

# OCCUPATIONAL HEALTH AND SAFETY IN THE REGIONAL WORKPLACE

REGIONAL AUSTRALIAN WORKFORCE DEVELOPMENT  
“DRIVEN BY LOCAL INDUSTRY & COMMUNITY”



## COPYRIGHT NOTICE

These interactive workbooks were produced by Regional Skills Training and funded by DEEWR (Department of Education, Employment and Workplace Relations) and are intended for free use to any student, RTO or school. Note the work is copyright and should not be reproduced or copied for commercial gain.

**Please fill in your details below and save this PDF to your files**

<b>Name</b>	
<b>Telephone</b>	
<b>Email</b>	

## TROUBLE WITH WEBSITE LINKS?

Sometimes you may click on a web link and the site will say it is not available. Please revisit the site when you are next working on your resource materials as web sites are sometimes "off line" for maintenance reasons.

If you are consistently unable to access a site you are free to answer the associated activity by searching for and finding an alternative site that you feel is applicable. PLEASE INCLUDE THE LINK IN YOUR ANSWERS so we know where to look.

Please complete the feedback form at the back of the unit and advise us of any links that do not work.

# CONTENTS

→	<b>1. Introduction and how to use these materials</b>	<b>03</b>
→	<b>2. What are these learning materials about</b>	<b>04</b>
	Employability Skills	05
→	<b>3. Adapt OHS policies and procedures to the workplace</b>	<b>06</b>
	What is workplace safety all about	06
	What applies to your workplace	06
	What is an appropriate induction procedure	07
	The language of OHS	13
	OHS legislation	16
→	<b>4. Assist in workplace hazard identification and risk control</b>	<b>17</b>
	Common workplace hazards	18
	Controlling risks and hazards	18
	Hazard signs and symbols	21
	Storing hazardous materials	25
	Information about hazardous substances and dangerous goods	25
	Hierarchy of control	28
→	<b>5. Safe work practices and using PPE</b>	<b>30</b>
	What different types of PPE are available	30
	Sources of more detailed information about the correct PPE for a job	30
	What is your employers responsibility related to PPE	31
	What is your responsibility related to PPE	31
	When must PPE be used	32
→	<b>6. Working together to create a safer environment</b>	<b>36</b>
	How can you work together to identify health and safety problems	36
	Reporting hazards and incidents	37
→	<b>7. Follow emergency response procedures</b>	<b>38</b>
→	<b>8. OHS in the Local Government, Civil, Construction, Building, Resources and Infrastructure sectors.</b>	<b>40</b>
→	<b>9. Local Government, Civil, Construction, Building, Resources and Infrastructure OHS and the Law</b>	<b>43</b>
→	<b>10. What OHS training is essential for my workplace</b>	<b>44</b>
→	<b>11. Being confident about your skill levels</b>	<b>50</b>
→	<b>12. Assessment</b>	<b>51</b>
→	<b>13. Bibliography and source material</b>	<b>52</b>

# 1. INTRODUCTION

## HOW TO USE THESE MATERIALS

This set of workbooks relates to occupational health and safety in the regional workplace and is appropriate to people employed in a range of workplaces in the rural, regional and remote sectors of Australia.

Skills and knowledge developed will ensure your own health and safety at work, as well as that of others in the workplace who may be affected by your actions.

Completion of appropriate summative assessments will enable you to achieve competency in the unit applicable to your sector. Summative assessments provided by your

Registered Training Organisation (RTO) will provide evidence of competence and appropriate employability skills.

**Look at the table below to select the correct book to complete according to your job and industry sector.**

These Occupational Health and Safety student materials apply to the following industry sectors and units of competence.

Participants must complete all assessment requirement and activities in their appropriate book.

Sector	Unit code	Unit name	
Primary Industries	RTE3713A	Book 1	Carry out Workplace OHS Procedures
Business Services	BSBOHS201A	Book 2	Participate in OHS Processes
Community and Health Services	HLTOHS200A	Book 3	Participate in OHS Processes
Local Government, Civil and Construction	CPCCOHS2001A	Book 4	Apply OHS Requirements Policies and Procedures in the Construction Industry

# 2. LEARNING MATERIALS

---

## WHAT ARE THEY ABOUT?

The work book provides resources and activities designed to develop your skills and provide formative assessments to monitor progress.

Information, resources and activities relate to the Occupational Health and Safety skills, work procedures and responsibilities, appropriate to people employed in a range of workplaces in the rural, regional and remote sectors of Australia.

As training is completed and skills gained the participant will achieve the ability to:

- operate in accordance with workplace procedures in hazard identification and risk control
- carry out safe practices during work operations
- participate in arrangements for maintaining the health and safety of all people in the workplace.

Carrying out OHS policies and procedures requires knowledge of:

- employee and employer responsibilities under the OHS Act
- enterprise procedures relating to hazards, fires, emergencies, accidents and risk control
- OHS signs and symbols relevant to your area of work
- reporting and procedural requirements related to OHS compliance.

## EMPLOYABILITY SKILLS

The learning materials provide opportunities to develop and apply employability skills that are learnt throughout work and life to your job.

The statements below indicate how these processes are applied in the workplace related to Occupational Health and Safety. In completing your daily work tasks, activities and summative assessments you must be able to demonstrate competent “employability skills” in the workplace.

Communication	<ul style="list-style-type: none"> <li>• Listening and understanding</li> <li>• Speaking clearly and directly</li> <li>• Sharing information</li> <li>• Being appropriately assertive (eg. in relation to safe or ethical work practices and own work role)</li> <li>• Understands, interprets and applies information as required from relevant environmental and OHS requirements, including material safety data sheets, safety signs and symbols, organisational policies and procedures</li> <li>• Understands relevant definitions, terminology, symbols, abbreviations and language</li> <li>• Records relevant information using standard workplace documentation</li> <li>• Applies measurements and calculations using appropriate equipment, formulas and records as required</li> <li>• Reports and records hazards and risks</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Apply teamwork in a range of situations, particularly in a safety context</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Listening to and resolving concerns in relation to workplace issues (ie. within scope of own role)</li> <li>• Examines tools and equipment prior to use for damage, missing components or other defects</li> <li>• Identifies typical faults and problems and takes remedial action and/or reports to supervisor</li> <li>• Participate in team solutions to safety issues</li> </ul>
Initiative and Enterprise	<ul style="list-style-type: none"> <li>• Raising occupational health and safety issues with designated personnel</li> <li>• Identify and assess risks in the workplace</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Taking limited initiative and making decisions within workplace role (ie. within authorised limits)</li> <li>• Selects and uses appropriate materials, tools and equipment</li> <li>• Identify potential hazards and prepare appropriate responses</li> <li>• Follow procedures and techniques relevant to the equipment and work being done</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>• Taking responsibility at the appropriate level (ie. within scope of own role)</li> <li>• Articulating own ideas (ie. within a team or supervised work context)</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Being willing to learn in any setting – on and off the job</li> <li>• Taking responsibility for own learning (ie. within scope of own work role)</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Applying OHS knowledge when using technology</li> <li>• Uses and operates a range of tools and equipment correctly and safely</li> </ul>

# 3. ADAPT OHS POLICIES

## AND PROCEDURES TO THE WORKPLACE

### WHAT IS WORKPLACE SAFETY ALL ABOUT

Occupational health and safety (OHS) is about ensuring safe and healthy working conditions, and preventing illness and injury in the workplace. OHS is probably one of the biggest, and in the future, most influential factors affecting small business (the workplace) both financially and from a human resource perspective, if not planned and addressed.

#### **The reality is that accidents happen**

It is also reality that many workplaces have far too many hazards that with a bit of planning, can be significantly reduced. It may be that a better work procedure, new technology or regular training can substantially reduce safety risks to owners and employees.

#### **How do you know what safety requirements apply to your workplace**

There are a range of new codes of practice, safety standards, regulations and insurance impacts that affect the workplace.

Each workplace will have different OHS requirements that must be met. At the most basic level, your employer is required to provide a safe workplace.

Each State and Territory has its own OHS Acts. You can easily access your relevant state legislation on the internet.

Australian Government OHS Regulations and Acts

[http://www.comcare.gov.au/laws\\_and\\_regulations/ohs\\_act\\_regulations\\_and\\_code](http://www.comcare.gov.au/laws_and_regulations/ohs_act_regulations_and_code)



## WHAT IS AN APPROPRIATE INDUCTION PROCEDURE?

Every employer should have procedures that ensure a new employee is carefully and thoroughly inducted into the workplace. A variety of policies, procedures and forms may be used during this process and will be dependant on legislated requirements and individual business needs. An Enterprise OHS Consultation Procedure and Induction is a good starting point, as it ensures the importance of OHS and safe work practices are very evident from Day 1.

### → ACTIVITY 1

**Ask your employer to complete this consultation procedure and induction. Provide a copy to your assessor. Alternatively, complete one already used in your workplace and provide a copy to your assessor.**

Enterprise OHS Consultation Procedure and Induction	
This policy recognises that	(list business here)
Name	(write name here)
Sign	
Date	
<ul style="list-style-type: none"> <li>• is committed to regular discussions with employees to ensure communication and consultation of all health and safety issues</li> <li>• allows staff to contribute and make suggestions to all OHS procedures/processes</li> <li>• provides a safe work place and safe equipment at all times</li> <li>• provides appropriate induction and training so that employees act in a safe manner</li> <li>• provides support for interpretation of instructions and signage if needed</li> <li>• provides appropriate work procedures for workplace duties</li> <li>• ensures information regarding the organisation OHS policies and procedures is made readily accessible to all employees</li> </ul>	
This policy recognises that	(Staff Name here)
Sign	
Commencement date	
<ul style="list-style-type: none"> <li>• is committed to regular discussions with employer to ensure communication and consultation of all health and safety issues</li> <li>• contributes and makes suggestions to all OHS procedures/processes</li> <li>• follows all reasonable instructions</li> <li>• works in a safe and responsible manner so as not to injure themselves, or anyone else and at all times follows workplace procedures</li> <li>• participates in appropriate induction and training as required</li> <li>• uses any personal protective equipment that is provided</li> <li>• does not work under the influence of alcohol or drugs (including medication)</li> </ul>	
Write a brief description of job and regular tasks here	

**Safety induction checklist – initial by employer and employee that all sections have been covered**

<b>Safety induction checklist</b>	<b>Initial Employer</b>	<b>Initial Employee</b>
Description of position		
Employment location and typical work environment		
Explain work tasks, safe work practices and workplace hazards		
Tour of workplace		
Provide copies of all OSH policies, work procedures and checklists		
Explain Duty of Care for employer and employees		
Compensation claims process and rehabilitation		
Personal protective equipment required and training in correct use		
Schedule of compulsory ongoing training		
Name of manager/supervisor and first aid officer		

In addition to the induction process, your employer is likely to have a number of other safe work issues that need to be considered.

Ongoing aspects of workplace OHS for an employer may include:

<b>Safety induction checklist</b>	<b>Initial Employer</b>	<b>Initial Employee</b>
The provision of simple clear and workable safe work procedures or checklists. As you work in your job on a daily basis, you should actively participate in helping your employer develop/improve simple written checklists describing how duties and tasks are to be completed in a safe manner.		
The need to provide regular staff training.		
Maintaining specific levels of workplace tidiness and cleanliness.		
Maintaining specific facilities for workplace safety.		

## → ACTIVITY 2

Look at the lists below. Tick any tasks or expectations that apply to your workplace/job

<b>Plant and equipment</b>	
	Operating fixed machinery and equipment with moving parts including the expectation to correctly use guarding or fencing to prevent injury
	Operating mobile machinery and equipment, such as forklifts, pallet jacks, earth moving equipment
	Instructions regarding access restrictions where machinery/equipment is operated
	Instructions regarding hazards where harmful emissions, contained fluids or gas under pressure, chemicals and chemical by-products, electricity and noise are created as a result of operation
	Instructions regarding pre and post operation checks and records
	Operating Forklift/Front End loader including holding an appropriate license
	Checklists to ensure mobile plant is in good working order (seat, lights, steering, controls, horn, tyres, gas cylinder, warning signals, brakes, mast, chains, hoses, counterweight, control labels, tynes)
	Checklist with clear load limits/carrying capacities for any equipment carrying loads
	Manufacturer's manuals and operator instructions are readily available
	Clear instructions regarding noise control
	Pre-operational checks are conducted to ensure safety features are in working order
	Warning signs and decals are clearly visible
	Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work is in place to reduce risk
<b>Handle hazardous substances</b>	
	Safe work procedures where pesticides, acids, solvents, cleaners, paint, asbestos, wood dust and welding fumes or other chemicals and harmful substances are present
	Material Safety Data Sheets (MSDS) must be provided in the workplace for each chemical and harmful substance, listing the ingredients and giving health information and instructions for their safe storage, use and handling. MSDS are available from manufacturers and suppliers of chemicals and harmful substances
	There is an easy to find and read list/register of all chemicals used. Original containers have the manufacturer's label. Decanted containers are labelled with name, risk and safety instructions
	A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace
	There are appropriate first aid and emergency facilities and workers are aware of them
	Appropriate PPE is provided and in good condition

**Maintenance of a safe and tidy workplace including working at height, slipping, tripping**

Training in slips and trips is part of your staff induction
Floor surfaces are slip resistant
Walkways are free of hazards, such as electrical leads and hoses
There is a "clean as you go" policy to ensure spills are attended to immediately
There are special provisions for slip resistance in wet areas such as bath tubs, showers, sinks, hotel/pub bars
Floor surfaces are maintained and in good condition
Warning signs are erected near spills
Pathway accesses to and from work areas are kept free of obstacles
Guard rails or other safety guards are provided on ramps and stairs
There is adequate lighting
Appropriate personal protective clothing, such as slip resistant footwear, is provided
There are ramps in areas where the height of floor levels change and trolley access is required or where items are carried regularly
Where relevant, working at heights is part of induction
Hand rails on stairs are secure and steps are well maintained
All work areas are free from obstructions
Walkways, corridors and stairs are free from obstructions
Ladders are in good condition and are secure and fixed firmly in place
High ladders have fall-back protection
Mechanical lifts are safe
Mezzanine floors have safe access and fall protection, such as handrails
Fall arrest systems, such as harness, are in place

**Appropriate usage of electrical equipment**

Residual Current Devices (RCD's) both portable and hard wired are in place for all required equipment and are tested regularly
Electrical equipment is tested and tagged and a regular maintenance program is in place
Electrical safety is part of induction
People working with electricity have been given information, instruction and training
Flexible cord connections have either moulded or transparent type plugs
Plugs, sockets and extension leads are in good condition
Flexible cords are protected from water, being damaged or cut
Switchboards are labelled correctly and protected from damage
Light fittings are suitable for the location and protected from breakage
Power points are suitable for the location and are positioned safely
Safety procedures are in place for workers working near overhead power lines
Machinery has been identified that may expose workers to electrical risk
Cords are of suitable length for the intended use

**Emergency actions and information**

	An evacuation procedure in the event of a fire or other emergency is provided
	The evacuation procedure and a diagram of the workplace (showing the exits) are displayed in a prominent location including clear exit signs
	Emergency egress enables safe egress in event of an emergency (eg. doors are not obstructed)
	Portable fire extinguishers, fire blanket have been provided and maintained
	An adequately stocked first aid kit is provided at a central location
	An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace

**Working alone**

	There is a system in place for communication with workers working alone
	The system ensures that workers have means of communicating in the event of emergency (eg mobile phones, duress alarms)
	The system requires regular contact to be maintained with workers to ensure safety and supervision
	The employer has knowledge of the location of all workers at all times during work shifts

**Manual Handling**

	Regular training in manual handling covers all the requirements of the Code of Practice for Manual Tasks and is part of induction
	Alternative ways of lifting and carrying have been considered, eg using a mechanical hoist or trolley
	Workers are given breaks from manual tasks that involve lifting, repetitive movements or standing for prolonged periods of time

**Working with noise**

	Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection
	Workers have received information and training in relation to noise at the workplace

**Records on work related injuries suffered by employees.**

	Appropriate accident/injury records are maintained
--	--

**To provide information to employees, in such languages as are appropriate, in relation to health, safety and welfare in the work place, including the names of persons to whom the employee may make enquires and complaints.**

	All information related to a safe workplace is provided in appropriate language (written and verbal) and appropriate signs
--	--

### As an employee you also have specific responsibilities

As you can see from the lists provided above, an employer has many responsibilities related to the provision of a safe work place. However you, the employee, also have significant responsibilities.

You are required:

- to be responsible for your own health and safety
- act in a manner that will not affect the safety of yourself or others
- make a constructive contribution to workplace meetings, workplace activities, inspections or other OHS consultative activities and raise OHS issues with designated personnel according to organisational procedures
- complete daily tasks and operate equipment following designated safe work procedures
- to never work under the influence of drugs or alcohol
- correctly use and look after any Personal Protective Equipment provided
- follow all reasonable instructions
- participates in appropriate induction and training as required



## WHAT LANGUAGE / TERMS WILL YOU HEAR WHEN TALKING ABOUT OHS

Authorised Officer	A person given legal power to enter a workplace on occupational health and safety issues.
Consultation	The sharing of information and exchange of views on occupational health and safety matters between managers and workers or their representatives. This may include participating in decision-making on OHS issues.
Duty of Care	The responsibility of the employer to look after the health and safety of people at work.
Employee	A person who carries out work for the employer.
Employee Representative	A person elected by employees to represent them on the Occupational Health and Safety Committee.
Employer	The organisation or individual who employs people to carry out work for them. This includes self-employed people.
Hazard	Anything that might cause harm to a person.
Hazardous substance	Products that can harm a person's health causing illness, injury or disease, for instance cleaning solvents and hairdressing chemicals.
Hierarchy of control	Is a method of deciding what is the best or most practical way to reduce the risk of injury by an identified hazard, for example stopping the loud noises in a factory is better than handing out ear plugs.
Manual handling	The lifting, lowering and moving of objects by a person, for instance, carrying boxes or house bricks.
Occupational Health and Safety	Keeping people safe and healthy at their place of work by prevention of accidents, injury and illness.
Occupational Health and Safety Act	The main law covering the responsibilities and rights of employers and workers. It also outlines fines and penalties for breaking this law.
Occupational Health and Safety Committee	A group where consultation between employer and employee representatives takes place.
Occupational Overuse Syndrome (OOS)	Is an injury caused when using your body in unnatural positions, or carry out repeated actions, for example at the computer, being on a factory assembly line or playing music for a long time. Problems occur in muscles, joints or tendons.
Personal Protective Equipment (PPE)	Equipment used by workers such as safety boots and helmets, gloves, goggles, aprons or sunscreen, to protect them from hazards in the workplace.
Plant	Any machinery, equipment or tools used at work.
Regulation	A specific part of the Occupational Health and Safety Law that details how to carry out work safely.
Risk	The probability that harm might come to a person.
Risk management	The process of managing risks caused by hazards in the workplace. Risk management involves hazard identification, risk assessment and risk control.
Safe work method	The way employees should be trained to do a job safely.
Stress	When a person becomes ill because of mental strain causing psychological illness through negative experiences at work.
Supervisor	The person chosen by the employer to organise and oversee the work carried out by employees.
Training	Instruction on how to do a job safely, for example operating a forklift.
Ultraviolet radiation	Rays of the sun that can damage the skin and cause skin cancer.
Union	An industrial organisation that represents workers.
Workplace	The premises of the employer and any place where an employee carries out work.

A number of videos from You Tube are provided below. Watching a video is often far more graphic and descriptive as it enables you to see a visual example of OHS issues and hazards.

### → ACTIVITY 3

**You are required to watch each video and then provide a summary of the main OHS points you have seen.**



#### **You're a pro:falls from formwork (worksafe BC)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=04gN6erKog0>

**What have you learned from watching this video?**



#### **Hazard Communication Standard Training (by hcproinc)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=rSqwgMbqBy8>

**What have you learned from watching this video?**

### **Manual Handling**



#### **Safe Manual Handling (www.safe-mining.com)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.

<http://www.youtube.com/watch?v=b5DGVyAJeaM>

**What have you learned from watching this video?**

**What is RSI and what can you do to prevent it ? (by InstructionAE)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.  
[http://www.youtube.com/watch?v=agZe-tyj\\_1s](http://www.youtube.com/watch?v=agZe-tyj_1s)

**What have you learned from watching this video?**

**Personal Protective Equipment (by Star Leasing Co)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.  
<http://www.youtube.com/watch?v=e4Eq51Cw-PU>

**What have you learned from watching this video?**

**Safe work methods****Slips, Trips and Falls (by worksafeBC)**

Click here view video OR if you are using the printed resource, enter the address below into your web browser.  
<http://www.youtube.com/watch?v=8jjHXu4XrzU>

**What have you learned from watching this video?**

## WHERE DO I FIND INFORMATION ABOUT OHS LEGISLATED REQUIREMENTS?

There is so much information about OHS in the workplace that it is easy to become overloaded and confused. You should at least become familiar with the legislated requirements applicable to your industry sector and your state. The web sites listed below were all checked for currency as of June 2010. Always check to ensure you are on a current web site to ensure information that is accurate.

### State OHS&W Acts

South Australia (1986) – [www.legislation.sa.gov.au/LZ/C/A/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20ACT%201986/CURRENT/1986.125.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20ACT%201986/CURRENT/1986.125.UN.PDF)

South Australian (Amendment Act 2005) – [http://www.legislation.sa.gov.au/LZ/V/A/2005/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20\(SAFEWORK%20SA\)%20AMENDMENT%20ACT%202005\\_41.aspx](http://www.legislation.sa.gov.au/LZ/V/A/2005/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20(SAFEWORK%20SA)%20AMENDMENT%20ACT%202005_41.aspx)

NSW (2000) – <http://www.legislation.nsw.gov.au/fullhtml/inforce/act+40+2000+FIRST+0+N>

Victoria (2004) – [http://www.austlii.edu.au/au/legis/vic/consol\\_act/ohasa2004273/](http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/)

Queensland (reprint 2009) – <http://www.legislation.qld.gov.au/legisln/current/w/workplhsaa95.pdf>

Queensland Regulation (2008) – [www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf)

Tasmania (1995) – [http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc\\_id=13%2B%2B1995%2BAT%40EN%2B20100209000000;histon=;prompt=;rec=-1;term=](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=13%2B%2B1995%2BAT%40EN%2B20100209000000;histon=;prompt=;rec=-1;term=)

Western Australia (1984) – [http://www.austlii.edu.au/au/legis/wa/consol\\_act/osaha1984273/](http://www.austlii.edu.au/au/legis/wa/consol_act/osaha1984273/)

Northern Territory – <http://www.worksafe.nt.gov.au/corporate/legislation.shtml>

### Workcover responsibilities.

South Australia – [www.workcover.com](http://www.workcover.com)

NSW – [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Victoria – [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

Queensland – [www.workcoverqld.com.au](http://www.workcoverqld.com.au)

Tasmania – [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)

Western Australia – [www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

Northern Territory – [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

## → ACTIVITY 4

**You have worked through quite a lot of material, resources and videos to date. Click on the link below and complete the online interactive crossword to test your understanding of workplace OHS.**

[www.ohs.labor.net.au/youthsafe/safety\\_first/crossword/index.html](http://www.ohs.labor.net.au/youthsafe/safety_first/crossword/index.html)

If you encounter problems with the above crossword link, you may need to install “Java” which is free software by clicking on the following link: [www.java.com/en/download/index.jsp](http://www.java.com/en/download/index.jsp)

Check your answers for accuracy. Print a copy of your completed crossword and hand to your assessor or scan and send it with this workbook.

# 4. ASSIST IN WORKPLACE

## HAZARD IDENTIFICATION AND RISK CONTROL

In this section we look at:

- how you can assist in identifying hazard risk?
- what risk controls can be made in your work place?
- what can you do to help make your work environment safer for you and others?

A hazard assessment forms the basis of controlling hazards. It should be seen as an important tool in ensuring that your activities don't create risks and that the controls implemented are appropriate.

Hazard assessment is something that we do every day, so don't be scared of it.

**For example:** The local shop has a sign in a frame out the front on the footpath, a gust of wind has blown the sign and frame out onto the road. Checking that the road is clear you retrieve the sign. If you put the sign back on the footpath you have removed the hazard, however another gust of wind will only cause the hazard again. If you take the sign inside and give it to the shop owner you have removed the hazard and removed the risk of the sign blowing out onto the road again.

### → ACTIVITY 5

**You have been given an example of hazard assessment above. Look at the scenario below and complete the table. The example relates to a high risk hazard that could lead to death or serious injury in the workplace so think about your actions very carefully.**

Hazard	What actions do you take to control the immediate hazard. You should be able to identify 4 separate actions.	What do you do to eradicate the hazard? You should be able to identify 1 action
A power cord is plugged in and switched on. It has exposed wires.	1.	
	2.	
	3.	
	4.	

### What does your employer need to do?

Under the OHS Regulations, all employers must use a 'risk management' approach to address workplace health and safety issues.

The Regulation requires employers to:

- identify the hazard
- assess the risk(s) to the health and safety of persons arising from the hazard
- use appropriate control measures to eliminate or control the risk
- monitor and review the control measures to ensure on-going safety

These key elements of a risk management process should be done in consultation with all affected people from employers to employees and contractors.

As an employee it is important for you to actively participate in workplace risk management. A simple method of achieving this is to write down general tasks associated with your job and highlight the ones which you consider to be potentially hazardous or areas of risk and why. Your employer can collate the data, noting the degree of risk and the frequency employees or contractors are exposed to the risks. A list can then be compiled allowing the major concerns to be addressed as a priority.

## COMMON WORKPLACE HAZARDS

A common way to classify hazards is by category:

- **biological** – bacteria, viruses, insects, plants, birds, animals, and humans
- **chemical** – depends on the physical, chemical and toxic properties of the chemical
- **ergonomic** – repetitive movements, improper set up of workstation, lifting/manual handling
- **physical** – radiation, magnetic fields, pressure extremes (high pressure or vacuum), noise, electrocution
- **psychosocial** – stress, violence
- **safety** – slipping/tripping hazards, inappropriate machine guarding, equipment malfunctions or breakdowns, fire, working at heights

## CONTROLLING RISKS AND HAZARDS

Some controls which could be put into place in your workplace for the above hazards are:

### Slips and Trips

- Don't leave things lying on the ground where someone could trip over them.
- Have signage up if floor surface is wet to prevent slips.
- Cover over cords etc. on floors so people don't trip.

### Lifting

- Never try to lift anything that is too heavy.
- Always ask for assistance.
- Plan your lift, particularly if item is large, awkward or possibly unstable.
- Be shown the correct procedure for lifting anything.
- Bend from the knees, not your back.

### Electricity

- Never use faulty electrical equipment or cords etc.
- If an item is damaged or faulty, tag it immediately and remove it from service.
- Don't mix electricity with water.
- Always use electrical equipment in the manner for which it was made.

### Machinery

- Never operate machinery under the influence of drugs or alcohol.
- Never operate machinery unless you are trained to operate that machinery.
- Keep clear of moving machinery at all times.

### Fire

- Be aware of your workplaces fire procedure.
- Know where fire extinguishers are located and how to use them.
- Be careful when in and around flammable substances.
- Read signage carefully in regards to flammable substances.

On the web sites below you will find a number of articles that will provide information on workplace hazards and suggestions as to how to manage them. Look at the web sites before you start activity 6.

<http://www.healthyworkinglives.com/advice/workplace-hazards/index.aspx>

(Note this is an overseas site so some terms and regulations may differ from Australia however the information is quite relevant to workplace safety).

<http://www.safetysolutions.net.au/articles/1480-Protecting-young-workers-from-workplace-hazards>

---

## → ACTIVITY 6

List the hazards that apply to your workplace. Then discuss the procedures that are in place to minimise the risks.

**Hazard**

**Risk Management Procedure**

---

**Hazard**

**Risk Management Procedure**

---

**Hazard**

**Risk Management Procedure**

---

**Hazard**

**Risk Management Procedure**

**Hazard**

**Risk Management Procedure**

**Hazard**

**Risk Management Procedure**

---

## UNDERSTANDING HAZARD SIGNS AND SYMBOLS

In every work place you will find different hazard signs and symbols displayed to let people know of any potential hazards which may be in the area. It is extremely important that you are aware of what the hazard signs and symbols mean at your workplace and what you should and shouldn't do in that area to reduce risk of an accident.

Here are an example of some more common hazard signs and symbols.



The signs and symbols you see in the workplace are to remind you or tell you about something.

### Stop and Prohibition means 'You must not ...'



The sign will have a **RED** circle and cross bar, **WHITE** background and **BLACK** symbol.

### Caution means "Be careful"



The sign will have a triangle with a **YELLOW** background, **BLACK** border and **BLACK** symbol.

### Mandatory means "You must wear this"



The sign will have a circle with a **BLUE** background, **WHITE** symbol and picture inside.

### Emergency – Information



The sign will be a square or rectangle with a **GREEN** or **RED** background and a **WHITE** symbol.

**Dangerous goods****Fire****What about Safety Signs**

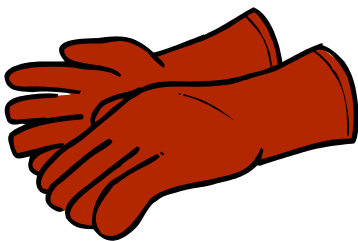
Apart from hazard signs and symbols the workplace is likely to have safety signs. The safety signs should be placed where everyone can see them – their directions are mandatory, which means people in the workplace **MUST** do what they indicate.

**Types of Safety signs**

Pictures only

Words only

Both pictures and words



**NO EXIT**





## STORING HAZARDOUS MATERIALS

If in your workplace you do have a hazardous material, it is extremely important that the item is stored correctly and out of harm's way.

- Keep hazardous products out of reach of pets and children, but not so high that the risk of dropping them is increased.
- Store materials in containers recommended by the manufacturer. Keep them away from other types of chemicals and in a cool, well-ventilated area to reduce vapour build up.
- Inspect the containers. Make sure they are labelled clearly and the containers are undamaged.
- Ensure that containers are sealed when not in use to prevent spills.
- Look over your storage areas regularly. Be on the lookout for leaky containers, poor ventilation and the smell of fumes.
- Make sure shelves are made of corrosion-resistant material. It's a good idea to store containers in corrosion-resistant trays as well.
- Have a fire extinguisher and clean-up materials on hand, just in case.
- Keep the phone number for poison control near your telephone.
- Never store hazardous materials near open flame or in direct sunlight.
- Do not store acids and bases side by side. These corrosives can combine and cause an explosion.

## INFORMATION ABOUT HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

The following Safe Work Australia website answers commonly asked questions about hazardous substances and dangerous goods.

<http://safeworkaustralia.gov.au/SafetyInYourWorkplace/HazardousSubstancesAndDangerousGoods/Pages/HazardousSubstancesAndDangerousGoods.aspx>

Links to the answers for specific questions are provided below

- **Do I need to comply with Safe Work Australia's National Standards and Codes of Practice?**
- **What are hazardous substances?**
- **What are dangerous goods?**
- **Where can I get a complete list of designated hazardous substances?**
- **How do I find information on a specific hazardous substance?**
- **Can I assume a substance is not hazardous if it does not appear on the HSIS database?**
- **Are Safe Work Australia's standards and codes mandatory outside of workplaces?**
- **Where can I find the current national exposure standards for atmospheric contaminants?**

Even more information on hazardous substances is provided in this site:

[http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace\\_safety\\_hazardous\\_substances](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace_safety_hazardous_substances)

### Material Safety Data Sheets (MSDS)

An MSDS is a document containing important information about a hazardous chemical (which may be a hazardous substance and/or a dangerous good) and must state:

- a hazardous substances product name
- the chemical and generic name of certain ingredients
- the chemical and physical properties of the hazardous substance
- health hazard information
- precautions for safe use and handling
- the manufacturer's or importer's name, Australian address and telephone number

The MSDS provides employers, self-employed persons, workers and other health and safety representatives with the necessary information to safely manage the risk from hazardous substance exposure. It is important that everyone in the workplace knows how to read and interpret a MSDS.

Employers can also ask the supplier of a hazardous substance for a 'National Industrial Chemicals Notification and Assessment Scheme (NICNAS) summary report' which provides more detailed advice about health hazards and control measures.

**Look at the web sites below. In various forms they will provide:**

- Access to Australian MSDS for a large number of chemical products
- Notification of changes to MSDS
- Recording and tracking your stored chemicals to meet legal and occupational health and safety (OH&S) requirements related to the storage of chemicals
- Identifying stored chemical hazards through the automated creation of peak hazard manifests
- Creation of product shipping documents for the transport and shipping of chemicals
- Enabling appropriate response by emergency services in the event of emergencies involving chemical storage areas or treated areas

<http://safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Pages/CP2003MaterialSafetyDataSheets2ndEdition.aspx>

<http://safeworkaustralia.gov.au/SafetyInYourWorkplace/HazardousSubstancesAndDangerousGoods/MSDS/Pages/MSDS.aspx>

[www.ilpi.com/msds/](http://www.ilpi.com/msds/)

[www.msdsxchange.com/english/resources.cfm?resource=Australia](http://www.msdsxchange.com/english/resources.cfm?resource=Australia)

---

## → ACTIVITY 8

Select an MSDS for a product used in your workplace. Scan and attach an example of an MSDS applicable to your workplace.

**What is the product**

**What is it used for**

**What are the risks associated with using the product**

**What are the safety instructions related to using the product in your workplace**

---

It is clear that there are appropriate laws, workplace procedures and an enormous amount of information available on hazardous substances. However the laws and the information are only able to protect people and improve safety if they are implemented. Don't be a risky worker. Make sure you use safe work practices at all times.

## HIERARCHY OF CONTROLS

### The accepted system of managing risk in the workplace

A hierarchy of control process is commonly used to manage risk and hazards. Generally speaking the risk and hazards are assessed in the following order.

#### Elimination of the hazard

Elimination assumes that the hazard is completely removed or the risk of exposure to the hazard is removed. This is the ideal control solution.

For example:

- removal of a noisy machine from a quiet area
- removal of fuels from the vicinity of welding

#### Substitution for other mechanisms

Substitution involves replacing a hazardous substance, machinery or work process with a non-hazardous or less hazardous option.

For example:

- using chemicals in pellet or paste form as opposed to dusty powders
- using non-flammable solvents in place of flammable ones
- replacing an old unsafe work bench with a stronger one

#### Isolating the hazard

If a hazard cannot be eliminated or substituted, the next preferred measure is to control the risk. Isolating the hazard can include:

- clearing an area around the hazard
- repositioning the hazard to a contained area

#### Engineering so as to correct the problem

Engineering can prove to be an effective and inexpensive option for controlling a risk.

Engineering controls may include:

- modification of tools and equipment
- using enclosures, guarding
- local exhaust ventilation
- automation

#### Administrative means of reducing the risk (i.e. signs, written protocol)

Where a health and safety risk cannot be eliminated or controlled by engineering, administrative controls should be implemented. Administrative controls mean introducing work practices which reduce risk. This limits or controls exposure to the hazard. Administrative examples may include:

- rotating jobs
- manuals to follow for the use of hazardous chemicals/MSDS records
- warning signs and labels
- safe work procedures
- licensing for high risk work e.g. forklift licence
- training courses

## Personal Protective Equipment

Personal protective equipment should only be considered where other measures are not practical. Efforts to remove health and safety risks using elimination, substitution, engineering and administrative controls should continue. PPE may also be used in combination with other controls. Examples may be:

- protective clothing e.g. boots, gloves, overalls
- the use of sun screen and sun glasses
- masks and breathing apparatus

In completing a hierarchy of control employers as well as employees must:

- Consider legislative requirements relevant to each hazard.
- Consider hazard control options that are suitable as well as being within sensible cost constraints if possible.
- Consider the possibility of short term alternatives while more permanent measures are planned and factored within the budget.
- Complete a written plan for controlling all hazards.
- Nominate the person(s) responsible for ensuring the plans are implemented.
- Provide details of the actions to be completed.
- Identify time frames and targets to achieve, review and modify the plans.



# 5. SAFE WORK

## PRACTICES AND USING PPE

Simple methods to implement safe work practices are determined from completion of a Hierarchy of Control. This process is likely to identify a number of safe work practices that are implemented in the workplace and will always include Personal Protective Equipment (PPE).

## WHAT DIFFERENT TYPES OF PPE ARE AVAILABLE

Personal Protective Equipment (PPE) comprises a range of clothing and equipment which is worn by employees, students, contractors or visitors as appropriate to protect or shield their bodies from workplace hazards. There are many types of PPE that can be considered in categories, based on the type of protection afforded by the equipment. Have a look at the links to the University of Western Australia site: [http://www.safety.uwa.edu.au/policies/personal\\_protective\\_equipment\\_guidelines](http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines)

The links provide specific details about a range of PPE applicable to many workplaces and provides a useful reference.

- Respiratory protection – eg disposable, cartridge, air line, half or full face
- Eye protection – eg spectacles/goggles, shields, visors
- Hearing Protection – eg ear muffs and plugs
- Hand Protection – eg gloves and barrier creams
- Foot protection – eg shoes/boots
- Head Protection – eg helmets, caps, hoods, hats
- Protection from falls – eg harness and fall arrest devices
- Skin Protection – eg hats, sunburn cream, long sleeved clothes
- Other personal protective equipment - eg protective clothing for cryogenic work or environments with high temperatures.

The following Australian Standards list the individual written standards applicable to the named topic. Standards can be purchased from the Australian Standards web site on: <http://www.standards.org.au/>

Each item describes detailed information about the correct PPE for a job:

- AS 1067.1 Sunglasses and fashion spectacles: Part 1 – Safety requirements
- AS 1067.2 Sunglasses and fashion spectacles: Part 2 – Performance requirements.
- AS/NZS 1269: 1998 Occupational noise management
- AS/NZS 1270: 1999 Acoustics – hearing protectors
- AS 1319: 1994 Safety signs for the occupational environment
- AS/NZS 1336: 1997 Recommended practices for occupational eye protection
- AS/NZS 1337: 1992 Eye protectors for industrial applications
- AS/NZS 1338 : 1992 Filters for eye protectors
- AS/NZS 1338.1: 1992 Filters for protection against radiation generated in welding and allied operations
- AS/NZS 1338.2: 1992 Filters for protection against ultraviolet radiation
- AS/NZS 1338.3: 1992 Filters for protection against infra-red radiation
- AS 1558 Protective clothing for welders (inc. Amendment 1)
- AS/NZS 1715 : 1994 Selection, use and maintenance of respiratory protective devices
- AS/NZS 1716: 1994 Respiratory protective devices
- AS/NZS 1800: 1998 Occupational protective helmets – Selection, care and use
- AS.NZS 1801: 1997 Occupational protective helmets (inc. Amendment 1)
- AS/NZS 1891.1: 1995 Industrial fall arrest systems and devices
- AS/NZS 1891.3 : 1997 Industrial fall arrest systems and devices
- AS/NZS 2161.1: 2000 Occupational protective gloves – Part 1: Selection, use and maintenance.
- AS/NZS 2161.2: 1998 Occupational protective gloves – Part 2: General requirements

- AS/NZS 2161.3: 1998 Occupational protective gloves – Part 3: Protection against mechanical risks
- AS/NZS 2161.4: 1999 Occupational protective gloves – Part 4: Protection against thermal risks (heat and fire)
- AS/NZS 2161.5: 1998 Occupational protective gloves – Part 5: Protection against cold
- AS/NZS 2161.7.1: 1998 Occupational protective gloves – Part 7.1: Protection against cuts and stabs by hand knives – chainmail gloves and arm guards.
- AS/NZS 2210.1: 1994 Occupational protective footwear – Part 1: Guide to selection, care and use.
- AS 2225 Insulating gloves for electrical purposes
- AS 2375 Guide to the selection, care and use of clothing for protection against heat and fire
- AS/NZS 2604: 1998 Sunscreen products – Evaluation and classification
- AS 2865: 1995 Safe working in a confined space
- AS/NZS 4399: 1996 Sun protective clothing – Evaluation and classification
- AS/NZS 4602: 1999 High visibility safety garments

## WHAT IS YOUR EMPLOYERS RESPONSIBILITY RELATED TO PPE?

Employers must ensure that:

- The need for PPE is assessed by a person who is competent to judge whether other methods of risk control can offer better protection of safety and health, than the provision of PPE.
- Professional advice is obtained, where necessary, to identify the most suitable types of PPE for the tasks to be carried out.
- Training is provided to supervisors and employees to enable them to ensure the proper selection, fit, use, cleaning and maintenance of PPE.
- Supervision and enforcement of the PPE policy is undertaken.
- Evaluation of the effectiveness of the PPE program is carried out on a regular basis.
- Suitable PPE is provided for visitors who may be exposed to hazards in the workplace. Equipment shall be properly cleaned before re-issue.
- All equipment shall comply with current relevant Australian Standards and should be stamped or labelled with an AS compliance marking. Existing PPE shall be re-assessed regularly to ensure compliance.

## WHAT IS YOUR RESPONSIBILITY RELATED TO PPE?

Employees must:

- Use the protective clothing or equipment in the manner which he or she has been instructed.
- Not misuse or damage the clothing or equipment.
- Report damage or malfunction immediately.
- Clean or sterilize clothing, equipment as required.

## WHEN MUST PPE BE USED

A **safety helmet** must be worn where:

- there is a possibility that a person may be struck on the head by a falling object
- a person may strike his/her head against a fixed object

It should be noted that 'bump caps', commonly worn to protect against minimum sideways impact, do not provide protection against any of the hazards described above.

A wide range of accessories can be fitted to helmets to make them more suitable for variable working conditions. Examples are as follows:

- a retaining strap worn either under the chin or at the nape of the neck
- a bracket and cable clip for the attachment of a lamp
- an eye shield, face shield or welding shield
- a wide brim for additional shade in hot climates
- neck flaps for protection against weather, molten metal splash, hot substances, etc.
- a lining for cold conditions
- ear muffs

Care should be taken to ensure that accessories and their attachment systems do not reduce the safety characteristics of the helmet, nor adversely affect the balance or comfort of the helmet.

### Eye Protection must be worn where:

- A risk of eye injury exists such as flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations, lasers and strong heat sources.
- Consideration must be given to the need for protecting persons who are working nearby or passing close to hazardous areas. It is essential that the maximum degree of eye protection is provided.

The following should be considered when selecting appropriate eye protection:

- Nature of risk to the eyes e.g. radiation, impact, dust/abrasive particles, liquid/chemical splash or spray etc.
- Conditions under which the person is working
- Visual requirements of the task
- Personal preference/comfort of wearer. This may include appearance, weight, ventilation and unrestricted vision.
- Condition of person's eyesight.
- The need for eye protection to have appropriate impact rating and be fit for task

The following general eye protectors are available:

- Goggles - An eye protector fitting the contour of the face and held in position by an adjustable headband.
- Wide Vision Goggles - An eye protector in which the lens or lenses extend over the full width of the face affording a large field of vision.
- Welding Helmet - A rigid eye protector which is worn by the operator to shield the eyes, face, forehead and front of the neck.
- Welding Handshield - A rigid eye protector which is held in the hand to shield the eyes, face, forehead and front of the neck.
- Faceshield - A device which includes a transparent visor, supported in front of the face to shield the eyes.
- Safety Spectacles - An eye protector with protective lenses mounted in spectacle-type frames, or integrally moulded into the frames with or without side shields, and held in position by the side arms.
- Tinted Safety Spectacles/Goggles - These may be provided to employees who require eye protection and who are generally required to work outdoors.

**Hearing Protection must be worn where:**

A person is working in or near a noisy environment.

The following hearing protection devices are commonly available.

- Disposable Hearing Protection Device – A hearing protection device formed by packing a suitable material into or around the ear canal. Disposable hearing protection devices are discarded after a single wearing.
- Earplug – A hearing protection device, other than disposable hearing protection devices, that is inserted into the ear canal.
- Ear Canal Cap – A hearing protection device that covers the ear canal entrance and is held in place by a headband.
- Earmuff – A hearing protection device that covers the entire ear and is held in place by a suspension system.
- Helmet – A hearing protection device that covers the ears and an appreciable part of the head.
- Suspension System – A device that holds the hearing protection device in proper position on the wearer's head. A suspension system may be a headband, a neckband or a safety helmet.

The following factors must be considered:

- the device must attenuate noise to a level not greater than 85 dB(A)
- weight
- for earmuffs and ear canal caps, the clamping force
- suitability for use with other personal protection equipment such as helmets, goggles etc.
- acceptability to the wearer

**Respiratory protection must be worn where:**

A person is working in an environment where there is :

- deficiency of oxygen
- particulate contaminants
- gaseous or vapour contaminants

**Air Purifying Devices**

- Dust Masks – used for protection against nuisance dusts such as sawdust, chalk, plant related and sanding dusts. These are generally not suitable for toxic substances.
- Gas Filters – filter fitted into a half face mask, full face mask or hood, suitable for removing low concentrations of certain gases and vapours.
- Particulate Filters – these are used to remove finely divided solid or liquid particles from the inhaled air. Particulate filters have a prefix 'P' and a number indicating a class corresponding to filtration efficiency against a laboratory challenge aerosol of sodium chloride. P1, P2 and P3 filters roughly correspond to the former L, M and H cartridges.
- Combined Gas and Particulate Filters – filter combinations are used where both hazard types may exist.

**Devices which Supply Air**

These include airline respirators and self contained breathing apparatus. Use of this equipment requires detailed training. Example of use areas may be spray booths, PC4 biohazard labs and sandblasting.

Achieving a good facial seal is essential. Facial hair such as beards and sideburns prevent a close fit and spectacles or even facial irregularity may also present problems. Tests involving detection of odour and gross leakage should be carried out.

**Skin protection must be worn where:**

Employees are required to work outdoors and are exposed to the sun's rays. You should:

- Attempt to schedule work that must be completed in full sun to before 10am and after 3pm.
- Use shade wherever possible.
- Wear loose and closely woven clothing (long sleeved, button up, collared shirt, gloves).
- Wear a 10cm wide brimmed hat or hat with a neck flap.
- Use a broad spectrum water resistant SPF30+ sunscreen at least 10–15 minutes before going out in the sun. Reapply every 2 hours while outdoors.
- Drink plenty of water.
- Wear close fitting EPF10 rated sunglasses.
- Where insect borne disease may be contracted (e.g Ross River Virus), use appropriate insect repellent.

**Hand protection must be worn when:**

The number of applications for which hand protection must be provided is very extensive. In general, protection is provided wherever there is a hazard and it is essential that the correct type is used for a specific task.

**Foot protection must be worn when:**

The type of duties performed require protective footwear. The footwear may also have special characteristics such as protective toecap, thickness and type of upper materials, thickness and type of sole, chemical resistant soles, penetration resistant mid soles and electrical conductive / antistatic properties.

**Protection from falls**

A full body harness with lanyard attachment at the back should be used, to ensure a person cannot slip out of the harness. Systems must also be put in place to ensure that a person suspended this way can quickly be rescued if the need arises.

**Other PPE**

This may include PPE for specific tasks such disposable clothing for working with chemicals, radiation hazards, welding, painting. Examples include: lead aprons for x-ray protection; sleeve protectors, aprons, coveralls when using chemicals; leather jackets, trousers and spats for welding; thermal and cold protective clothing for work near furnaces and cool rooms.





# 6. WORKING TOGETHER

## TO CREATE A SAFER ENVIRONMENT

All workplace hazards (chemical, physical, etc.) can be controlled or managed.

The goal of controlling hazards is to prevent workers from being exposed to occupational hazards. Some methods of hazard control are more efficient than others, but a combination of methods usually provides a safer workplace than relying on only one method.

The most effective method of controlling hazards is to control at the source by eliminating the hazard or by substituting a hazardous agent or work process with a less dangerous one.

## HOW CAN YOU WORK TOGETHER TO IDENTIFY HEALTH AND SAFETY PROBLEMS?

A safe workplace is one where everybody works together to improve safety and manage or remove hazards. Working together to improve OHS systems is not a difficult task and there are a number of ways cooperation can happen at all levels of the workplace. Always :

- be observant in your workplace and openly discuss safety concerns
- be informed of accident and near-misses to prevent reoccurrence
- discuss options to improve safety openly with co workers as well as managers
- use check-lists to help you inspect your workplace
- read reports or other information about your workplace to improve safety knowledge
- follow safety work procedures and support all co-workers to do the same

As a general rule of thumb the following points should be "normal practice":

1. General cleanliness in the workplace is routine to help minimise hazards.
2. Good housekeeping reduces the risk of fire and is cost-effective.
3. Safety signs are clearly visible but it is accepted that they are reminders and not a method of hazard control.
4. Personal cleanliness may be an important method of controlling hazards. If it is, facilities so you can wash and/or take a shower should be provided.
5. Avoid bringing workplace contaminants home to your family by leaving contaminated clothes at work.
6. Your protective clothing should be cleaned regularly. Inspect your protective clothing for holes and worn areas that could leave you open to exposures.
7. Ensure first aid facilities are adequate for the workplace and type of incidents that may occur.

In addition the workplace must then apply a hierarchy of control process for each hazard to determine if the hazard can be eliminated or controlled using a combination of methods.

## REPORTING HAZARDS AND INCIDENTS

Incident reporting and recording accidents and injuries is an important component in hazard control and accident prevention. Employers must keep a record of all work-related injuries, illnesses, and dangerous occurrences.

A dangerous event could mean:

- collapse, overturning, failure or malfunction of, or damage to high risk plant
- collapse or failure of an excavation or of any shoring supporting an excavation
- collapse or partial collapse of any part of a building or other structure by implosion, explosion or fire damage or failure of load bearing member, brake, steering device or other control device of a crane, hoist, conveyor, lift or escalator
- escape, spillage or leakage of any substance, including any hazardous material or dangerous goods
- fall or release from a height of any plant, substance or object
- damage to a boiler, pressure vessel or refrigeration plant
- uncontrolled explosion, fire or escape from gas or steam

“**Serious bodily injury**” means an injury to a person that causes:

- the injured person’s death
- the loss of a body part or an organ
- the injured person to be absent from the person’s voluntary or paid employment for more than 4 days

“**Work-caused illness**” means –

- an illness contracted by a person to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor

**In every instance of a dangerous occurrence, the incident must be formally recorded by the workplace.**



**Click here to download a Notification of a Dangerous Occurrence**

OR if you are using the printed resource, enter the address below into your web browser.

[www.safework.sa.gov.au/uploaded\\_files/notification.pdf](http://www.safework.sa.gov.au/uploaded_files/notification.pdf)

### → ACTIVITY 10

**Look at the link to the form above. What forms / procedures are used in your workplace. Include a link to your workplace form or attach a copy to send to your assessor. The web site provided is from Safework SA. Other states will have their own forms. The following website for Safework Australia provides a link to the various state and territory authorities.**

**Link to your workplace form:**

<http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhoWeWorkWith/StateAndTerritoryAuthorities/Pages/StateAndTerritoryAuthorities.aspx>

# 7. FOLLOW EMERGENCY

## RESPONSE PROCEDURES

All employers have specific responsibility in the workplace for:

- Providing appropriate instructions for emergency evacuations
- A general 'duty of care' obligation to prepare for potential emergencies that might occur – including identifying potential hazards that could arise in case of an emergency and ensuring that workers will not be exposed to them.

This means that procedures must be in place for emergencies such as:

- accidents
- medical emergencies
- fire, both structural and bush fires
- cyclones / destructive winds
- floods
- any other emergency evacuation

The workplace must also:

- Provide site appropriate First Aid Kits and also ensure appropriate staff have training
- Have emergency telephone numbers and call signs clearly displayed where they are easy to read. In addition, the address of the property and easy directions on how to get there must be written to clearly advise emergency services with accurate locations.



## → ACTIVITY 11

Complete the following table with information appropriate to your workplace:

<b>Name</b>	
<b>Phone</b>	
<b>Physical address</b>	(if applicable)
<b>Your workplace</b>	
<b>Hospital</b>	
<b>Doctor</b>	
<b>Ambulance</b>	
<b>Fire brigade</b>	
<b>Police station</b>	
<b>Poisons Information Centre</b>	13 1126
<b>First Aid staff</b>	Name of trained First Aid staff in your workplace



Look at the emergency planning pdf included below. Do you have a similar one in your workplace OR if you are using the printed resource, enter the address below into your web browser.  
[http://www.comcare.gov.au/\\_\\_data/assets/pdf\\_file/0020/41825/Emergency\\_Planning.pdf](http://www.comcare.gov.au/__data/assets/pdf_file/0020/41825/Emergency_Planning.pdf)

## → ACTIVITY 12

Include links or an attachment of emergency planning documents applicable to your workplace. If your workplace does not have a simple emergency planning document it would be good to suggest to your supervisor that they do. Make this suggestion in a positive and enthusiastic way to show your commitment to helping maintain a safe workplace.

Link to your emergency planning documents:

# 8. OCCUPATIONAL

## HEALTH AND SAFETY IN THE LOCAL GOVERNMENT, CIVIL, CONSTRUCTION, BUILDING, RESOURCES AND INFRASTRUCTURE SECTORS

The Civil, Construction, Resources and Infrastructure industry includes workers, employers and businesses engaged in work tasks that may include:

- road building
- railroad building
- aerodrome building
- irrigation projects
- harbour or river works water, gas, sewerage, stormwater drains
- electricity or other transmission lines, towers
- pipelines, oil refineries or other specified civil engineering projects
- excavation, mining
- demolition
- landscaping and site preparation
- building

Jobs in these sectors may also cover the repair of buildings or of other structures, as well as the alteration or renovation of buildings. It may also include installation activities such as the installation of heating and air-conditioning equipment, the on-site assembly of boilers, the installation of fire alarm systems, the installation of blinds and awnings etc.

The Local Government, Civil, Construction, Resources and Infrastructure sectors present many hazards and risks to workers that can include:

- moving machinery and equipment
- slips, trips and falls, working at heights
- electrical shock, electrical short circuit, malfunction or explosion
- work in confined spaces
- falling objects
- uncontrolled explosion, fire or escape of gas, hazardous substance or steam
- very high or very low temperatures, ultraviolet (UV) radiation
- manual handling
- working in dust and vapours
- overhanging beams, protrusions, and sharp equipment
- traffic hazards
- unplanned collapse of building, excavations
- working with asbestos containing materials
- cleaning chemicals, including those in pressurised containers, glues and solvents
- breathing apparatus malfunctioning to the extent that the user's health is in danger
- any other unintended or uncontrolled incident or event arising from operations carried on at a workplace
- bullying in the workplace
- using hazardous substances
- working with excessive noise
- operating plant in adverse conditions

A very good illustrative website is: <http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Safety+and+Prevention/Injury+Hotspots/>

Clicking on this link will open the “Injury Hotspots” front page. From there you can scroll down and click on the hyperlink that is most appropriate to your workplace. This may be sections related to:

- construction
- earth resources
- heating and air-conditioning installation
- slips, trips and falls







# 10. WHAT OHS TRAINING

## IS ESSENTIAL FOR MY WORKPLACE

There are many job types that apply to the Local Government, Civil, Construction, Resources and Infrastructure industry sectors. However, all states and territories have agreed to implement a National Code of Practice for Construction Workers. If you are employed in civil or construction industries the following sections apply to you.

You can download the complete Code of Practice PDF by clicking on: <http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Pages/NS2005InductionForConstructionWork.aspx>

This Code of Practice provides guidance to persons working in the general and residential construction sectors. It specifically describes the types of induction training that may be needed to provide construction workers with an awareness and understanding of common hazards on construction sites and how they should be managed.

The construction industry involves people working in a dynamic and ever-changing environment. Hazards and risks change frequently on a site as construction work progresses and as workers move from project to project.

The instruction and training required to ensure people can work safely on construction sites needs to recognise the pattern of employment and the way the construction industry operates. Therefore, three types of OHS induction training may be required:

**General induction (WHITE CARD)** provides persons entering the construction industry with a basic knowledge of requirements under OHS laws, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled. The minimum entry level safety training is the National 'White Card'.

Under the current state-based system the regulatory requirement for construction induction training has a different type of general induction evidence card ie 'Blue Card' in Queensland, 'Red Card' in Victoria etc.

States will now transition from their current format to the nationally agreed 'White Card'

Each state has different transition arrangements from the old cards to the new 'white' card. For more information see <http://www.licensinglinenews.com/Licensing-reforms/Construction-induction.aspx>

The White Card requires the successful completion of the national unit of competency :

CPCCOHS1001A Work Safely in the Construction Industry. Completion of this unit will meet the General Induction requirements of the White Card thus meeting the requirements of the National Code of Practice for Induction for Construction Work.

Under the national code, people requiring a construction induction card under legislation will need to have successfully completed this unit of competency and received a statement of attainment from the delivering registered training organisation to receive a 'White Card'.

General induction training for the White Card will comprise a formal training program that provides workers in the construction industry with an awareness and understanding of:

- The rights and responsibilities under OHS law
- Common hazards and risks in the construction industry
- Basic risk management principles
- The standard of behaviour expected of workers on construction sites.
- Identify common hazards such as:
  - manual handling
  - hazardous substances (including asbestos) and dangerous goods
  - excessive noise
  - operating plant and equipment (including inspection, maintenance, licensing requirements)
  - UV radiation
  - electrical safety
  - traffic and mobile plant
  - working at heights (including falling objects)
  - excavations (including trenches)
  - confined spaces
  - unplanned collapse
  - hot and cold working environments
- Interpret and apply safety information and documentation such as:
  - OHS management plans
  - work method statements, material safety data sheets, safety signs
  - safe work procedures
  - using Personal Protective Equipment (PPE)
- Respond to OHS incidents by being able to:
  - apply first-aid
  - appropriately complete accident and incident reporting
  - follow emergency procedures

## → ACTIVITY 15

**Do you have your White Card? If not it needs to be at the top of your “Training Needs” list. Talk to your supervisor at work and arrange for them to help you contact an appropriate trainer and complete your White Card Training.**

**Provide a photocopy of your White Card to your RTO as part of the summative assessment required for this unit of competence.**

Site induction occurs after the General /White Card Induction and provides information and instruction to anyone engaged on a particular work site, of the employers rules and procedures for site safety, emergency management, the supervisory and reporting arrangements and other site-specific issues.

Site induction will vary between different work sites, industry sectors and the work phase a project is going through at the time a person is brought onto the site eg it may not be practical or necessary to provide the same level of site induction in the residential construction sector as expected for mining projects.

Site induction should be based on the specific job/site OHS management plan as the plan will cover specific site hazards, control measures, safety rules and other information specific to the site. Site induction should include:

- site specific hazards and risk control measures
- regulatory requirements or codes of practice relevant to any site specific hazards
- site orientation including safe access/egress, location of amenities, first aid, security requirements
- site specific safety rules or procedures including notification of changes to the work site
- on-site consultation and reporting arrangements
- accident, emergency and evacuation procedures and associated equipment on site

Task-specific induction provides information and instruction to anyone undertaking a particular construction activity, of the risk factors and control measures relating to that specific task.

Task-specific training must be provided for persons performing high-risk work.

For all activities a risk assessment should be completed to determine whether task-specific training is needed.

Training content should be based on the hazards, risks and control measures specifically related to the task and the nature of the work.

## → ACTIVITY 16

**Complete the sample site induction and task specific checklist for your worksite.**

Task	Give an answer specific to your workplace
Have you been questioned about current competencies and qualifications	
Assembly point and evacuation route	
Closest medical facility	
Contact details of emergency services	
Emergency communication instructions and equipment	
Location of the first aid facilities/kits	

Who are the qualified first aiders	
Location of fighting equipment	
What are the procedures for reporting incidents, injuries, hazards	
What PPE is used and where is it located	
What safe work procedures do you work with	
Is any specialised equipment required and have you been trained to use the equipment	
What task specific induction training is required	
Who is Health and Safety Officer/Safety Representative	
What other information have you been told relative to OHS	
What do you think that you need further information about	

Technology is constantly changing in the workplace and everybody needs to be mindful of the need to retrain and update skills regularly.

It is essential that all staff have access to appropriate Occupational Health and safety training as well as training for safe operating procedures for the plant, equipment and substances they use.





# 11. BEING CONFIDENT

## ABOUT YOUR SKILL LEVELS IN THE WORKPLACE

After finishing all of the activities in this workbook you should be able to competently complete final summative assessments. Do you feel that you are confident about your skill levels in the workplace related to workplace Occupational Health and Safety?

Use the table below to help you check your skills. Before commencing your final assessments it is important to review any sections in which you feel unsure.

Remember: it is always OK to ask your supervisor or your assessor questions.

**In the table below, read the list of skills and knowledge you should have after completing this workbook**

1. Put a tick in the column if you can do this now and a brief comment re why you believe you have this skill
2. Put a tick in the next column if you feel you need more practice and a brief comment as to why
3. If you require further training, complete the last column listing what training is needed. Show this list to your supervisor or assessor and ask for more time or training before completing the summative assessments

Skills/knowledge you should have			Comment on why	What additional training do I need
	Yes	Need practice		
The ability to locate, interpret and apply relevant information.				
The ability to comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations.				
The ability to comply with organisational policies and procedures, including quality requirements.				
Safely and effectively use tools and equipment.				
Communicate and work effectively and safely with others.				
Complete all workplace tasks of varying complexity in a range of contexts or occasions over time in a safe manner.				

# 12. ASSESSMENT

You have now reached the end of this workbook. All of the information and formative assessments you have covered apply to the skills related to Occupational Health and Safety in your workplace. Please ask your assessor for final summative assessment/s for this workbook. Assessments may be provided in a variety of ways and may include:

- written assignments
- short-answer tests
- direct observation of tasks in real or simulated work conditions, with questioning and demonstration to confirm the ability to consistently and correctly complete tasks

Assessment should confirm that competency is able to be transferred to other circumstances and environments.

## → FEEDBACK

This workbook has been developed to guide users to access current information related to gaining skills appropriate to their workplace. Please complete the following table notifying us of any errors or suggested improvements.

<b>Subject Name</b>	
<b>Book Number</b>	

Page	What is the error	Suggested improvement
10	You tube video is not accurate	Better websites / You Tube example

**Is there a link to your suggested improvement**

---

**Additional comments**

---



**Click here to email your completed workbook to your assessor.**

# 13. BIBLIOGRAPHY

## AND SOURCES FOR CONTENT IN MATERIALS

The following web sites and links are provided in addition to those suggested for activities throughout the student materials. It is important that you look at websites relevant to your state and your job so that information you use is applicable and current.

Safework Australia – [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

Safework Victoria – [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Safework SA – [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

NSW – [www.smartmove.nsw.gov.au](http://www.smartmove.nsw.gov.au)

QLD – <http://www.justice.qld.gov.au/>

NT – [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

WA – [www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)

Kidsafe Australia – [www.kidsafe.com.au](http://www.kidsafe.com.au)

### Occupational Health, Safety and Welfare Acts

South Australia (1986) – <http://www.legislation.sa.gov.au/LZ/C/A/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20ACT%201986/CURRENT/1986.125.UN.PDF>

South Australian (Amendment Act 2005) – [http://www.legislation.sa.gov.au/LZ/V/A/2005/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20\(SAFEWORK%20SA\)%20AMENDMENT%20ACT%202005\\_41.aspx](http://www.legislation.sa.gov.au/LZ/V/A/2005/OCCUPATIONAL%20HEALTH%20SAFETY%20AND%20WELFARE%20(SAFEWORK%20SA)%20AMENDMENT%20ACT%202005_41.aspx)

NSW (2000) – <http://www.legislation.nsw.gov.au/fullhtml/inforce/act+40+2000+FIRST+0+N>

Victoria (2004) – [http://www.austlii.edu.au/au/legis/vic/consol\\_act/ohasa2004273/](http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/)

Queensland (reprint 2009) – <http://www.legislation.qld.gov.au/legisltn/current/w/workplhsaa95.pdf>

Queensland Regulation (2008) – [www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf)

Tasmania (1995) – [http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc\\_id=13%2B%2B1995%2BBAT%40EN%2B20100209000000;histon=;prompt=;rec=-1;term=](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=13%2B%2B1995%2BBAT%40EN%2B20100209000000;histon=;prompt=;rec=-1;term=)

Western Australia (1984) – [http://www.austlii.edu.au/au/legis/wa/consol\\_act/osaha1984273/](http://www.austlii.edu.au/au/legis/wa/consol_act/osaha1984273/)

Northern Territory – <http://www.worksafe.nt.gov.au/corporate/legislation.shtml>

### Workcover Websites

South Australia – [www.workcover.com](http://www.workcover.com)

NSW – [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Victoria – [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

Queensland – [www.workcoverqld.com.au](http://www.workcoverqld.com.au)

Tasmania – [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)

Western Australia – [www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

Northern Territory – [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

**U-Tube links**

<http://www.youtube.com/watch?v=0KflhYBGdu4>  
<http://www.youtube.com/watch?v=04gN6erKog0>  
<http://www.youtube.com/watch?v=2LJ9udp8y5k>  
<http://www.youtube.com/watch?v=rSqwgMbqBy8>  
<http://www.youtube.com/watch?v=b5DGVyAJeaM>  
<http://www.youtube.com/watch?v=MhGUKWAA9WM>  
<http://www.youtube.com/watch?v=XdwhYF-nCjQ>  
[http://www.youtube.com/watch?v=agZe-tyj\\_1s](http://www.youtube.com/watch?v=agZe-tyj_1s)  
<http://www.youtube.com/watch?v=Wq9Kwa0eGPY>  
<http://www.youtube.com/watch?v=e4Eq51Cw-PU>  
<http://www.youtube.com/watch?v=8jjHXu4XrzU>  
<http://www.youtube.com/watch?v=0Z4QE0rwNMU>  
<http://www.youtube.com/watch?v=-VearuEgNNY>

**Additional Useful Websites**

Aghealth Australia – <http://www.aghealth.org.au/>  
 Farmsafe Australia – <http://www.farmsafe.org.au/index.php?article=content/home>  
[http://www.comcare.gov.au/laws\\_and\\_regulations/ohs\\_act\\_regulations\\_and\\_code](http://www.comcare.gov.au/laws_and_regulations/ohs_act_regulations_and_code)  
[www.ohs.labor.net.au/youthsafe/safety\\_first/crossword/index.html](http://www.ohs.labor.net.au/youthsafe/safety_first/crossword/index.html)  
<http://www.healthyworkinglives.com/advice/workplace-hazards/index.aspx>  
<http://www.safetysolutions.net.au/articles/1480-Protecting-young-workers-from-workplace-hazards>  
<http://safeworkaustralia.gov.au/SafetyInYourWorkplace/HazardousSubstancesAndDangerousGoods/Pages/HazardousSubstancesAndDangerousGoods.aspx>  
[http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace\\_safety\\_hazardous\\_substances](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace_safety_hazardous_substances)  
<http://safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Pages/CP2003MaterialSafetyDataSheets2ndEdition.aspx>  
<http://safeworkaustralia.gov.au/SafetyInYourWorkplace/HazardousSubstancesAndDangerousGoods/MSDS/Pages/MSDS.aspx>  
<http://www.ilpi.com/msds/>  
<http://www.msdsxchange.com/english/resources.cfm?resource=Australia>  
<http://www.business.gov.au/BusinessTopics/Occupationalhealthandsafety/Pages/default.aspx>  
[http://www.safety.uwa.edu.au/policies/personal\\_protective\\_equipment\\_guidelines](http://www.safety.uwa.edu.au/policies/personal_protective_equipment_guidelines)  
<http://www.standards.org.au/>  
<http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhoWeWorkWith/StateAndTerritoryAuthorities/Pages/StateAndTerritoryAuthorities.aspx>  
[http://www.comcare.gov.au/\\_\\_data/assets/pdf\\_file/0020/41825/Emergency\\_Planning.pdf](http://www.comcare.gov.au/__data/assets/pdf_file/0020/41825/Emergency_Planning.pdf)  
[http://www.worksafe.vic.gov.au/worksafe/hotspots/agriculture\\_hotspot.html](http://www.worksafe.vic.gov.au/worksafe/hotspots/agriculture_hotspot.html)  
<http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe/Home/Safety+and+Prevention/Injury+Hotspots/>