

CPCCWHS2001

Apply WHS Requirements, Policies and Procedures in the Construction Industry

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

LEARNER GUIDE

CPCCWHS2001 Apply WHS Requirements, Policies and Procedures in the Construction Industry

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and instructions.

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1.1 Introduction

This training course is based on the National Unit of Competency **CPCWHS2001 Apply WHS Requirements, Policies and Procedures in the Construction Industry**.

This course covers fundamental Work Health & Safety (WHS) knowledge required to undertake work tasks within any sector in the construction industry.

The course covers:

- ◆ Hazardous materials identification, including asbestos.
- ◆ Risk identification and assessment.
- ◆ Selecting and applying safe work practices.
- ◆ Emergency response.

After completing this course participants will have a basic knowledge of WHS legislative requirements, particularly as they apply to the roles and responsibilities of a professional involved in the construction industry.



1.2 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	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.

It is important that you are familiar with the WHS laws that exist in your state or territory. Each state in Australia has its own WHS legislation and regulations that must be followed.

The following WHS legislative requirements will affect the way that you work in the construction industry:

- ◆ Australian Standards.
- ◆ Construction Industry WHS Standards and Guidelines.
- ◆ Duty of Care.
- ◆ Health and Safety Representatives, Committees and Supervisors.
- ◆ Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS).
- ◆ Licences, Tickets or Certificates of Competency.
- ◆ National code of practice for induction training for construction work.
- ◆ Workers Compensation.
- ◆ National safety standards.
- ◆ WHS and Welfare Acts and regulations.
- ◆ Safety Codes of Practice.



Specific health and safety requirements will depend on where you are working. The following is a list of the current health and safety laws in each state and territory of Australia:



- ◆ Australian Capital Territory: Work Health and Safety Act 2011
- ◆ New South Wales: Work Health and Safety Act 2011
- ◆ Northern Territory: Work Health and Safety (National Uniform Legislation) Act 2011
- ◆ Queensland: Work Health and Safety Act 2011
- ◆ South Australia: Work Health and Safety Act 2012
- ◆ Tasmania: Work Health and Safety Act 2012
- ◆ Victoria: Occupational Health and Safety Act 2004
- ◆ Western Australia: Occupational Safety and Health Act 1984

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.



Talk to your WHS officer or representative if you have any questions about legislative requirements.

1.2.1 WHS Personnel

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

- ◆ Your supervisor or manager (where there are no designated WHS people).
- ◆ Your WHS representative.
- ◆ Your workplace WHS committee.
- ◆ Emergency services staff.
- ◆ First aid officers.



It is important that you know who your WHS representative is. They are employed to represent your worksite and you as a worker. Your WHS representative is there to raise your views, interests and concerns to a WHS committee.

A WHS committee is a group of people on a work site 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.

1.2.2 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.

1.2.3 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.

Safe work practices that apply to your workplace include:

- ◆ Use of basic fire-fighting equipment.
- ◆ Day to day observation of WHS policies and procedures.
- ◆ Emergency procedures.
- ◆ Risk assessment.



Safe work practices are governed by legislative requirements and workplace procedures.



Safe work practices relate to:

- ◆ Drugs and alcohol at work.
- ◆ Access to site amenities, such as drinking water and toilets.
- ◆ General requirements for safe use of plant and equipment.
- ◆ General requirements for use of Personal Protective Equipment (PPE) and clothing.
- ◆ Smoking in designated areas.
- ◆ Housekeeping to ensure a clean, tidy and safer work area.
- ◆ Preventing bullying and harassment.
- ◆ Storage and removal of debris.

Safe work practices should be referred to, and documented, when completing Work Method Statements as a guideline for how to carry out a task safely.

1.2.4 Work Instructions

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 the site 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 and Traffic Management** – 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?

1.2.5 Procedures and WHS Documentation

All procedures and WHS documentation, including hazard reports, risk assessments, WMS and incident reports, must be developed, written or completed and reference relevant site and construction industry information including:

- ◆ Verbal or written instructions issued by authorised organisational or external personnel.
- ◆ Diagrams or sketches.
- ◆ Emergency situation contacts (fire, police, paramedics, rescue teams).
- ◆ Site evacuation plans.
- ◆ Manufacturer / supplier specifications and instructions.
- ◆ Hazardous material labels.
- ◆ Internal memos.
- ◆ MSDS.
- ◆ Organisation work specifications and requirements.
- ◆ Job plans and specifications.
- ◆ Regulatory and legislative requirements, such as Acts, regulations and codes of practice.
- ◆ Relevant Australian standards.
- ◆ WHS meeting minutes and outcomes.
- ◆ Workplace signage.
- ◆ Work bulletins.
- ◆ Work schedules.
- ◆ Asbestos-Containing Materials (ACM).



1.2.6 Material Safety Data Sheets

A Materials Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials (which may be a hazardous substance and/or dangerous goods). It includes safe handling practices and safety requirements. It will be issued by the manufacturer and may or may not include material handling methods.

The MSDS/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.

There will be a register of MSDS at every work site. It should be used as an information tool to ensure that everyone is involved in managing exposure to hazardous substances exposure.

Suppliers, employers/PCBUs and self-employed persons have specific labelling obligations for all hazardous substances containers in the workplace.

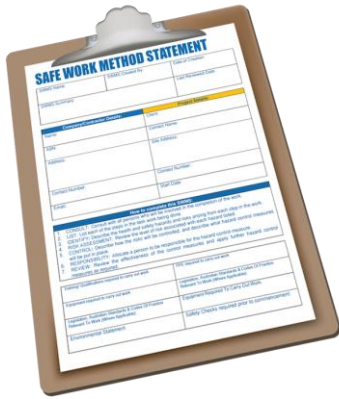


1.2.7 Work Method Statements

A Work Method Statement (WMS) details how specific hazards and risks, related to the task they are completing, will be managed and is developed by the employer/PCBU for their workers or by a sub-contractor.

They fulfill a number of objectives:

- ◆ They outline a safe method of work for a specific job.
- ◆ They provide an induction document that workers must read and understand before starting the job.
- ◆ They assist in meeting legal responsibilities for the risk management process, hazard identification, risk assessment and risk control.
- ◆ They assist in effectively coordinating the work, the materials required, the time required and the people involved to achieve a safe and efficient outcome.
- ◆ They are a quality assurance tool.



Many worksites require a work method statement before any high risk construction work can start. It is a list of steps that outlines how a job will be done and includes details for any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Make sure you understand all of the information in the work method statement before you start the work. It will help you to complete the work as safely as possible.



1.2.8 Working in Confined Spaces

Working in confined or enclosed spaces can be extremely dangerous and can lead to serious injury, illness or death for individuals or whole groups of workers.

A confined space can increase a worker's risk of being overcome by fumes, gases or lack of oxygen, damage to hearing through increased noise or vibration, extreme temperatures and injury through falls and slips.

It is very important that you have the ability to correctly identify a confined space in order to take appropriate actions such as obtaining permits and using safety equipment.



1.2.8.1 What is a Confined Space?

It is very important that a confined space is correctly identify so you can be sure that all the relevant safety requirements and procedures will be applied.



The Australian Standard (AS2865-2009) definition for a confined space is:

'An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

- a) *An oxygen concentration outside the safe oxygen range.*
- b) *A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation.*
- c) *A concentration of flammable airborne contaminant that may cause injury from fire or explosion.*
- d) *Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.'*

The new Work Health & Safety (WHS) regulations also define the conditions that determine what a confined space is. You can use the table below to help you determine if the space that is to be worked in constitutes a confined space:

Question	Yes or No
1. Is the space enclosed or partially enclosed?	
2. Is the space not designed or intended primarily to be occupied by a person?	
3. Is the space designed or intended to be at normal atmospheric pressure while any person is in the space?	
4. Could the atmosphere have oxygen concentration outside of the safe oxygen range (19.5%–23.5%)?	
5. Could the atmosphere have a concentration of airborne contaminant that may cause fire or explosion?	
6. Could the atmosphere have harmful concentrations of any airborne contaminants?	
7. Could there be a risk of engulfment?	
A space is classified as confined if you answer YES to all of questions 1-3 AND at least 1 of questions 4-7.	

It is important to note that not all states/territories have implemented the WHS regulations. Always check and adhere to the rules and guidelines that are applicable to the state/territory that you are working in. See Appendix 1A for the confined space definitions for other states/territories.

Examples of Confined Spaces

Confined spaces may include:

- ◆ Culverts and storm water systems.
- ◆ Pipes and live or inactive sewer mains.
- ◆ Shafts, ducts and access chambers.
- ◆ Pits, trenches and gullies.
- ◆ Environmental traps and tanks.
- ◆ Box girders and bridge voids.
- ◆ Storage tanks, process vessels, boilers, pressure vessels, silos and other tank-like compartments.
- ◆ Tank cars.
- ◆ Shipboard spaces entered through a small hatchway or access point such as:
 - ◆ Cargo tanks.
 - ◆ Cellular double bottom tank.
 - ◆ Duct keels.
 - ◆ Ballast.
 - ◆ Oil tanks.
 - ◆ Void spaces (not including dry cargo holds).



A person is deemed to have entered a confined space when their head (i.e. the breathing zone) or upper part of the body is within the boundary of the confined space. (**Note** that inserting an arm for atmospheric testing is not considered an entry into a confined space).



1.2.9 Working at Heights

Working at heights includes any work where workers may fall and be injured. This is generally considered as work done over 1.5 metres above the ground.

Any work conducted at heights requires adequate training, instruction and the employment of a system of fall protection.



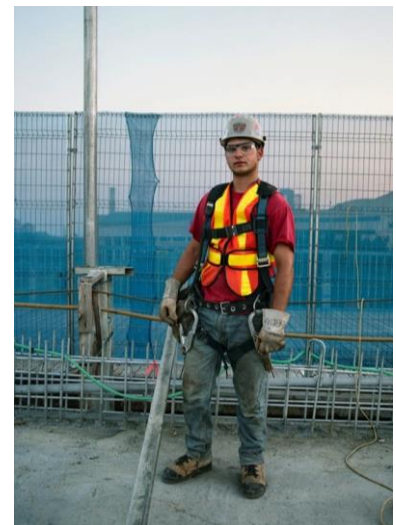
1.2.9.1 Working Safely at Heights

Working at heights is by nature a hazardous practice. The risk of injury or death to either workers or other people in the area is a serious concern.

Every year people are injured or even killed when they fall from a height or are hit by equipment or materials falling on them from above.

It is very important that all risks are identified and controlled and that appropriate safe work practices and training are applied to make sure that all people in the work area are kept safe.

In order to work safely at heights you must make sure you have properly planned the work to be completed, utilising safe work at heights procedures and requirements in accordance with WHS standards and site procedures.



Examples of Working at Heights

The work done at heights will involve personnel operating in dangerous elevated positions. This can include working on or around:

- ◆ Bridges, e.g. inspection and maintenance.
- ◆ Buildings, e.g. maintenance, window cleaning, demolition work.
- ◆ Roofs, e.g. maintenance, installing television aerials, placing insulation.
- ◆ Openings in and open edges of floors or walls.
- ◆ Unguarded shafts or excavations.
- ◆ Scaffolds.
- ◆ Elevated work platforms (EWP).
- ◆ Vehicles and other plant.
- ◆ Unguarded platforms and walkways.
- ◆ Order picking forklifts.
- ◆ Forklift platforms.
- ◆ Ladders.
- ◆ Temporary or permanent unstable structures.
- ◆ Fragile or brittle surfaces, e.g. skylights.
- ◆ Places where someone could fall into water, acid or poisonous solutions.
- ◆ Places where someone could fall onto sharp or projecting objects, e.g. a picket fence.
- ◆ Anywhere tools, equipment or material could be dropped onto someone below.

