



Electrotechnology Health and Safety Induction

UEENEECD0007

Apply Occupational Health and Safety regulations, codes and practices in the workplace

Learner Guide

Edition 1



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Workplace health and safety laws



The basic legal requirements covering occupational health and safety in the workplace encompassing:

- underlying principles of OH&S
- general aims and objectives of the relevant state or territory legislation relating to OH&S
- employer and employee responsibilities, rights and obligations
- major functions of safety committees and representatives
- powers given to Occupational Health and Safety Inspectors
- housekeeping and potential hazards in relation to improper housekeeping
- selecting appropriate personal protective equipment (PPE) given hazardous situations



Legal requirements covering occupational Health and Safety in the workplace

'Workplace health and safety laws'

WHS/OHS requirements are outlined in Acts, Regulations, Codes of Practice and Australian Standards.

WHS/OHS Acts
'WHS/OHS Acts' are laws that explain how to improve health and safety in the workplace. For example: Model National WHS Act, June 2011.
Regulations
'Regulations' explain specific parts of the Act. For example: Part 4.3 – Confined Spaces, Part 4.4 – Falls.
Codes of Practice/Compliance Codes
'Codes of practice' are practical guidelines on how to comply with (meet the rules of) legislation. For example: Managing electrical risks in the workplace Code of Practice - April 2012.
Australian Standards
'Australian Standards' are work guidelines that set the minimum accepted performance or quality for a specific hazard, process or product. For example: AS/NZS 3760:2010 In Service Safety Inspection and Testing of Electrical Equipment

Examples of WHS/OHS legislative requirements:

- Duty of care
- Construction industry WHS/OHS standards and guidelines
- Licences, tickets or certificates of competency
- Health and safety officers/representatives, committees and supervisors
- National Code of Practice for Induction Training for Construction Work
- WHS/OHS and welfare Acts and Regulations
- Safety codes of practice.

It is important that you know about these legislative requirements and how they affect the work that you do. These laws, regulations and guidelines are in place to make your worksite a safe place to work. They are there to protect you and the workers around you, and will help you understand your legal responsibility for WHS/OHS.



3.3 Workplace instructions and training are followed accurately within established procedures

You must always follow the instructions and training that your supervisor gives you. Not following instructions, or trying to do work that you have not been trained for is dangerous. You could also get in trouble. The government could take you to court or fine you.

Licences, tickets or certificates of competency

Some tasks will require you to hold a current licence, certificate or other qualification. Here are some examples:

- Licences issued under the **National Standard for Licensing Persons Performing High Risk** work such as:

- Dogging
- Rigging
- Scaffolding (over 4 metres)
- Forklift trucks
- Cranes
- Elevating work platforms (boom length 11 metres or more)
- Pressure equipment.



- Traffic control
- Transporting dangerous goods
- Pilot vehicle
- Asbestos removal
- Plumbing and gas fitting
- Producing, storing and transporting prescribed waste
- Dredging
- Road works
- Laying underground services in public areas.



2.1 Safe work methods for controlling risk are followed accurately

'Keeping yourself and others safe.'

As a worker on a construction site you are responsible for following safe work practices to maintain workplace health and safety standards. **It is important to follow safe work practices** so that you do not put yourself or others at risk.

- Workers must not place themselves or others at risk
- Workers must carry out tasks or use equipment according to any safety instruction
- Workers must cooperate with the PCBU/employer and follow all systems or procedures in the workplace to the extent necessary to allow compliance with the Act.

Use of plant and equipment

Operate plant, equipment and machinery in a safe and responsible way that does not put yourself or others at risk.

If you are on medication you must notify your supervisor before operating plant machinery.



Personal protective equipment (PPE)

The purpose of PPE is to protect you from risk of injury or illness. You should use personal protective equipment and clothing where necessary.



Keeping your work area clean

Keep your work area clean and remove and/or store any debris, materials or equipment. Tripping hazards are common so try to keep walkways clear of any debris or litter.



Storing materials and equipment

Make sure that materials and equipment are:

- Stored in a safe manner
- Stored in an organised manner
- Able to be accessed safely and easily
- Stored as per Material Safety Data Sheet (see MSDS next page) and WHS legislative requirements.

Work hazards, emergencies and controls

T2

The work environment encompassing:

- typical hazards associated with a range of work environments
- procedures used to control the risks associated with these hazards
- principles of risk assessment / management and state the purpose of each.
- hierarchy of OH&S hazard control measures.
- required documentation for risk assessment.
- commonly used workplace safety signs.
- workplace emergencies that pose a threat to health and safety and suitable procedure for an emergency workplace evacuation.
- appropriate fire extinguisher for a given type of fire.
- requirements for the location, mounting and maintenance of portable fire extinguishers.
- basic process of fighting a fire.
- Importance of safe premises, buildings and security in an industrial setting and the consequences of non-compliance.
- standard work procedure.



Basic Principles of Risk Management

Hazard versus risk: What is the difference?

The constantly changing nature of construction work sets it apart from other types of work. Different hazards and risks emerge constantly—sometimes instantly.

Co-ordinating risk management is made more difficult by the stop and start nature of a construction project, high turnover of workers and temporary workplaces. These features contribute to the high levels of risk in the industry.

Hazard

A *hazard* is any thing or any situation which could injure or harm you.

In other words, it is anything that can hurt you.



Risk

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

In other words, how likely it is that somebody or something may be harmed by the hazard.



Identifying workplace hazards

A hazard is anything that can harm you or others while you are working. The first thing you need to do is to identify these hazards before you start work.

Take a good look at your workplace and decide if anything could possibly cause injury to you or anyone else in the area.

Zones/areas to check for hazards:



Above head height

You should check above eye level for:

- Powerlines
- Buildings
- Trees
- Other obstructions.

Ground to eye height

You should check around eye height for:

- Other equipment
- Machinery
- People
- Pedestrians
- Things in the path of travel
- Other obstructions.

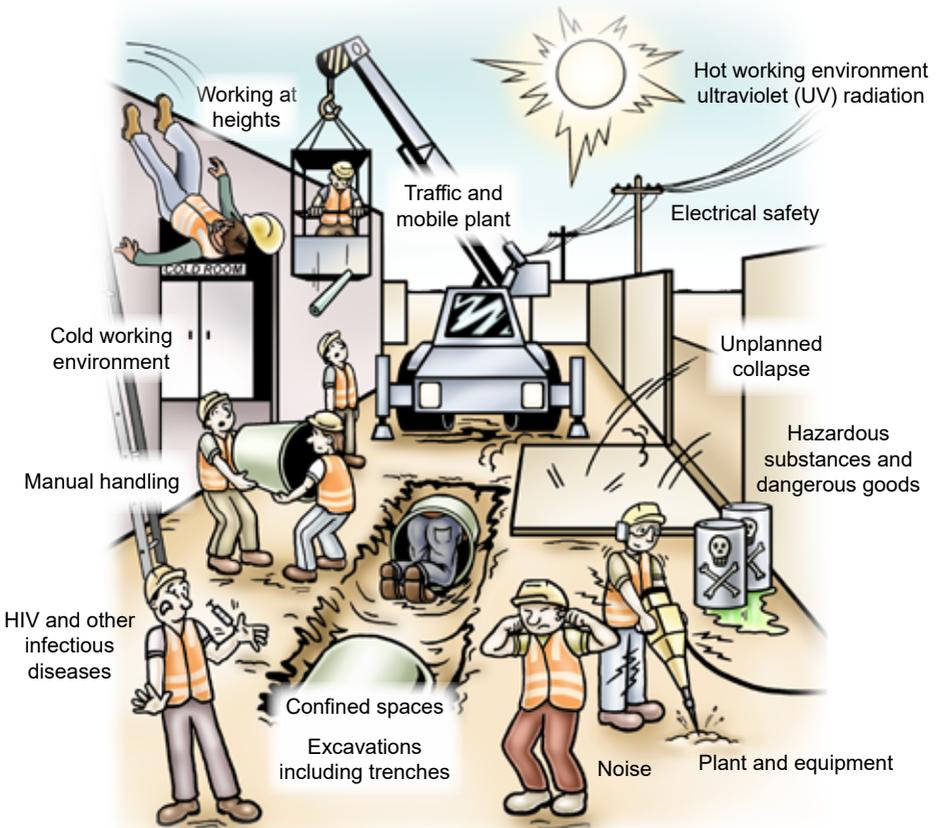
Ground level (and below)

You should check the ground to see if:

- The surface is stable and level
- Spills or wet surfaces
- Debris/rubbish
- The surface is strong to support the weight of any equipment or materials
- Trenches or recently backfilled trenches
- Instable ground.



3.1 Hazards are identified and control measures implemented and monitored through active participation in the consultation process with employer and other employees



You will see a number of these hazards while working in construction. Each of them carries a risk of harm to yourself and others so it is important that you check for these hazards regularly and know what to do if you find them.