

# CPCWHS1001

## Prepare to Work 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

# CPCWHS1001 Prepare to Work Safely 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 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.

You will learn about:

- ◆ Work Health and Safety responsibilities.
- ◆ Identifying and managing construction hazards and risks.
- ◆ Responding to accidents and incidents.



## 1.1.1 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, and includes:***

- ◆ ***The demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling***
- ◆ ***The assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure***
- ◆ ***Any work in connection with any excavation, landscaping, preparatory work, or site preparation carried out for the purpose of any work referred to in this definition, and***
- ◆ ***Any work referred to in this definition carried out under water, including work on buoys, obstructions to navigation, rafts, ships, and wrecks.***

***It does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out."***

# 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
<b>Acts</b>	Laws to protect the health, safety and welfare of people at work.
<b>Regulations</b>	Gives more details or information on particular parts of the Act.
<b>Codes of Practice/ Compliance Codes</b>	Are practical instructions on how to meet the terms of the Law.
<b>Australian Standards</b>	Give you the minimum levels of performance or quality for a hazard, work process or product.

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: Work Health and Safety Act 2020



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.



## 1.2.1 National Code of Practice for Induction for Construction Work

The National Code of Practice for Induction for Construction Work (2007) provides guidance to general and residential construction workers on the types of induction to provide an awareness and understanding of common construction workplace hazards and how they should be managed.

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

- ◆ **General** – Safety training used to provide basic knowledge of WHS legislative requirements and risk management processes in the construction industry.
- ◆ **Site** – This training occurs when you arrive at a site and provides information about specific WHS issues or requirements for that particular site (or part of that site).
- ◆ **Task-specific** – This induction provides information relating to WHS issues for a specific work activity.

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



## 1.2.2 Who does General Induction Training apply to?

The code of practice recommends general induction training for the following people, occupations and tasks:



- ◆ Casual, part-time or labour-hire persons performing construction work.
- ◆ Owners carrying out construction work.
- ◆ Installation of joinery, pre-cast concrete panels, windows.
- ◆ Delivery drivers dropping off materials inside the construction zone.
- ◆ Engineers and surveyors who undertake preparatory site work.
- ◆ 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 such as painting, tiling, carpet laying, floor sanding.
- ◆ Landscaping.

## Review Questions

<b>1.</b>	What are the 3 key elements of the WHS legislation that will impact the way you do your job, and the responsibilities of your workplace?	<input type="checkbox"/>
1.		
2.		
3.		

### 1.3 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.





## Review Questions

<b>2.</b>	What are your own duty of care responsibilities?	<input type="checkbox"/>

<b>3.</b>	What are your employer's duty of care responsibilities?	<input type="checkbox"/>

## 1.4 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.



### 1.4.1 Work Instruction

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 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** – 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?



## 1.4.2 Access to Site Amenities such as Drinking Water and Toilets



There should be toilets and clean drinking water on site for you to use. It is your responsibility to make sure the toilet facilities are clean and hygienic.

Drink plenty of water during the day to keep yourself hydrated, especially if you are working outside in the sun. Dehydration can cause fatigue and make it harder for you to concentrate.

## 1.4.3 Drugs and 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.



## 1.4.4 Plant and Equipment including Licencing, Competency and Refresher Training



For some jobs in the construction industry, special training or a licence is required to ensure they are carried out safely. These may include:

- ◆ Driving a forklift.
- ◆ Erecting scaffolding over 4 metres high.
- ◆ Dogging, rigging and directing cranes.
- ◆ Hoist and crane operation.
- ◆ Using earthmoving equipment.
- ◆ Handling dangerous materials.
- ◆ Working in confined spaces.
- ◆ Plumbing, electrical and building work.



## 1.4.5 Housekeeping

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

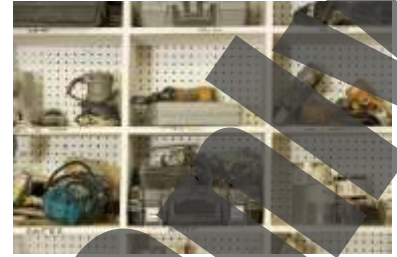


## 1.4.6 Storing Materials and Equipment Properly

Make sure all equipment and materials are stored properly and safely.

Stack materials neatly so that they don't fall out on the next person who tries to get to them.

Make sure all equipment is stored according to the manufacturer's instructions.



## 1.4.7 Correctly Storing and Removing Debris

Dispose of any debris properly without impacting negatively on the environment. Make sure all materials are collected and removed properly.



## 1.4.8 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.



## 1.4.9 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!



## Review Questions

<b>4.</b>	List 3 details about where you will be working that you need to make sure you have.	<input type="checkbox"/>
1.		
2.		
3.		

<b>5.</b>	Why is it important to have clean drinking water available on site for you to use?	<input type="checkbox"/>

<b>6.</b>	What can drugs and alcohol affect?	<input type="checkbox"/>

**7.**

What are 4 jobs that require special training or a licence?

1.

2.

3.

4.

**8.**

How can you help prevent tripping accidents, or accidents caused by flying debris?

**9.**

What needs to happen to all materials?

**10.**

What should you do if you are being bullied, or see somebody else being bullied?

--

**11.**

Where should you smoke on site?

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## 2.1 Hazard Identification and Control

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:

1. Identify the hazard.
2. Assess the risk.
3. Consult and report your findings.
4. Control the hazard.
5. Review the effectiveness of the control(s).



### 2.1.1 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 the thing or situation with the potential to cause injury, harm or damage.

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

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- ◆ Up high above your head.
- ◆ All around you at eye level.
- ◆ Down low on the ground (and also think about what is under the ground).

Some construction hazards you should check for in the work area:

Hazard	Description
<b>Asbestos</b>	Breathing asbestos fibres can have serious lasting impact on health.
<b>Confined Spaces</b>	Could suffocate.
<b>Chemical Spills</b>	Could cause fire and explosion, toxic atmosphere, burns, or uncontrolled reaction with other chemicals, or environmental contamination.
<b>Electrical Hazards including Power Lines, Cords and Equipment</b>	Could be electrocuted.
<b>Excavations, including Trenches</b>	Could fall in, could collapse, could damage underground services.
<b>Falling Objects</b>	Could cause damage to property or injury to personnel.
<b>Fire</b>	Could cause damage to property or injury to personnel.
<b>Hazardous Substances and Dangerous Goods</b>	Exposure may cause injury.
<b>Liquids Under Pressure</b>	Could cause an explosion and injury