taken to prevent them from happening again.

All incidents must be reported to your supervisor regardless of severity.

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

- Supervisor
- Emergency services
- WHS

Some Construction incidents need to be reported to Workplace Health and Safety Queensland (WHSQ) by a PCBU immediately after becoming aware of them? These Include.

- A serious injury or illness of a person
- A dangerous incident
- The death of a person

Workplace Emergency

In the event of a workplace emergency, it is essential to be prepared with key information and a clear understanding of established procedures. Workers must know the appropriate actions to take, designated evacuation or assembly points, and the correct personnel to notify.

Being familiar with emergency protocols ensures a coordinated response, minimises confusion, and supports the safety and wellbeing of all individuals on site.

Emergency plan
An emergency plan must be in place on all worksites. The emergency plan will explain:

- Information, training and instruction for workers about emergency procedures
- Emergency evacuation procedures
- Procedures for medical treatment and assistance

Construction site emergencies may include:

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

In the event of a fire on site, you must follow the site emergency plan and procedures. Work must stop immediately, and no one may continue working during the emergency

First Aid

First aid is a critical component of workplace safety on construction sites. All workers must be familiar with essential first aid arrangements, including who the designated first aid officers are, what procedures should be followed in the event of an injury, and where first aid facilities and equipment are located.

Understanding these basic yet important elements ensures a prompt and effective response to injuries, helping to minimise harm and maintain a safe working environment.

During or after a workplace emergency, first aid may need to be provided to anyone affected. First aid should only be given by a **trained and authorised person,** and all injuries requiring treatment must be reported to the site's designated first aid officer.

If a worker is injured and you are not first aid trained, **contact the supervisor or first aid officer immediately,** go to the first aid station, or call for help, depending on the severity of the emergency.

This information — including **first aid locations and who the site first aid officers are** — will be provided during your **site induction.**

Safety Tags

Safety tags play a critical role on construction sites, as they communicate essential information regarding equipment status, hazards, and control measures. Workers must understand the purpose of safety tags and be able to interpret the information they provide.

These tags may indicate whether equipment is safe to use, dangerous, or out of service, and they help prevent misuse and potential injury. Awareness and compliance with safety tagging systems are fundamental to maintaining a safe and controlled work environment.

Only you can remove a tag that you place. Other than a "out of service tag", that can be removed by a competent person that is repairing the equipment.

A danger tag:

Is used to inform workers that equipment or plant is **dangerous** and must not be **operated**

Out-of-service tag
Is used to identify **faulty** plant, machinery, or tools. **It may only be removed by a competent person once the item has been repaired** and confirmed safe to use

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Unplanned Structural Failures and Collapses in Construction

Construction collapses and unplanned structural failures can occur within the construction industry and present significant risks to workers and the public. It is essential to understand the common causes of such incidents, including inadequate structural support, poor planning, overloading, or failure to follow engineering specifications.

Equally important is the implementation of effective prevention measures, such as proper design verification, compliance with approved plans, regular inspections, and adherence to safe work practices. Awareness of these factors is critical to reducing the likelihood of structural failure and maintaining a safe construction environment.

Unplanned structural failures and collapses can occur when equipment, ground conditions, or support systems are unsafe or used incorrectly.

Common Causes and Examples:

- Operating plant or equipment near **soft or unstable ground**
- Using a **hoist or crane beyond its Working Load Limit (WLL)**
- Using **unrated or unsuitable formwork props** during concreting

PPE

Personal Protective Equipment (PPE) is a fundamental component of safety within the construction industry. Many construction tasks involve inherent hazards, and appropriate PPE serves as a critical line of defence in reducing the risk of injury or illness.

Depending on the nature of the work being undertaken, this may include items such as hard hats, high-visibility clothing, safety footwear, eye protection, hearing protection, gloves, and respiratory protection. PPE must be selected based on the identified risks, always worn correctly when required, and maintained in good condition.

While PPE is considered one of the lower levels of control within the Hierarchy of Controls, it remains essential in supporting overall workplace safety and ensuring compliance with health and safety requirements.

Personal Protective Equipment (PPE)
Is clothing and equipment designed to reduce the risk of injury at work. Make sure any PPE you wear is in good condition, fits correctly, and is suitable for the task. If you are unsure how to use any item, ask a competent person for guidance.

You will also practise using some PPE during today's session.

PPE requirements vary depending on the workplace and the task being performed. The correct PPE should be selected based on the hazard and used properly at all times:

Gloves — Hazard: handling sharp objects — Use the correct glove type for the task

Safety footwear — Hazard: ground conditions and foot injury risk — Must be steel capped

Harness — Hazard: working at heights — Wear and use correctly

Respirator — Hazard: dust and airborne contaminants — Wear and use correctly

Sunscreen — Hazard: sun exposure — Apply and reapply as required

Common Workplace Signage

Within the construction industry, it is essential to recognise and understand basic workplace signage. Safety signs are used to communicate important information regarding hazards, mandatory requirements, prohibitions, and emergency procedures.

Workers must be able to correctly interpret signage to ensure they comply with site rules, use required protective equipment and respond appropriately to potential risks. Understanding workplace signage is a fundamental aspect of maintaining safety and preventing incidents on site.

			
Danger Signs Generally red and will be telling you of a danger.	**Warning Signs** Generally Yellow and will be warning you of something.	**Prohibition Signs** Generally red with a circle and a strike through it telling you of something that is prohibited in the area	**Caution Sign** caution sign is used to warn people about a **potential hazard or unsafe condition** that could cause minor to moderate injury if care is not taken.
			
Emergency Generally green and telling you of emergency information. This sign you would move towards & meet at if there was an emergency	**Fire Signs** First Signs are also red and will indicate fire services like; fire extinguishers, fire alarms, fire mains, fire hose reels etc.	**limit sign** These signs will tell you the maximum speed limit	**Warning** Warning you of a safe working load

WHS Personal

On a construction site, it is essential to know and understand who the designated Work Health and Safety (WHS) personnel are. This includes individuals such as supervisors, safety officers, health and safety representatives, and first aid officers who are responsible for overseeing and supporting workplace safety.

Being aware of the appropriate WHS contacts ensures that hazards, incidents, and safety concerns can be reported promptly and managed effectively. Clear communication with WHS personnel is fundamental to maintaining compliance and promoting a safe working environment.

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

• **Your supervisor** A leader on the job that gives guidance and direction

• **Your WHS representative (HSR)** A HSR is elected by workers in a work group to represent their WHS concerns. They consult with the PCBU about risks, hazards and may request WHS meetings

• **A WHS committee** is a group of people on a worksite who decide on workplace safety issues.

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

WHS Documents and Emergency Reporting

Work Health and Safety (WHS) documentation is essential to understand and apply on construction sites. These documents provide the framework for identifying hazards, managing risks, and ensuring compliance with legislative requirements.

This includes a range of materials such as risk assessments, Safe Work Method Statements (SWMS), Safety Data Sheets (SDS), inspection records, and incident reporting forms. Each document serves a specific purpose in supporting safe work practices and effective risk management.

Familiarity with WHS documentation ensures that workers can access critical information, follow correct procedures, and contribute to maintaining a safe and compliant workplace.

JSA (Job Safety Analysis) — A basic risk assessment used to identify hazards and control measures for specific tasks

SWMS (Safe Work Method Statement) — Required for any high-risk construction work

SDS (Safety Data Sheet) — Provides information on the risks, hazards, and safe handling of chemicals

Emergency and Incident Reporting

- In an onsite emergency, proceed immediately to the designated **emergency assembly area**
- **Report any hazard** or injury to your **supervisor** as soon as possible
- **Complete a hazard or incident report** form to help **prevent further injuries and incidents**

Fire Safety Equipment

Fire safety and the correct use of fire equipment are critically important on construction sites due to the high-risk nature of the environment. Construction activities often involve flammable materials, electrical systems, hot works, and temporary structures, all of which can significantly increase the likelihood of fire.

Having a sound knowledge of fire prevention measures, emergency procedures, and the correct use of firefighting equipment—such as fire extinguishers and fire blankets—enables workers to respond quickly and effectively in the event of an incident. Early intervention can prevent minor incidents from escalating into major emergencies, reducing the risk of injury, property damage, and project delays.

Understanding fire safety requirements also ensures compliance with workplace health and safety legislation and supports the overall safety culture on site.

Fire Blanket

Are mainly used for **Class F fires**, such as cooking oil and fat fires

How to Use a Fire Blanket

- **Pull the tabs** to release the blanket
- **Place the blanket carefully over the fire** to smother the flames
- **Leave it in place** until the fire is fully extinguished

How to Use a Fire Extinguisher

Use the **PASS** method:

- **P — Pull** the pin to break the safety seal
- **— Aim** the nozzle at the base of the fire
- **— Squeeze** the handle to release the extinguishing agent
- **— Sweep** from side to side at the base of the fire until it is out

- **A**
- **S**
- **S**

A fire hose reel is used to control or extinguish small fires and is suitable for Class A fires in textiles, and rubbish.

How to Use a Fire Hose Reel:

- **Turn on water valve**
- **Aim hose at base of fire**
- **Direct water in a sweeping motion**

Fire water mains:

Are designed for use by **trained firefighters** when high pressure and large volumes of water are required.

✓ = Suitable
O = Limited Effect
✗ = Do Not Use

Type of Extinguisher or Equipment	Class A Wood, Paper, Plastic Etc.	Class B Flammable & Combustible Liquids	Class C Flammable Gases	Class D Combustible Metal Fires	Class E Electrically Energised Equipment	Class F Cooking Oils And Fats
Water 	✓	✗	✗		✗	✗
Foam 	✓	✓	✗		✗	O
Carbon Dioxide (CO_2) 	O	O	✗		✓	✗
Powder AB(E) 	✓	✓	✓		✓	✗
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.

EXAMPLES OF CONSTRUCTION HAZARDS

Hazard	Description	Examples of associated hazards
Asbestos	Breathing asbestos fibers can have serious lasting impact on health.	Airborne fibers. Disturbance of asbestos containing materials Friable asbestos Contact with asbestos material
Confined Spaces	Could suffocate.	Explosive atmospheres Engulfment Toxic gases Oxygen deficiency
Chemical Spills	Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.	Release of fumes Fire Explosion Skin contact
Falling Objects	Could cause damage to property or injury to personnel.	Falling tools Collapsing materials Exposed edges Falling loads
Fire	Could cause damage to property or injury to personnel.	Corrosive chemicals Toxic vapour Acids Flammable liquids
Hazardous Substances	Exposure may cause injury.	Corrosive chemicals Toxic vapour Acids Flammable liquids
Dust	breathing or vision problems.	Respirable silica Dust inhalation Explosive atmosphere Airborne dust
Plantand Equipment Operation	Could be struck by or injured while using mobile equipment.	Mechanical failure Plant collisions Missing guarding Soft ground
Traffic and Mobile Plant	Could be hit by moving vehicles.	Collisions Plant blind spots Uncontrolled movements Unlicensed operators
Ultraviolet (UV) Radiation	Could cause sunburn.	Lack of shade Reflective surfaces Prolonged outdoor work Direct exposure
Noise	Could damage your hearing from excessive loud noises.	Noise above safe decibel levels Continuous loud tools Continuous loud machinery Multiple activities at once