



Includes training tasks

CONSTRUCTION INDUCTION (WHITE CARD)

Training support material for:

CPCCWHS1001

**Prepare to work safely in
the construction industry**

Equivalent to — CPCCOHS1001A

Work safely in the construction industry

Produced by:



ABOUT CONSTRUCTION INDUCTION



ELEMENT 1 - IDENTIFY HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS OF CONSTRUCTION WORK

This element covers the following performance criteria:

- 1.1. Basic roles, responsibilities and rights of duty holders are identified and explained according to jurisdictional health and safety legislative requirements.
- 1.2. Duty of care requirements are identified.
- 1.3. Construction safe work practices are identified and explained.

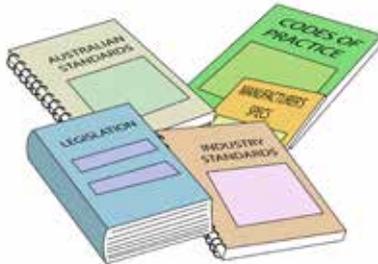




1.1 – Health & Safety Legislative requirements

Laws to keep your workplace safe

Health and safety requirements are outlined in Acts, Regulations, Codes of Practice and Australian Standards.



Acts

Acts are laws that explain how to improve health and safety in the workplace. Check your state or territory regulator for the current version. For example: Model Work Health and Safety Act or Occupational Health and Safety Act.

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: HAZARDOUS MANUAL TASKS Code of Practice

Australian Standards

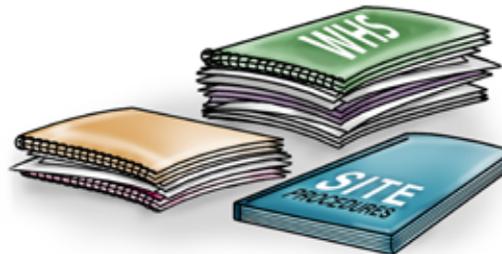
Australian Standards are work guidelines that set the minimum accepted performance or quality for a specific hazard, process or product. For example: AS 2550 – Cranes, hoists and winches – safe use set.

Examples of health and safety legislative requirements

- Duty of Care
- Construction industry health and safety 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
- Health and safety, welfare 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 health and safety.





1.2 – Duty of care requirements

Note:

The following information is based on the WHS Act. If your state is not using the WHS Act (ie Victoria, Western Australia), your trainer will provide you with the relevant section of your state Occupational Health & Safety (OHS) Act.

'The national WHS Act sets out the legal responsibilities that apply to persons conducting a business or undertaking (PCBU) and workers to make sure the workplace is as safe and healthy as possible.'

PCBUs (employer/workplace manager) and workers (employees) both have a duty of care responsibility to make sure the workplace is a healthy and safe place to be. A 'worker' includes people who are employees, contractors, sub-contractors, outworkers, employees of labour hire companies and volunteers.

The workplace must also not harm the health or safety of visitors or people nearby.



Worker's (employee's) duty of care

By law, as a worker you must take care of your own health and safety — and the health and safety of other people in the workplace.

You must also:

- Do your best to follow reasonable safety instructions from your PCBU/employer (boss).
- Follow workplace health and safety procedures and policies.
- Do not do work if you believe a hazard would be a serious risk to your health or safety.



PCBU's (employer's) duty of care

By law, a person undertaking a business or undertaking PCBU has a number of obligations under the Health and Safety Act.

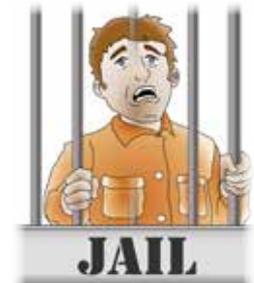
These include:

- Provide a workplace that is safe and without risk to health.
- Train workers to work in a way that is healthy and safe. This must be in a way that is easy to understand.
- Report notifiable incidents.
- Consult (talk with) workers.
- Obey notices to comply with the Act.
- Make sure that all health and safety representatives receive their training.



Penalties

If you are a PCBU/employer or worker, the government can fine or even imprison you for failing your duty of care.



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



Elevating work platforms
(boom length 11 metres or more)



Cranes



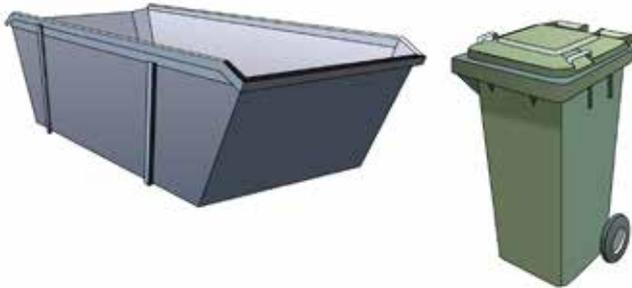
Pressure equipment



Licences, tickets or certificates of competency (continued)

Other tasks that will require you to hold a current licence, certificate or other qualifications include:

- 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.



Do not attempt any of these tasks without the proper training and qualifications

Safe work practices (continued)

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 (clothing, equipment or protective substances such as sunscreen) 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 Safety Data Sheet (see SDS next page) and WHS legislative requirements.



Litter and debris

Litter and debris can get in the way, be a tripping hazard or a fire hazard.

Don't let debris build up – remove it continuously throughout your day.



Always make sure that removal of debris does not create a risk to, or impact badly on the environment.



Always dispose of litter in approved and marked bins.



Site disturbance and dust

Site disturbance could include spreading mud, dust or debris around and outside the worksite.

To help stop site disturbance you can:

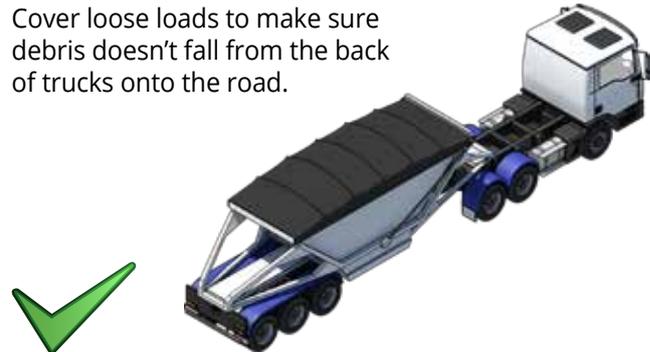
Keep trucks and other vehicles on designated travel routes.



Spread gravel at road access points to minimise the amount of mud that is left on roads.



Cover loose loads to make sure debris doesn't fall from the back of trucks onto the road.



Site disturbance and dust (continued)

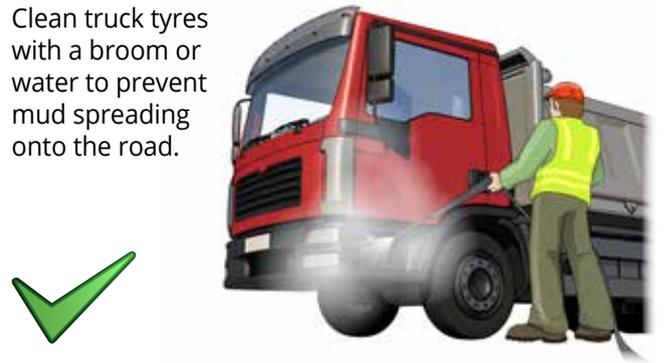
Control dust by wetting roads and stockpiles (water restrictions permitting).



Make sure stormwater drains in the area have been set up with a gravel sausage or gravel inlet filter to stop mud making its way into the stormwater system.



Clean truck tyres with a broom or water to prevent mud spreading onto the road.



Procedures and processes for controlling hazards will need to be reviewed on a regular basis as workplaces can be constantly changing.

Bullying and harassment

Take care of yourselves and each other.

Bullying and harassment do not belong in the workplace. Report any bullying or harassment to your supervisor or other relevant person.



Smoking in the workplace

Some workplaces have special places for people who smoke. If you smoke, you must use these places to prevent a risk to others who do not smoke. It also removes the risk of a flame near flammable liquids.

Some sites may also have set smoking times.



ELEMENT 2 - IDENTIFY CONSTRUCTION HAZARDS AND RISK CONTROL MEASURES

This element covers the following performance criteria:

- 2.1. Basic principles of risk management are identified.
- 2.2. Construction hazards are identified and discussed.
- 2.3. Purpose and use of PPE are identified and demonstrated.
- 2.4. Measures for controlling hazards are identified.





2.1 – 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.



Risk management

Risk management is taking action to make sure you are safe.

Risk management is made up of the following five steps.

1. **Identifying hazards.**
2. **Assessing the risk involved.**
3. **Talking and reporting to other workers.**
4. **Controlling the hazards to lower the risk.**
5. **Reviewing the action you have taken.**



You can manage the risks caused by hazards by using 'hazard controls'. For example, the isolation of a trench 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.



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
- If there are spills or wet surfaces
- Is there debris/rubbish
- Is the surface strong enough to support the weight of any equipment or materials
- Are there trenches or recently backfilled trenches
- Is the ground unstable.

Assessing the risk involved – risk assessment

After you have identified a hazard you need to assess the level of risk associated with the hazard.

You may need to talk to other workers or health and safety consultants to get enough information to assess and lower the risk.

Risk assessment is made up of three elements

- 1. Probability –**
How likely is it that the hazard will cause harm?
- 2. Consequence –**
How much harm could it do?
- 3. Frequency –**
How often could people be harmed by it?

Likelihood How likely is it to happen?	CONSEQUENCES: How severely it hurts someone (if it happens)				
	Insignificant (no injuries)	Minor (first aid treatment only; spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries; loss of production)	Catastrophic (death; toxic release of chemicals)
Almost certain – expected in most circumstances	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely – will probably occur in most circumstances	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible – might occur at some time	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely – could occur at some time	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare – may occur, only in exceptional circumstances	1 Low	1 Low	2 Moderate	3 High	3 High
Risk Score and Statement					
4 Acute Act now – URGENT Do something about the risks immediately. Requires immediate attention.		3 High Highest management decision is required urgently.		2 Moderate Follow management instructions.	
1 Low OK for now. Record and review if any equipment/ people/materials/ work process or procedure changes.					

Safe Work Method Statement (SWMS)

One way to identify construction workplace hazards is to use a Safe work method statement (SWMS).

Safe work method statements are required to be completed by employers for high risk construction work such as:

<p>Working at heights</p> 	<p>Construction involving tilt-up or precast panels</p> 	<p>Trenching</p> 
<p>Working in a confined space</p> 	<p>Work involving explosives</p> 	<p>Working in areas of extreme heat or cold</p> 

Safe Work Method Statement (continued)

Construction work involving diving



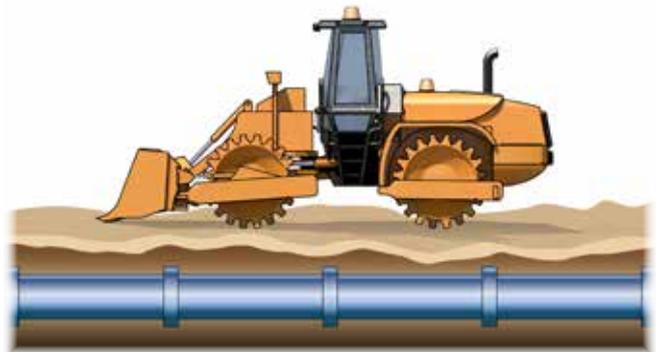
Working adjacent to roadways or railways



Work involving excavation deeper than 1.5 metres



Work on or near chemical, fuel or refrigerant lines



Safe Work Method Statement (continued)

Construction of tunnels



Construction work on telecommunications towers



Working where there is a risk of drowning



Working in an area that may be contaminated.



Safe work method statements must contain certain information but can be as short or complex as they need to be to control the hazard or risk.