

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

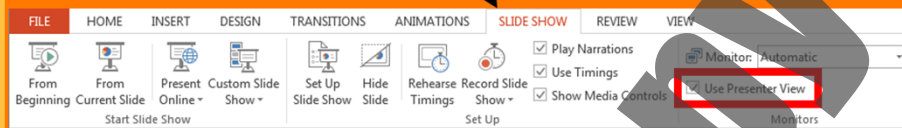
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Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

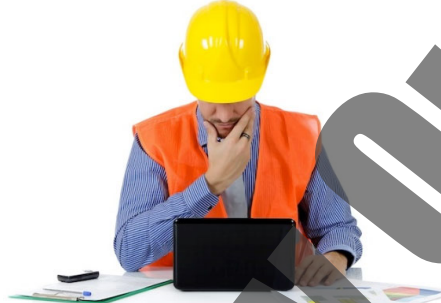
Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



RICHMOND 2015

COMPLY WITH SITE WORK PROCESSES/PROCEDURES



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1: Plan and Prepare for Work



Section 2: Apply Work Procedures

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Section 1: Plan and Prepare for Work



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1.1 Introduction

These resources are based on the unit **RIIGOV201E Comply with Site Work Processes/Procedures.**

You will learn about:

- ◆ Planning and preparing for quality outcomes.
- ◆ Preparing work plans.
- ◆ Following procedures and standards for work.
- ◆ Adapting to changes in the work environment.
- ◆ Reporting issues.
- ◆ Completing workplace documentation.



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1.1.1 Why is it Important to Comply with Site Processes and Procedures?

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All of these things need to work together smoothly to keep the site running efficiently and to keep all personnel safe.



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1.1.1 Why is it Important to Comply with Site Processes and Procedures?

There are a range of benefits to following processes and procedures:

- It keeps you and other personnel safe.
- It helps you to plan out your work properly.
- It keeps everything on schedule.
- It helps to get everything done in the right order.
- It makes it easier to identify when something is wrong or dangerous.

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1.2 Working Safely

You must follow all safety rules and instructions when performing any work.

If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



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1.2.1 Health & Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These tell you what the minimum requirement is for a job, product or hazard.

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Australian Standards - These tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

1.2.2 Operations Documentation

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1.2.2 Operations Documentation

Operations documentation includes:

- ◆ Site Details.
- ◆ Hazard Details.
- ◆ Task Details.
- ◆ Faulty Equipment Procedures.
- ◆ Signage.
- ◆ Emergency Procedures.
- ◆ Equipment and Work Instructions.



Operations documentation includes:

- ◆ Site Details – the information and safety requirements of the workplace environment (where you will be working).
- ◆ Hazard Details – any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
- ◆ Task Details – instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.
- ◆ Faulty Equipment Procedures – isolation procedures to follow or forms to fill out.
- ◆ Signage – site signage tells you what equipment you need to have, or areas that are not safe to be in.
- ◆ Emergency Procedures – instructions on what to do in emergency situations, for example if there is fire, accident or emergency where evacuation or first aid is needed.

- ◆ Equipment and Work Instructions – details of how to operate plant and equipment and the sequence of work to be done.

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1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.



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- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.

1.2.3 How to Keep Everyone Safe

Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



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- ◆ Safe use of tools and equipment.

1.2.4 Identify and Confirm Roles and Responsibilities

It is important that you and the people you are working with understand your roles and responsibilities for the work being conducted on site. It helps to make sure that everybody knows what is going on, who is doing what and when different tasks need to be completed.

It also means that work can be done efficiently and that everybody knows who is responsible for taking action when the conditions or circumstances on site change.



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1.2.4 Identify and Confirm Roles and Responsibilities

You need to identify your own scope of responsibility to know when you can make decisions, or when you have to check with your supervisor before you do something.

Responsibilities for reporting information or applying procedures need to be identified as well so that site information is current and the right decisions can be made.



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By locating and checking your work instructions and working safely you can make sure you can act within your scope of responsibility.



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1.2.4 Identify and Confirm Roles and Responsibilities

Once you have identified the roles and responsibilities for your own work it is essential that you confirm your task requirements with appropriate personnel. This is to make sure that you can complete your job safely, effectively, and in line with site and organisational procedures.

Some of the personnel that you may need to speak with to confirm your roles and responsibilities include:

- ◆ Plant operators.
- ◆ Team leaders.
- ◆ Supervisors.



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Section 1 Review Questions

1. What are the 4 types of health and safety laws and rules?



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1. What are the 4 types of health and safety laws and rules?

Answer:

- ◆ Acts.
- ◆ Regulations.
- ◆ Codes of Practice.
- ◆ Australian Standards.

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