

# RIIWHS201E

## Work Safely and Follow WHS

### 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

# RIIWH5201E Work Safely and Follow WHS Policies and Procedures

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## 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 unit of competency **RIIWS201D Work Safely and Follow WHS Policies and Procedures.**

Working safely and following WHS policies and procedures includes:

- ◆ Accessing and applying site safety procedures.
- ◆ Applying personal safety measures.
- ◆ Applying operational safety measures.
- ◆ Maintaining personal wellbeing.
- ◆ Identifying and reporting incidents.



## 1.2 Working Safely



Every workplace should have Work Health & Safety (WHS) policies and procedures designed to create a safe work environment.

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.

Before starting your work you need to make sure you have access to all workplace policies, procedures and documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

### 1.2.1 Health & Safety Rules

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

<b>Acts</b>	These are laws that you have to follow.
<b>Regulations</b>	These explain what the law means.
<b>Codes of Practice</b>	These are instructions on how to follow the law, based on industry standards.
<b>Australian Standards</b>	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.

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.



## 1.2.2 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.

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

## 1.2.3 Safety Procedures

You need to be clear about what you will be doing, how you will be doing it and what equipment you will be using. Site policies and procedures will contain all of this information.

Procedures 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 doesn't interrupt or get in the way of other work that is happening on the site.



### 1.2.3.1 Receive and Clarify Work Instructions

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



Once you have been given your instructions you must:

- 1. Make sure you understand exactly what you need to do** – ask questions and explain the job as you understand it back to your supervisor.
- 2. Find 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. Identify 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. Confirm the timeline of the job** – identify whether other tasks need to be completed first, or when your task needs to be completed.

Completing these steps will ensure that you have a clear understanding of exactly what needs to be done. If the situation changes while you are carrying out the work (e.g. an unexpected hazard, or other issue is identified) you will need to speak with your supervisor for guidance on how to proceed and finish the job.

## 1.2.4 Safety Data Sheets

A Safety Data Sheet (SDS) is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

The 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.



It will be issued by the manufacturer and may or may not include material handling methods.

Talk to your WHS representative or supervisor if you have any questions about legislative requirements relating to your work.

## Review Questions

<b>1.</b>	What are the 4 main types of laws and rules?	<input type="checkbox"/>
1.		
2.		
3.		
4.		

2.

What steps should you take to confirm your work requirements with your supervisor?

3.

What is a Safety Data Sheet?

## 1.3 Isolate or Immobilise Energy Sources

To minimise the risks to health and safety of workers through contact with energy sources they may need to be isolated or immobilised.

Energy isolation procedures may need to be conducted in any of the following situations:

When carrying out repairs, cleaning or making adjustments to plant or equipment.

When working on or close to power lines or other services.

Where equipment needs to be secured following an incident or accident.



### 1.3.1 Energy Isolation and Immobilisation Procedures

Energy isolation commonly requires the use of:



- ◆ **Out of Service Tags** – used to identify equipment that should not be used because it is faulty or damaged.
- ◆ **Isolators** – devices that physically prevent the transmission or release of energy.
- ◆ **Personal Locks** – locks used by those conducting the isolation process.
- ◆ **Danger Tags** – commonly a red and black tag applied to locks. Danger tags should identify the person to be protected and the status of the plant or equipment.

A typical isolation procedure may consist of the following:

- ◆ All energy sources and isolation points are identified. Isolators are placed in required safe positions.
- ◆ A personal lock is placed on every isolation point.
- ◆ The person responsible for the plant or equipment, and all affected workers are notified regarding the reason and duration of the isolation.
- ◆ Electrical equipment should be shut off at the main isolator not just by way of a stop button.
- ◆ All stored energy is dissipated.
- ◆ Danger tags (with correct information filled in) are fitted to each personal lock.
- ◆ Verifying that the isolation is effective by trying to start the plant or equipment.
- ◆ Identifying and clearly marking the safe area of work.



### Review Questions

4.	Why do you need to isolate or immobilise energy sources?	<input type="checkbox"/>

## 1.4 Site Plans and Layout

It is important that you know the layout of the worksite. It will help you avoid dangerous or restricted areas. It is also important that you know where to go if there is an emergency and you have to evacuate.

Check site plans and site signage for the location of:

- ◆ Buildings, facilities and structures including offices, toilets and change rooms.
- ◆ Pedestrian walkways.
- ◆ Restricted access areas.
- ◆ Maintenance areas.
- ◆ Emergency exits.
- ◆ Emergency evacuation points.
- ◆ Fire fighting equipment.
- ◆ Emergency response equipment.
- ◆ Spill kits.
- ◆ Parking areas.
- ◆ Non-smoking areas.
- ◆ First aid kits.



Part of your site induction should include a tour of the site where all of the main areas will be pointed out for you.

### Review Questions

5

List 3 things that you can find the location of if you check site plans and signage.



1.

2.

3.

# 1.5 Breaches in Site Safety



A breach to safety is any action, decision or event that may put somebody in danger.

Any breach that has been identified must be addressed or reported depending on the situation and your site's procedures. Breaches in site safety can include:

- ◆ Actions taken by personnel that place people at risk of injury or illness.
- ◆ Steps not taken to avoid a risky situation occurring.
- ◆ Failure to comply with regulatory requirements.

Examples of breaches in site safety include:

- Working at heights without safety controls in place.
- Worker exposure to excessive noise.
- Allowing unlicensed operators to use specific equipment.
- Not having guards in place on moving plant.
- Inappropriate use of equipment.
- Poor chemical safety procedures and storage.

The response to the breach will depend upon the type and severity of the breach.

If you are able to safely act upon the breach, and it is within your site's procedures, then you must do so. If not, you must report the breach to a supervisor or safety representative.

In any case you must always follow your site's procedures when responding to a breach in site safety.

Always report the details of any breach or action that you have taken towards a breach to the appropriate workers. Breaches should be considered as WHS issues and may need to be raised with safety reps or officers.



## Review Questions

6.	What is a 'breach to safety'?	<input type="checkbox"/>

## 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.

You may need to wear PPE when you are using tools, plant and equipment. Check your work instructions and safety procedures for details of the PPE you need to wear.



PPE 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.

When you have finished using any PPE you need to store it properly so that it stays in safe working condition.



### Review Questions

<b>1.</b>	What is Personal Protective Equipment?	<input type="checkbox"/>

## 2.2 Maintain a Clean and Tidy Work Area



It is essential that all work areas are kept clean and tidy to ensure the safety of all workers.

All work areas should be kept free from debris and other material. A build-up of litter, rubbish leftover materials and debris can create fire hazards, trip hazards and injury from sharp objects.

Equipment should be stored in a safe place when not in use.

Follow site and safety procedures when storing equipment and ensure that the storage area is clean and organised. This prolongs the life of the equipment, and makes it easy to locate for other workers.



Keep cords, leads and hoses away from walkways to stop people tripping over them. You may need to cover them or raise them up above head height to keep them out of the way. Any cords, lines or hoses that are hung above head height need to be clearly marked.

### Review Questions

<b>2.</b>	Why do all work areas need to be kept clean and tidy?	<input type="checkbox"/>

## 2.3 Permits and Clearances

Some specialised work will require permits and clearances before it can be carried out.

Work that may require permits and clearances include:



- ◆ Access to restricted areas.
- ◆ Hot work – welding and cutting.
- ◆ Working at heights.
- ◆ Working in confined spaces.
- ◆ Digging or excavation work.
- ◆ Blasting, shotfiring or use of explosives.
- ◆ Working on or close to power lines and services.

### 2.3.1 Applying for a Permit

Permits and clearances need to be applied for and issued before specialised work is carried out. This helps to ensure the safety of the worksite and workers and to ensure that all WHS policies and procedures are followed.

To apply for a permit you will need to have all of the details about how and when the work will be completed, and who will be participating.

A permit application should include details of:

- ◆ Location, description and duration of work to be done.
- ◆ Hazards that may be encountered.
- ◆ Isolation, lock out, tag out processes.
- ◆ Atmospheric test and monitoring requirements and results.
- ◆ Urgency of work.
- ◆ Authorisation.
- ◆ Hazard control measures.
- ◆ PPE and clothing.
- ◆ Size of work crew.
- ◆ Stand-by workers and emergency response and rescue arrangements.



## Review Questions

3.

List 4 types of work that may require permits and clearances.



1.

2.

3.

4.

## 2.4 Apply Safe Manual Handling Procedures

Manual handling is defined as any activity that involves lifting, lowering, pushing, pulling, carrying or moving a load.

There is always a risk of personal injury (e.g., back injuries, muscle strain) when performing manual handling.

Using correct manual handling techniques will help reduce the risks of injury.



Correct manual handling techniques include:

- ◆ When lifting a load start with your legs bent and back straight. Use your leg muscles to raise and lower the load – **NEVER** use your back muscles.
- ◆ Keep your back straight when carrying a load. Keep the load close to your body.
- ◆ Move your feet when turning with a load – **NEVER** twist your body.
- ◆ Use team lifts or equipment to shift heavy or bulky loads.