



QUEENSLAND LEARNER **WORKBOOK**

Marking Guide with answers



CONSTRUCTION INDUCTION

WHITE CARD

CPCWHS1001 -
Prepare to work safely in the
construction industry

Produced by:



**EASY
GUIDES**
Australia Pty Ltd

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SAMPLE

Student and RTO or employer details

Date: / /

Student Details			
Student name:		Signature:	
Address:			
Phone number:		Mobile:	
Date of birth:	Sex: M <input type="checkbox"/>	F <input type="checkbox"/>	Proof of identity sighted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of enrolment:		Registration details/USI number:	
Supervising RTO			
RTO name:		Contact person:	
Address:			
Phone number:		Registration number/USI number:	
Employer Details			
Employer name:			
Address:			
Phone number:			
Training details			
Estimated duration of on-the-job training hours:			
Primary location(s):			
Supervision/delivery arrangements:			
Assessment arrangements:			
Plant and equipment required:			
Other resources required:			
Literacy and numeracy support:			

ABOUT CONSTRUCTION INDUCTION



HEALTH AND SAFETY LEGISLATION



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. Queensland has the Work Health and Safety Act 2011.

Regulations

Regulations explain specific parts of the Act. For example, Queensland has the Workplace Health and Safety Regulations 2002.

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.

1. Question: The laws in Queensland come under what Act?

Answer: Work Health and Safety Act 2011

2. Question: What is the name of the regulation in Queensland that gives you more information about the Act?

Answer: The Workplace Health and Safety Regulation 2002.

Duty of care under the OHS Act

Everyone employed by a company/PCBU (Person Conducting a Business or Undertaking) on a construction site has a 'duty of care'. The workplace must be a healthy and safe place to be.

Managers, supervisors, team leaders and all workers in general have a duty of care. A work-experience student or sub-contractor on site would also come under the 'duty of care'.

If you do not look out for the health and safety of others you can be fined or punished.

Someone not employed by the PCBU operating a construction site does not have a 'duty of care' for that site.



IDENTIFY CONSTRUCTION HAZARDS AND RISK CONTROL MEASURES



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.



Managing a risk

There are 5 steps you should take to manage a risk. They are:

- Step 1 - Identify / find the risk.
- Step 2 - Assess the risk. How likely is the risk and what serious would it be?
- Step 3 - Report the risk.
- Step 4 - Control the hazard to lower the risk.
- Step 5 - Review the action you have taken.



The best way to manage a risk is to eliminate (get rid of) it.

18. Question: What is a hazard?

Answer: Anything or situation that could harm you.

19. Question: What is a risk?

Answer: The possibility of a hazard causing injury or harm.

20. Question: Use one or two words to describe each of the 5 steps to manage a risk?

Answer: Step 1 - Identify, Step 2- Assess risk, Step 3 - Report risk, Step 4 - Control risk and Step 5 - Review action.

21. Question: What is the best way to manage a risk?

Answer: Eliminate (get rid of) it.

Noise

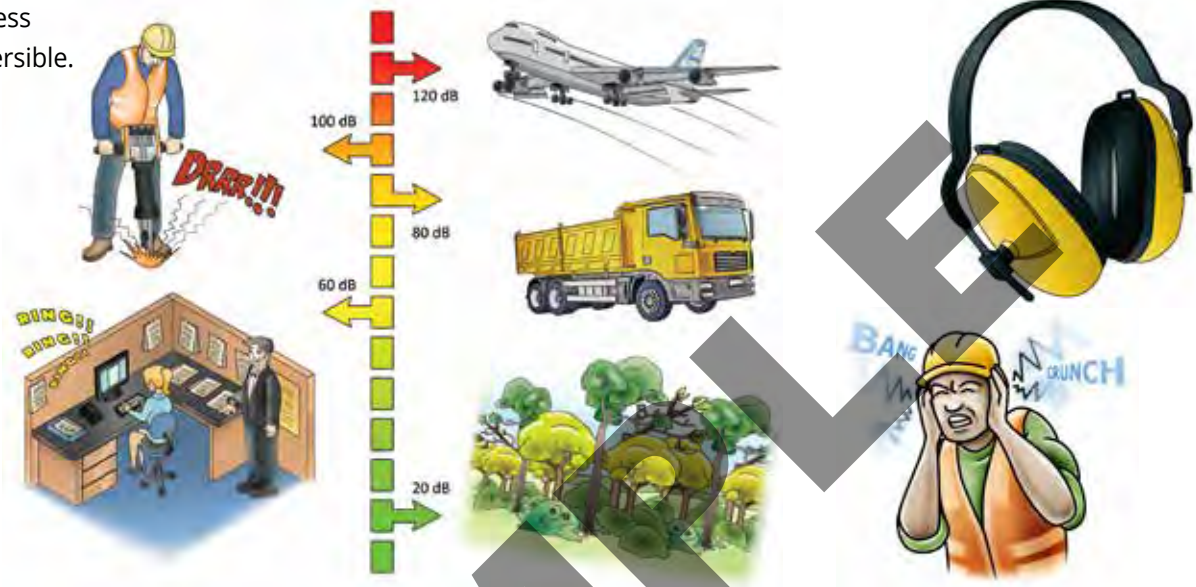
Noise which is usually caused by heavy vehicles and equipment can damage your hearing permanently.

Decibel levels of common sounds

8 hours of noise at 85db or noise levels of 140db even briefly can permanently damage your hearing.

Hearing loss is:

- slow
- painless
- irreversible.



Hearing protection

You should wear hearing protection like ear plugs or ear muffs whenever there is noise that could contribute to the loss of hearing.

If possible, stay out of areas where noisy work is being done. When deciding which tool to use, choose the quieter one.

52. Question: Can hearing loss be reversed?

Answer: No.

53. Question: What PPE should you use when there is noise that could contribute to the loss of hearing?

Answer: Ear plugs or ear muffs.



Using ladders

Maintain three (3) points of contact on a ladder at all times.

54. Question: Should you have one, two or three points of contact when using a ladder?

Answer: Three.

Knowing the right PPE to use

71. Question: Draw a line to match the right PPE with the hazard it can help protect you from.

Answer:..

Falling objects on your foot.

Object hitting or falling on your head.

When there is a chance of noise causing a loss of hearing.

When exposed parts of your skin might get sunburn.

To prevent cuts or burns on your hands.



SAMPLE

SPEAKING - ORAL COMMUNICATION



Speaking on the job

In the following section you will practise speaking (oral communication). Your trainer will ask you the questions.

Question 1. Look at the pictures below. Look at the hazard and the controls that have been put in place.

Barricades, guardrails or fencing should be used to prevent access to excavations and to stop people accidentally falling in. Signs should also be put in place warning of the dangers.



There are some cases where an excavation or a trench will need to be shored.

Shoring an excavation or using trench shields should be done whenever:

- the trench is more than 1.5 metres deep
- workers need to enter the excavation
- the ground is unstable and there is a likelihood the trench may collapse.



(a) What is the hazard? Answer: Falling into a trench or trench collapsing.....

(b) What control could you use? Answer: Put up barricades. Use signs to warn of the excavation. Put up shoring.....



(a) What is the hazard? Answer: Sunburn..Heat stroke.....

(b) What control could you use? Answer: Keep hydrated..Take breaks in shaded areas..Avoid hot surfaces.....

Question 3.

Job Safety Analysis (JSA)



A Job Safety Analysis (JSA) is a way to make jobs safer. It involves looking at each step of a job, finding things that could be dangerous, and figuring out how to stop accidents from happening. This keeps workers safe and helps companies follow safety rules.

A JSA includes the following:

- it assesses a risk so that a job can be done safely
- it breaks down a job step by step
- it looks at steps and their hazards so that controls can be put into place
- it documents a safe work plan for the job.

Safe Work Method Statement (SWMS)



A Safe Work Method Statement is a site specific statement that must be prepared before any high-risk construction work is commenced.

It covers the job and safety responsibilities of each member of a work group. Workers should be involved in discussions of tasks, associated hazards, risks and controls.

A SWMS includes the following:

- it assesses a risk so that a job can be done safely
- it shows you how to do high risk construction work safely
- it shows you step by step how to control a hazard.

Safety Data Sheet (SDS)



Always check the Safety Data Sheet (SDS) before handling any chemicals.

A SDS includes the following:

- it explains what to do if there is an emergency involving a chemical
- it outlines the risks associated with a hazardous chemical
- it give information about assessing the risks involved in using a hazardous chemical
- it has safety information about hazardous chemicals
- it helps people know the hazards in using a chemical.

Question 3.

(a) What document tells you about the risks with using a hazardous chemical?

Answer: A Safety Data Sheet

(b) What document tells you the steps needed to control a hazard?

Answer: A Job Safety Analysis.

(c) What document assesses a risk so that a job can be done safely?

Answer: A Safe Work Method Statement.

(d) If you had to evacuate in an emergency, where would you go?







Answer: Emergency assembly area or emergency evacuation point...



Fire safety equipment

Different fires need different equipment

Common causes of fire on a construction site include:

<p>Chemicals</p> 	<p>Electrical</p> 	<p>Explosion</p> 
<p>Friction</p> 	<p>Flammable materials</p> 	<p>Mechanical equipment and welding</p> 

Fire extinguishers

Shown on the next two pages are common types of fire extinguishers that may be on a worksite and the types of fires they should be used for.

Fire extinguishers are generally designed for one or more classes.

Commonly available are:

- A** - Water
- BC** - Carbon dioxide
- ABE** - Dry powder







Note:
Fire extinguishers should be regularly inspected, tested and maintained.



You must use different types of fire extinguishers and other firefighting equipment depending on what has caused or fuelled the fire.






Fire safety equipment

Question 4. Name the type of safety equipment in each picture and name its purpose.

Equipment	Name / type	Purpose
 <p>A red square icon showing a person pulling a white fire blanket over a fire. Below the icon, the text 'FIRE BLANKET' is written in white on a black background.</p>	Fire blanket	Put out fires from cooking fats or oil.
 <p>A red square icon showing a white fire hose reel with a nozzle. Below the icon, the text 'HOSE REEL' is written in white on a black background.</p>	Hose reel	Used for large fires that need high pressure water.
 <p>A red fire extinguisher with a blue label and a black handle.</p>	Foam fire extinguisher	Put out fires involving wood, paper, cloth, plastic, rubber, grass, oils, petrol, paint, flammable or combustible liquids, Class A and Class B fires.
 <p>A red fire extinguisher with a white label and a black handle.</p>	Powder fire extinguisher	Put out fires involving electrical, oils, petrol, paint, flammable or combustible liquids, Class B and Class E fires.
 <p>A red fire extinguisher with a black handle and a black horn.</p>	Carbon dioxide fire	Put out fires involving electrical, oils, petrol, paint, flammable or combustible liquids, Class B and Class E fires.
 <p>A red fire extinguisher with a black handle.</p>	Water fire extinguisher	Put out fires involving paper, wood, cloth, plastic, rubber, grass and Class A fires.

Safety signs and symbols

Question 5. Name the type of safety sign or symbol below and explain its meaning.

Sign	Type of sign	Meaning of sign
	<p>Fire</p>	<p>This sign shows you where you will find the fire extinguisher.</p>
	<p>Warning</p>	<p>Look out for moving vehicles as they could be a hazard.</p>
	<p>Limitation</p>	<p>This sign shows that the speed limit is 100 km per hour.</p>
	<p>Danger</p>	<p>This sign shows an electrical hazard that could possibly be life threatening.</p>
	<p>Prohibited</p>	<p>No smoking allowed / smoking prohibited.</p>

PERSONAL PROTECTIVE EQUIPMENT - PPE



Fitting PPE

Personal protective equipment (PPE) provides you with basic protection from hazards. It is not a guarantee that it will prevent injury, but it should help.

Your trainer will demonstrate the correct fitting of PPE. It will then be your turn to practise until you get it right.

You will be asked to demonstrate the correct fitting of the following:



If using safety glasses or goggles they must cover the eyes. They must sit on the bridge of the nose and the bent arms must fit around the ears.

- **eye protection (safety goggles or glasses)**



If using ear plugs, the student must put an ear plug in each ear according to the manufacturer's instructions (e.g. roll ear plug in fingers; pull ear up and back; place ear plug in ear and release so that it expands). If using ear muffs, the student must place the muffs over their ears so that they are fully covered by the muffs and adjust the head piece where needed so that it sits close to the head.

- **hearing protection (ear plugs or earmuffs)**



Fit and adjust the head harness where needed so that the hat is positioned comfortably, ie. it should not sit too high, it should be on straight and not backwards.

- **hard hat**



The vest, shirt or jacket must be sized correctly, for example, not too tight or too loose. If using a vest it must be secured at the front.

- **high visibility vest, shirt or jacket.**