

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.

Evaluation Only

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.



Evaluation Only

R1 WHS 2011

WORK SAFELY AND
FOLLOW WHS POLICIES
AND PROCEDURES



TRAINING
PRESENTATION

Evaluation copy

Training Presentation Sections

Click on a box to go to that section.



Section 1: Site Safety Procedures



Section 2: Apply Personal Safety Measures



Section 3: Apply Operational Safety Measures



Section 4: Maintain Personal Wellbeing & Report Incidents

Evaluation Complete

Section 1:
Site Safety Procedures



Evaluation ONLY

1.1 Introduction

This course is based on the unit of competency **RIIWH5201D 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.



This course is based on the unit of competency **RIIWH5201D 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

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.

Before starting your work you need to make sure you have access to all workplace policies, procedures and documentation for the job.



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:

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.

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.

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.

1.2.1 Health & Safety Rules

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.



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

Duty of care.

- ◆ 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.



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
- ◆ What equipment you will be using.

Site policies and procedures will contain all of this information.



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.

1.2.3 Safety Procedures

Procedures help to make sure that all work is done:

- ◆ In a safe way.
- ◆ Without damaging equipment.
- ◆ Without 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.



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.
- ◆ The equipment that you will need to use.

Check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.



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.

1.2.3.1 Receive and Clarify Work Instructions

Once you have your instructions you must:

1. Make sure you understand exactly what you need to do.
2. Find out who else is working with you.
3. Identify the equipment and materials you will be working with.
4. Confirm the timeline of the job.

Completing these steps will ensure that you have a clear understanding of exactly what needs to be done.



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 is a detailed document outlining the risks and hazards associated with handling chemicals and other materials.

It contains details that can help you to identify:

- ◆ Basic Details of the Chemical or Material.
- ◆ Hazards Associated with the Material.
- ◆ Safe Handling and Storage Procedures.
- ◆ Emergency Procedures.
- ◆ Disposal Procedures.



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.

Evaluation Copy Only

RTWHS201F

Section 1 Review Questions

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



Evaluation Copy Only

Section 1 Review Questions

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

Answer:

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



Evaluation Copy Only

Section 1 Review Questions

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



Evaluation Copy Only

Section 1 Review Questions

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

Answer:

1. Make sure you understand exactly what you need to.
2. Find out who else is working with you.
3. Identify the equipment and materials you will be working with.
4. Confirm the timeline of the job.

Section 1 Review Questions

3. What is a Safety Data Sheet?



Evaluation Copy Only

Section 1 Review Questions

3. What is a Safety Data Sheet?

A detailed document outlining the risks and hazards associated with handling chemicals and other materials.



Evaluation Copy Only