

RIISAM201E

Handle Resources and Infrastructure Materials and 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

RIISAM201E Handle Resources and Infrastructure Materials and Safely Dispose of Nontoxic Materials

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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Evaluation Copy Only

1.1 Introduction



This course is based on the unit of competency **RIISAM201E Handle Resources and Infrastructure Materials and Safely Dispose of Nontoxic Materials** in the resources and infrastructure industries.

You will learn about:

- ◆ Planning and preparing for work.
- ◆ Handling and removing waste products and materials.
- ◆ Cleaning up the work area and storing materials.

1.2 Understanding Worksite Instructions and Procedures

All work needs to follow worksite and company procedures and instructions.

Procedures and instructions help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and does not interrupt or get in the way of other work that is happening on the site.



Work instructions and procedures may include:

- ◆ Operations documentation.
- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Regulatory requirements.
- ◆ Personal protective clothing and equipment.

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.

1.2.1 Work Instructions

Your work instructions will tell you the safest way to complete your work tasks and use any equipment required for the job.

Work instructions should include information on the following:

Hazards	Any hazards related to your work tasks or the equipment you will be using. You will also need to understand the controls in place to manage these hazards.
Task Details	The actual work you will be doing and how you are expected to do it. This could be communicated to you in a document such as a Work Method Statement (WMS).
Faulty Equipment Procedures	Information on how to report any faulty equipment or equipment in need of servicing on site.

Different sites may use different equipment and techniques to complete the same work tasks. This can be because there may be different characteristics on site including different weather, traffic, location, or ground conditions. For this reason, it is important to understand your work instructions before starting work.

If you are unsure of what you are expected to do then speak to your manager or supervisor who will give you this information.

1.2.2 Operations Documentation

Before starting your work, you need to access and review the operations documentation for the job. Operations documentation explains all the details of the worksite including:

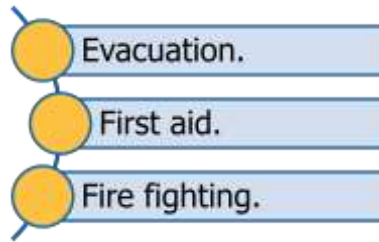
Site Details	The information and safety requirements of the work environment (where you will be working).
Hazard Details	Any hazards on site or related to activities on site. This could also include instructions on how to handle dangerous or hazardous materials.
Job Details	Instructions of what the project is, and the main people involved (this can include diagrams or plans).
Equipment Maintenance Procedures	Procedures which everyone on site is expected to follow to keep equipment in working order.
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 a 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.

Knowing this information will help you to complete your work safely and make sure all work is compliant with the policies and procedures of your worksite and industry.

1.2.3 Emergency Procedures

Every worksite will have specific procedures to be followed in response to emergency situations.

These procedures are based on the type of emergency, its severity, and the impact it will have on workers. Types of emergency situations on a work site may include:



Depending on your role on the worksite, your responsibilities during an emergency will vary. Some training may be required to prepare you for emergency situations such as first aid or warden training.

1.2.3.1 Evacuation

If there is an immediate threat to the safety of persons on site an emergency evacuation may occur. During an emergency evacuation everyone on site must move away from the hazard quickly and orderly.

Some work sites, particularly for temporary works, may not have a permanent designated muster/evacuation area. However, information should be given during shift briefings to include details of appropriate escape routes and the current location persons on site should report to should an evacuation occur.



If there is an emergency evacuation remember to:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area or muster.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.

Once you have evacuated, do not leave the designated evacuation point until instructed to do so.

1.2.3.2 First Aid

First Aid is the quick care given to an injured or sick person. In an emergency it may be necessary for a trained person to apply first aid.

All worksites should have first aid procedures and equipment. Every work site will have designated first aid and emergency officers.

If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.



1.2.3.3 Fire Fighting Equipment

Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons.

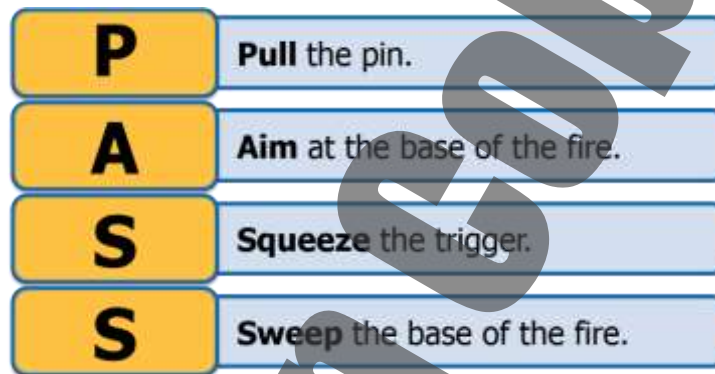
Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.

Steps for using a fire extinguisher:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or other designated on site procedure.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the PASS system.



The PASS system:



Contact your site emergency management team as soon as possible and call the fire brigade on 000.

When responding to a fire on the worksite, remember that your safety and the safety of all workers is the most important thing. If it is too dangerous to stay and fight the fire you should evacuate immediately.

1.2.4 Regulatory Requirements

Some of the materials that you might encounter on a worksite may be regulated by government or industry bodies. These materials may require specialist licensing and certifications for handling and disposal.

Your operations documentation will include procedures for handling specialised or regulated materials on site including safety data sheets for hazardous chemicals or materials.

Regulations for materials handled on site can vary between states so ask your supervisor if you are not sure about the requirements for different materials you may be required to handle or dispose of on site.



1.2.5 Coordination Requirements



Your manager or supervisor will coordinate the way everyone works together on site. It is important that you confirm any coordination requirements with them prior to beginning work.

Coordination will usually include an expectation that people working on site communicate and, where required, work together as a team. Following any coordination requirements on site before and during work will make sure everyone knows what is going on, what work you will be doing and what they need to do.

Workers you may need to coordinate with include:

- ◆ Mobile plant operators.
- ◆ Processing plant operators.
- ◆ Maintenance workers.
- ◆ Service vehicle operators.
- ◆ Crane and float operators.
- ◆ Contractors.
- ◆ Inspectors, both internal and external, including WHS, environmental and quality assurance officers.
- ◆ Supervisors.
- ◆ Site visitors.



It is important everyone on site is coordinated in the way they work and communicate as this minimises the chance of unsafe work behaviours due to misunderstanding.

1.2.5.1 Working Safely in a Team

You will be in a team for many tasks on a worksite. Working effectively in a team requires:



- ◆ Good communication between all members of the team.
- ◆ Clear understanding of the task being completed and the roles and responsibilities of each team member.
- ◆ Everyone to contribute effectively towards safety or problem solving.
- ◆ Everyone to watch out for each other and help when needed.



Safety issues on site can be identified and managed through effective teamwork by coordinating with team members and sharing experience and knowledge.

Problem solving in a team is a great way to find a solution for an issue. This is because people can contribute their own opinion or information, and together you can solve the problem.

Examples of good teamwork to ensure safety are:

- ◆ Using traffic controllers or personnel to direct traffic away from you while you are working.
- ◆ Coordinating with other personnel such as plant operators to help move bulky materials instead of trying to move them by hand.
- ◆ Using personnel to guide and support plant operators to complete their work properly.
- ◆ Discussing work instructions as a team so everyone is aware of any hazards and their own responsibilities to complete the work.
- ◆ Using a team lift to move a large or bulky item instead of trying to move it yourself.



1.2.6 Read and Confirm Work Instructions

Once you have reviewed the worksite and company procedures and instructions you should confirm you understand your work instructions by:



- 1. Making sure you know exactly what you need to do** – ask questions and explain the job as you understand it back to your supervisor to confirm you understand.
- 2. Finding out who else is working with you** – make sure they have received the same instructions and are clear about what needs to be done.
- 3. Identifying the equipment and materials you will be working with** – and double check with your supervisor that this equipment is appropriate and available for you to use.
- 4. Confirming the timeline of the job** – identify whether other tasks need to be completed first, or when your task needs to be completed.

Confirm this information with your supervisor, manager or WHS representative on site. This is also a good opportunity to discuss with the relevant personnel any information you found in the key document unclear. They can explain how this information relates to your own work activities.

Doing this will make sure you understand exactly what needs to be done to perform your work safely.



Review Questions

1.

What information can you get from reading work instructions?

2.

List three (3) things that may be included in 'operations documentation'.

1.

2.

3.

3.

What three (3) emergency situations will usually be addressed in site emergency procedures?

1.

2.

3.

4.

What is first aid?

5.

Why is it important that everyone on site is coordinated in the way they work and communicate?

6.

When should you confirm you understand your work instructions?

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. The identification and control of hazards and risks is a fundamental part of keeping any workplace or situation 'safe'.



1.3.1 Identify Hazards

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).



Consider how work actually occurs and equipment is used, if this is different to how it was described prior to beginning work then there may be hazards that are unknown and need to be controlled.



Some hazards you should check for in the work area:

- ◆ Other workers, vehicles and equipment.
- ◆ Pedestrians and public vehicles in the area.
- ◆ Underground services.
- ◆ Unstable or difficult ground conditions.
- ◆ Poor visibility – Can you see others? Can they see you?
- ◆ Defective tools and equipment.
- ◆ Manual handling risks.
- ◆ Chemical hazards such as fuel, contaminants, gases and dusts.



1.3.2 Control Hazards

After you have found hazards or dangers you need to work out how bad they are, and control them. To do this, think about the following questions:

A worker wearing a yellow hard hat and an orange safety vest is looking thoughtful, with his hand to his chin. The image is partially obscured by a large, diagonal watermark that reads 'Evaluation Complete'.

1. **What is the chance that the hazard will hurt someone or cause damage?**

2. **If it does happen, how bad will the injury or damage be?**

Thinking about these things will help you to choose how to control the hazards.

The best way to control hazards is to use the Hierarchy of Hazard Control. The hierarchy of hazard control is a range of options that can eliminate, or reduce the risk of hazards.

You start at the top of the list and see if you can take away (eliminate) the hazard or danger.

If you can't take it away you move down the list to see if you can swap it for something safer (substitution).

Keep working through the list until you find something that controls that hazard or danger.



This table shows you the 6 different types of controls in order from best to worst:

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.

Hazard controls need to be put in place before work begins, or as soon as possible after a hazard has been identified. The control measures for known hazards will meet the legislation and industry requirements and be described in your work instructions or site procedures.

Hazard controls on site could include the use of:

- ◆ PPE.
- ◆ Traffic management.
- ◆ Signage.



Before beginning work, you should check to make sure hazard controls for the work task are actually controlling hazards. If you do not think a hazard control is as effective as it is supposed to be, report this to your manager or supervisor on site.

Do not begin work if you believe that it is too dangerous to do so with the existing hazard controls.

1.3.2.1 Personal Protective Equipment

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. It is required to enter most work sites.

It includes:

- ◆ **Head protection** – hard hats and helmets.
- ◆ **Foot protection** – non-slip work boots.
- ◆ **Hand protection** – gloves.
- ◆ **Eye protection** – goggles, visors or glasses.
- ◆ **Ear protection** – plugs or muffs.
- ◆ **Breathing protection** – masks or respirators.
- ◆ **Hi-visibility clothing** – clothing that makes you stand out and lets other people know where you are.
- ◆ **Weather protection** – clothing that protects you from the sun or from the cold.

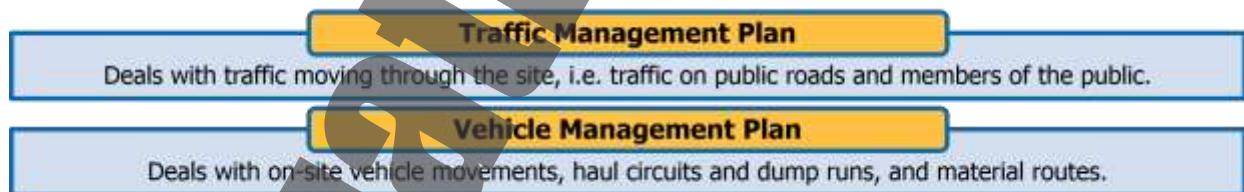


Make sure any PPE you are wearing is in good condition, fits well and is right for the job.

If you find any PPE that is not in good condition, tag it and remove it from service. Then tell your supervisor about the problem and they will organise to repair or replace the PPE.

1.3.2.2 Traffic Management

On worksites it is often necessary to control the movement of traffic around and through the site. To do this there are 2 different types of traffic management systems:



Traffic management systems will tell you how to safely work around stationary or moving traffic. This may include how to minimise hazards related to close interaction of workers or nearby pedestrians with all types of vehicles inside or nearby to the worksite.