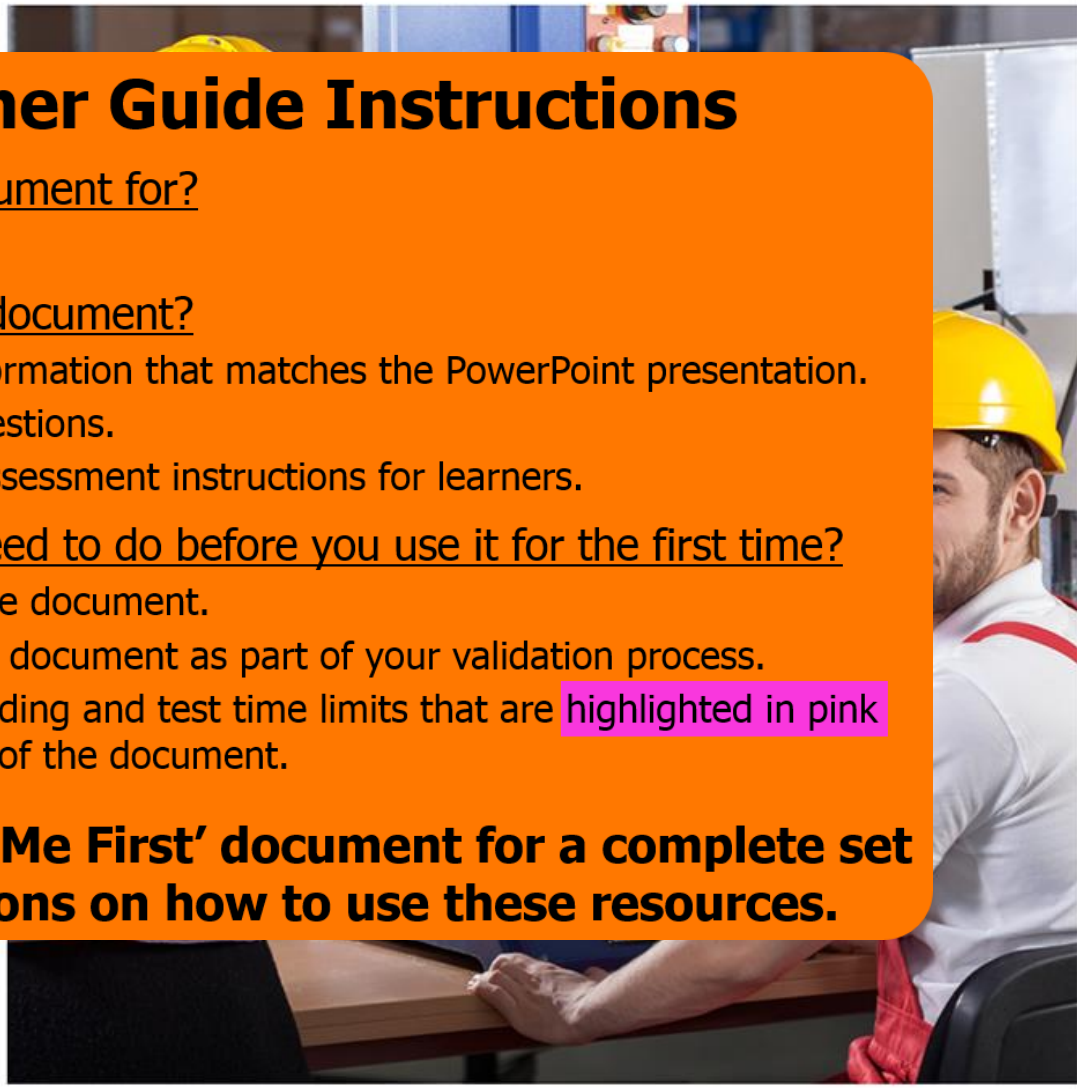
MSMWHS200

Work Safely



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

MSMWHS200 Work Safely

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

This Book Contains:

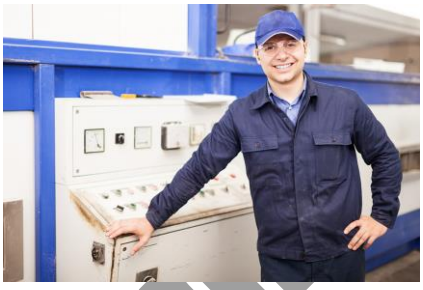
- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and instructions.

Table of Contents

1.1 Introduction

This course is based on the unit of competency **MSMWHS200 Work Safely.**

The information in this unit applies to all workers as they conduct their normal day-to-day activities in a safe manner and in compliance with legislative requirements and their duty of care.



You will learn about:

- Identifying hazards and assessing risks.
- Following procedures for risk control.
- Following emergency procedures.
- Initiating suggestions to enhance task or job-specific safety.

1.2 Achieve Safe Working Environment

Every organisation and workplace will have a Work Health and Safety (WHS) management system, based on relevant WHS legislation, codes of practice and site safety requirements.

The WHS management system and safety procedures for your workplace will detail all aspects that must be abided by.

The aim of workplace procedures, including WHS requirements, is to achieve a safe working environment for everyone.

They will have been developed to reflect the particular conditions and requirements of the site, as well as the relevant legislative requirements.

It is therefore essential for all personnel to know what is required of them, and to always follow all workplace procedures accordingly.

The WHS management system and procedures for your workplace should be explained to you during your site and/or task inductions.

If you need to know more about the requirements and procedures for achieving and maintaining a safe working environment, speak with your supervisor or other appropriate personnel.

1.2.1 Identify Rights and Responsibilities

It is essential that you are aware of the rights and responsibilities of both workers and employers under WHS legislation.

An understanding of these requirements will assist you to perform your work tasks safely and in compliance with legislative and workplace requirements.

1.2.1.1 Employer Responsibilities

WHS legislation requires employers to protect anyone at the workplace, whether employees, contractors, or members of the public, against any risks to their health or safety by eliminating or reducing risks as far as practicably possible.

Employers should:

- Monitor the health of workers to minimise risks and WHS issues.
- Exchange information about WHS risks and controls with WHS representatives and workers.
- Work with WHS representatives and workers to resolve WHS issues within the workplace in accordance with the agreed procedure.

1.2.1.2 Worker Responsibilities

It is especially important that you understand worker rights and responsibilities under WHS legislation.

Workers should:

- Be represented by a WHS representative when raising WHS issues, or have a defined system so that there is communication with management to resolve WHS issues.
- Exchange information about WHS risks and controls with their employer and WHS representative.
- Work with their employer to resolve issues within the workplace in accordance with the agreed procedure.

The WHS representative should:

- Represent workers in relation to WHS issues.
- Attempt to resolve WHS issues for those workers they represent.

Employers and workers may request intervention by external parties such as authorities or inspectors when WHS issues can't be resolved in the workplace.

Review Questions

1.	What will your organisation's Work Health and Safety Management System be based on?	☐

2.	What are 3 things employers should do to protect everyone at the workplace against risks to their health or safety?	☐
1. 2. 3.		

3.	What are 3 things workers are required to do under Work Health and Safety legislation?	☐

1.

2.

3.

1.3 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.

1.3.1 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.

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 hazards you should check for in the work area:

- Darkness.
- Heat, smoke, dust, vapours or other atmospheric hazards.
- Electricity.
- Gas.
- Gases and liquids under pressure.
- Structural hazards and collapse.
- Equipment failures.
- Industrial machinery, equipment and product.
- Equipment or product mass.
- Noise, rotational equipment or vibration.
- Limited head spaces or overhangs.
- Working at heights or in restricted or confined spaces.
- Fire and explosion.
- Hazardous products and materials.
- Unauthorised personnel.
- Sharp edges, protrusions or obstructions.
- Slippery surfaces, spills or leaks.
- Extreme weather.
- Other hazards that might arise.

Each workplace and work area will have common hazards relevant to that area.

These hazards will be listed in the specific hazard documentation, which will also detail the control measures used for each hazard.

Sources of information may include:

- Legislative, organisational and site safety requirements and procedures.
- Australian Standards (AS/NZS ISO 31000:2009).
- Materials Safety Data Sheets (MSDS).
- Codes of practice.
- Employment and workplace relations legislation.
- Equal employment opportunity and disability legislation.

You may also recognise hazards and hazard controls that are clearly marked on site plans and that are signposted around the workplace.

You will need to consult other workers, your manager, supervisor, team leader or WHS representative to find out if the hazard or risk has already been addressed, and what techniques are available to you to control, eliminate or minimise it.

If you find that there is no documentation or guideline in place to deal with an identified risk, you need to assess the risk and determine a feasible course of action to resolve it.

1.3.2 Assess Risks

Once you have identified the hazards on site or related to the work you will be doing you may be required to assess their risk level.

Risk levels are worked out by looking at 2 factors:

- **Consequence** – How bad will it be if the hazard causes harm?
- **Likelihood** – What is the chance of the hazard causing harm?

You can use a table like the one shown here to work out the risk level:

	Consequence				
Likelihood	**1. Insignificant**	**2. Minor** First Aid Required	**3. Moderate** Medical Attention and Time Off Work	**4. Major** Long Term Illness or Serious Injury	**5. Catastrophic** Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

For example, a hazard that has a **Major** consequence and is **Almost Certain** to occur has a risk level of **Extreme**.

	Consequence				
Likelihood	**1. Insignificant**	**2. Minor** First Aid Required	**3. Moderate** Medical Attention and Time Off Work	**4. Major** Long Term Illness or Serious Injury	**5. Catastrophic** Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	**Extreme**	Extreme

The risk level will help you to work out what kind of action needs to be taken, and how soon you need to act.

The table below is an example of a site risk policy:

Risk Level	Action
Extreme	**This is an unacceptable risk level** The task, process or activity **must not proceed**.
High	**This is an unacceptable risk level** The proposed activity can only proceed, provided that: **1.** The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. **2.** The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. **3.** The risk assessment has been reviewed and approved by the Supervisor. **4.** A Safe Working Procedure or Work Method Statement has been prepared. The supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	**This is an unacceptable risk level** The proposed activity can only proceed, provided that: **1.** The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. **2.** The risk assessment has been reviewed and approved by the Supervisor. **3.** A Safe Working Procedure or Work Method Statement has been prepared.
Low	The proposed task or process needs to be managed by documented routine procedures, which must include application of the hierarchy of controls.

The action you take will depend on:

- The organisation's policies.
- The worksite's procedures.
- Relevant laws and regulations.

1.3.3 Control Hazards

The Hierarchy of Hazard Control is the name given to a range of control methods used to eliminate or control hazards and risks in the workplace. The Hierarchy has 6 levels.

It is important to understand what each level in the Hierarchy stands for and how they can be applied to your work.

Hierarchy Level	Action
1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Controls	Use equipment to lower the risk level.
5. Administrative Controls	Site rules and policies attempt to control a hazard.
6. Personal Protective Equipment	The least effective control. Use PPE while you carry out your work.

It is important to think about all of the options available when deciding on the best hazard controls. You may need to use more than 1 control measure to bring the risk level down to an acceptable level.

1.3.4 Review Effectiveness of Controls

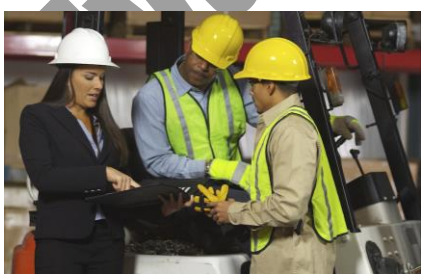
Once all controls are in place, each member of the team working in the area should evaluate and review the risk level and the effectiveness of the hazard controls.

The acceptable level of risk is determined by an organisation's policy, goals and objectives towards safety.

Reviewing their effectiveness includes checking that controls are in place and operational in accordance with standard procedure.

When evaluating the effectiveness of hazard controls, you may ask yourself questions such as:

- Does the applied control effectively manage or control the hazard?
- Will this control keep me and other workers in the area safe?
- Is the control a temporary measure?
- Can more be done to control the hazard?
- What level of risk is still applicable to the hazard?



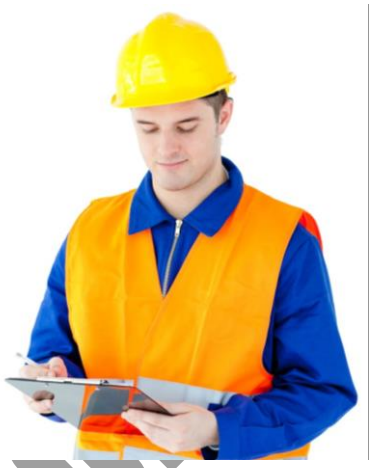
Talk to your supervisor or WHS representative if you are not sure whether or not the risk has been reduced enough to carry out the work.

You must ensure all controls are reviewed regularly as working conditions can change often.

If you determine the risk to be at an unacceptable level, the work must not be carried out until an authorised person can review the situation.

1.3.5 Identify and Report Any Remaining Risk

After reviewing the effectiveness of the implemented controls, it is important that you identify any remaining risk and report it in accordance with your workplace requirements.



As discussed, you may need to report this information to your supervisor or WHS representative.

Other personnel may need to be informed depending upon your workplace requirements.

You may be required to report verbally, in a written report, or using computerised risk assessment systems.

This step is essential, as all risks and hazards must be adequately controlled at all times.

Make sure that you understand your workplace hazard identification and control processes and procedures so that you can recognise when further action is required.

Review Questions

4.	What are 5 hazards you should check for in the work area?	☐

1.

2.

3.

4.

5.

5.	What 2 factors do you need to consider when determining the risk level of a hazard?	☐

1.

2.