

Section 1: OHS Legislative Requirements

1. QLD LEGISLATION

The Queensland Workplace Health & Safety legislation includes:

- ❑ The Workplace Health and Safety Act 2011,
- ❑ The Workplace Health and Safety Regulation 2011,
- ❑ Codes of Practice, and
- ❑ Ministerial Practices.

2. DUTY OF CARE

Duty of care requires everything 'reasonably practicable' to be done to protect the health and safety of others at the workplace.

This duty is placed on:

- ❑ All Contractors/Principal Contractors/Employers.
- ❑ Their employees/workers; and
- ❑ Any others who have an influence on the hazards in a workplace.

Generally, a duty of care arises where one individual or group undertakes an activity which could reasonably harm another, either physically, mentally, or economically.

Duty of care relates to ALL people that could be affected by someone's actions or inactions, including when at work.

To prove negligence a person must be able to prove that:

- ❑ A duty of care was owed to them;
- ❑ The duty was breached; and
- ❑ The breach caused a detrimental effect to them, e.g. injury.

3. QLD WORKPLACE HEALTH & SAFETY ACT

The Act sets out the **laws** about health and safety requirements affecting most workplaces, work activities and the use of plant and substances in Queensland.

It seeks to protect your health and safety and the health and safety of everyone at a workplace, while undertaking work activities or using plant and substances.

It does not apply to mines or land used for obtaining petroleum or used for geothermal exploration.

A workplace is any place where work is or is to be performed by a worker or a person conducting a business or undertaking.

4. CODES OF PRACTICE

Codes of practice state ways to manage exposure to risks.

If a code of practice exists for a risk at your workplace, you must:

- ❑ Do what the code says; or
- ❑ Adopt another way that identifies and manages exposure to the risk; and
- ❑ Take reasonable precautions and exercise due care.

5. 6. WH&S OFFICER

The Workplace Health and Safety Act 2011 defines a Workplace Health and Safety Officer (WHSO) as a person who:

- ❑ Holds a current authority for appointment as a workplace health and safety officer and
- ❑ Is appointed as a workplace health and safety officer by:
 - an employer for the employer's workplace or
 - a principal contractor.

Workplace Health and Safety Officers provide expert advice to employers to help them meet their obligations under the Workplace Health and Safety Act 2011.

Workplace Health and Safety Officers are trained to identify health and safety hazards and help implement risk assessments in the workplace.

7. LICENSED WORK

ALL persons conducting licenced work are required to provide evidence that they are licensed to carry out such work. If a person fails to provide evidence, work should stop until a licence can be provided.

8. MINISTERIAL NOTICES

Ministerial notices

The Minister may issue a Ministerial notice that prescribes ways of preventing or minimizing exposure to a risk if an urgent situation arises where there is a risk or likely to be a risk of serious bodily injury, work caused illness or a dangerous event happening. To meet your obligations under the Act, you must comply with the notices.

Where there is no regulation, code of practice or Ministerial notice about exposure to a risk, you can meet your obligations by choosing any appropriate way to minimise exposure to a risk and you must take reasonable precautions and exercise proper diligence in making sure the risk is managed. To properly manage exposure to risks, the risk management process must be undertaken to identify hazards and determine appropriate control measures. The process is set out in the Risk Management Code of Practice.

9. APPOINTMENT OF A PRINCIPAL

Who is the principal contractor for construction work?

1. The principal contractor for construction work, other than prescribed construction work, is the person appointed by the client as the principal contractor for the construction work under section 184A.
1. If the client does not appoint a principal contractor for the construction work, the client is taken to be the principal contractor for the construction work.
2. The principal contractor for prescribed construction work is the person who is in control of the prescribed construction work.

Note-

For construction work for which there is no client and that is not prescribed construction work, there is no principal contractor.

Appointment of principal contractors

Clients must appoint a principal contractor where:

- ❑ Demolition work or asbestos removal work (prescribed activities) is to be done; or
- ❑ The estimated final price for the construction work is more than \$80 000.

The client must complete a notice of appointment and give a copy of this to the principal contractor and the nearest Workplace Health and Safety Queensland office at least 10 days before construction work starts.

Construction work ends when possession of the workplace is given to the client.

10. WHO IS IN CONTROL?

A person with control of a construction project or control of construction work is responsible for the health and safety of any person who may be affected by the construction work – that person is considered to be the Principal Contractor – Remember you are considered to be the Principal Contractor.

- a) To the extent that the person has control over the construction work; and
- a) To the extent that the health and safety of the affected person is affected by the construction work.

11. PRESCRIBED OCCUPATIONS

Definition of prescribed occupation

The 11(the Regulation) provides that a person must not work in a prescribed occupation unless the person is the holder of a relevant authority to work (certificate) in that prescribed occupation or is a trainee in that occupation.

The **Workplace Health and Safety Regulation 2011** lists a prescribed occupation as:

- ❑ **Cranes and hoist operators** - tower, self-erecting tower, derrick, portal boom, bridge or gantry crane, vehicle loading crane, non-slewing mobile, slewing mobile, elevating work platform, concrete placing boom, personnel hoists and material hoists;

- ❑ **Load shifting equipment operators** - dozer, excavator, forklift truck, order-picking forklift truck, front-end loader, front-end loader/backhoe, grader, road roller, skid steer and scraper;
- ❑ **Pressure equipment operators** - boiler, turbine and steam engine
- ❑ **Riggers;**
- ❑ **Doggers;**
- ❑ **Scaffolders.**

There are potential risks associated with operating certain plant and equipment. To ensure operators, working within a prescribed occupation have the appropriate skills and knowledge, it is a requirement under the Act to undertake training and hold the appropriate authority.

12. WHO IS A WORKER?

1. A person is a worker if the person does work, other than under a contract for services, for or at the direction of an employer.

Example of subsection (1)—

A subcontractor works under a contract for services and is not a worker for this Act.

2. A person may be a worker even though the person is not paid for work done by the person.

13. WHO IS AN EMPLOYER?

1. A person is an employer if—
 - a) the person conducts a business or undertaking; and
 - b) in the conduct of the business or undertaking, the person engages someone else to do work, other than under a contract for services, for or at the direction of the person.
2. For subsection (1)(b), a person engages someone else to do work whether the person engaged works for gain or reward or on a voluntary basis.
3. For an apprentice or trainee who is employed by a group training organisation, the employer is-
 - a) when the apprentice or trainee is engaged to do work for a host employer—the host employer; or

b) otherwise - the group training organisation.

4. In this section-

apprentice means an apprentice under the Vocational Education, Training and Employment Act 2000.

group training organisation means a group training organisation under the Vocational Education, Training and Employment Act 2000.

host employer means a person who contracts with a group training organisation for the training of apprentices and trainees.

trainee means a trainee under the Vocational Education, Training and Employment Act 2000.

14. VOLUNTEERS

A worker is a person who does work, other than under a contract for services, for an employer.

The person is a worker no matter if they work for Gain, or Reward, or on a Voluntary Basis.

15. WHO IS A SELF-EMPLOYED PERSON?

A person is a self-employed person if-

- a) The person conducts a business or undertaking for gain or reward; and
- b) In the conduct of the business or undertaking, the person is not an employer or worker.

16. CONSTRUCTION WORK

The building and construction industry is diverse with many high risk activities. Contractors, subcontractors and their workers face risks from hazards that must be managed to prevent deaths, injuries and illness.

Construction work

Construction work is work to a structure or part of a structure including its:

- ❑ Erection, construction, extension or structural alteration;
- ❑ Alteration, conversion, fitting-out, renovation, repair, refurbishment, commissioning;

- ❑ Disassembling or decommissioning;
- ❑ Any work connected with site preparation;
- ❑ Any excavation or landscaping work done in connection with construction work;
- ❑ Assembling or installing prefabricated components for use in construction work;
- ❑ Taking apart a structure or part of a structure into its prefabricated components;
- ❑ Demolition work or asbestos removal work (prescribed activities).

What is a structure?

A structure includes all types of buildings, walls, or other steel or reinforced concrete construction.

Structures can also be:

- ❑ Masts, towers, pylons, structural cables or telecommunications structures;
- ❑ Infrastructure or other public-use facilities including:
 - Underground works such as shafts, tunnels, pipes, pipelines, sea defence works, river works, earthworks or other earth retaining construction;
 - Roads, highways, footpaths, driveways;
 - Railway lines or sidings, tramway lines;
 - Airfields;
 - Docks, harbours;
 - Water storage or supply systems, sewerage or drainage systems;
 - Electricity or gas generation, transmission or distribution facilities, gasholders;
 - Parks or recreation grounds.
- ❑ Production, storage or distribution facilities for heavy industries, for example refineries;
- ❑ Fixed plant, for example boilers, air conditioning units;
- ❑ Ships or submarines;
- ❑ Scaffolds, formwork, falsework, or other construction designed or used to provide support, access or containment during construction work.

What is not construction work?

Constructing or erecting structures which are to be transported to another place is not construction work, for example constructing a manufactured home or prefabricated building.

17. WH&S LEGISLATION

The legal obligations under the Workplace Health and Safety Act 2011 include providing:

- ❑ A working environment that is safe and without risks to health;
- ❑ Adequate resources, information, training and supervision;
- ❑ Effective arrangements for consultation; and
- ❑ An effective system for identifying hazards, assessing and controlling risks to health and safety.

18. 19. 23. SAFETY DATA SHEET (SDS)

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

- ❑ A hazardous substance's 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 SDS 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 SDS.

20. 21. 22. SAFE WORK METHOD STATEMENT (SWMS)

Safe Work Method Statement			
This SWMS is a site-specific statement that must be prepared before any high-risk construction work is commenced.			
Activity:	Change highly elevated light globes	Contractor:	Blade runners
Person responsible:	Rick Deckard	Location:	Shop 7/233 Harris Street, Pyrmont, QLD, 4096
Date:	01/01/2011	Contract number:	7756
Tasks involved	Equipment or plant required	Possible hazards & risks	Safety controls including personal protective equipment (PPE)
1. Turn off lighting circuit	N/A	Electrocution	
2. Position ladder	Step ladder		
3. Replace globe	New globe		
4. Dispose of old globe	Dustpan & brush		Use gloves and dustpan to dispose of wastage.

The work method statement must take into account the principal contractor's construction safety plan and also state:

- The high-risk construction activity;
- The person's ABN;
- The control measures to be used;
- The way the activity will be performed;
- How the control measures will be monitored and reviewed;
- Any relevant prescribed occupations.

Work method statements must be easy to understand, signed and dated.

The work method statement must be amended if there is a change in the activity and a copy must be given to the principal contractor. All people affected by changes must be advised of amendments to the work method statement.

The work method statement must be readily available for inspection. It must also be reviewed each year and amended if necessary.

23. SAFETY DATA SHEET (SDS)

An SDS should be reviewed whenever there is:

- A change in formulation which:
 - affects the hazardous properties of the substance;
 - alters the form, appearance or mode of application of the substance;

- ❑ A change to the hazardous substance which alters its health and/or safety hazard or risk;
- ❑ New health and/or safety information on the hazardous substance such as exposure standard changes or a substance previously considered not harmful is now established to be harmful (e.g. carcinogenic);
- ❑ At least every five years.

23. LABELLING

Labeling and decanting

Suppliers, employers and self-employed persons have specific labelling obligations for all hazardous substances containers in the workplace.

What is on the label?

The label must be in English and contain the following:

- ❑ Name of the product;
- ❑ Risk and safety phrases - as stated in NOHSC's document entitled 'National Code of Practice for the Labelling of Workplace Substances' that gives information about the substance's or lead's hazards;
- ❑ Dangerous goods information - as stated in the Australian Dangerous Goods Code;
- ❑ Chemical names of particularly hazardous ingredients;
- ❑ Chemical or generic names of certain other ingredients.

If the manufacturer has amended a SDS, the label should be changed to ensure that it is consistent with the information in the amended SDS.

Containers of decanted hazardous substances at the workplace must be labeled with the product name and basic health and safety information (risk and safety phrases) from the supplier's label.

25. WORKPLACE HEALTH AND SAFETY OFFICER

The WHSO must be an employee at the workplace for which he/she is appointed.

Section 2: Construction hazards and control measures

1. WHAT IS A HAZARD?

A hazard is something with the potential to cause harm.

This is the definition of 'hazard' for the purpose of the Risk Management Code of Practice 2007 and the three supplements. This definition is consistent with the description used in general Australian industry standards, which define a hazard as:

- ❑ A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these;
- ❑ A source or situation can include substances (both hazardous and dangerous), plant, work processes and/or other aspects of the work environment.

2. HAZARD IDENTIFICATION

The first step in the risk management process is to identify workplace hazards. This means looking for those things at the workplace that have the potential to cause harm.

To begin identifying hazards, simply ask the question, 'Does this task/activity/situation/event have the potential to harm a person?'

Another way is to ask the question 'What if?' For example, when inspecting a construction site, ask 'What if children could walk unaccompanied onto the site?'

These are proactive ways to identify hazards. Hazards can also be identified from records of past accidents and near misses.

3. HIGH RISK ACTIVITIES

Demolition work or asbestos removal work (prescribed activities) are considered as construction work.

Demolition work includes the:

- ❑ demolition or systematic dismantling of a building or other structure, or part of a building or other structure;
- ❑ not including the systematic dismantling of a part of a building or other structure for alteration, maintenance, remodelling or repair.

Work to remove any amount of friable asbestos must be done by an asbestos removalist that holds an 'A' class certificate for asbestos removal work issued from 1 January 2006.

What is the asbestos 'B' class certificate and when do I need one?

People at workplaces removing 10 square metres or more of bonded asbestos must hold a B class certificate (or bonded asbestos removal certificate). This is equal to about four standard sheets of plasterboard.

Bonded asbestos materials include asbestos cement sheeting, often called fibro, used in many Queensland buildings before 1990. The sheeting was used for cladding and roofs, and can often be found as backing boards in wet areas like kitchens and bathrooms.

An 'A' class certificate, also known as an Asbestos Removal Business Certificate, is required to remove any quantity of friable (easily crumbled) asbestos.

A person that is carrying out the removal of bonded asbestos is not required to hold a 'B' class certificate if the person:

- ❑ performs the work under a business that holds an 'A' class certificate; and
- ❑ is directly supervised by the 'A' class certificate holder's 'competent person'.

A 'competent person' for an 'A' class certificate is not required to hold a 'B' class certificate.

4. CATEGORISING HAZARDS

Workplace hazards are not always obvious. Many workplace hazards are environmental, for example slippery floors, unguarded machines, poor lighting and solvent vapours. Others are concealed or not readily visible, like electricity, gases or high frequency noise.

Some hazards can result in long-term health effects rather than an immediate injury. For example, exposure to loud noise over a period of time can result in hearing loss.

To assist in identifying hazards, they may be categorised as follows:

- ❑ The ***obvious*** hazard is apparent to the senses (e.g. unguarded machinery, building defects, faulty electrical equipment).
- ❑ The ***concealed*** hazard is not apparent to the senses (e.g. electricity, presence of toxic vapours, or high frequency noise).
- ❑ The ***developing*** hazard cannot be recognised immediately and will develop over time (e.g. a worn tyre on a mobile crane and frayed steel cables), and
- ❑ The ***transient*** hazard is an intermittent or a temporary hazard (e.g. overload of machinery, when a confined space permit has expired, a sticking safety valve on a boiler, intermittent electrical or mechanical defect).

It is important to remember that a hazard may become more obvious and easily identifiable when a person actually performs a task.

5. RISK MANAGEMENT PROCESS



6. RISK MANAGEMENT TECHNIQUES

It is important for the person conducting the risk management process to remain as objective and practical as possible.

The person conducting the process should:

- ❑ Consider what actually happens in the workplace;
- ❑ Review existing assessments and any previous incidents;
- ❑ Determine whether any existing control measures are adequate and make sure all relevant hazards are addressed;
- ❑ Consult with the workers who are involved, as the workers are the ones exposed to the risks and are in a better position to be able to identify all the hazards;
- ❑ Inform management (if the person is not management) who then decides on the control;
- ❑ Measures in consultation with the workers;
- ❑ Monitor and review the effectiveness of the implemented control measures and the entire risk management process.

The risk management process is the key to systematically managing safety in the workplace.

When carrying out a risk assessment, determine the risks that have the greatest potential to cause harm and a greater likelihood of occurring. These risks are controlled first, followed by the less serious risks.

7 & 8. RISK PROBABILITY CHART

Risk priority chart					
Likelihood: How likely will it happen?	Consequences: How severely may it hurt someone?				
	Insignificant: No injuries	Minor: First aid treatment only	Moderate: Medical treatment required	Major: Extensive injuries	Catastrophic: Death
Almost certain: expected in most cases	High 3	High 3	Acute 4	Acute 4	Acute 4
Likely: will probably occur in most cases	Moderate 2	High 3	High 3	Acute 4	Acute 4
Possible: might occur at some time	Low 1	Moderate 2	High 3	Acute 4	Acute 4
Unlikely: could occur at some time	Low 1	Low 1	Moderate 2	High 3	Acute 4
Rare: may occur, only in exceptional circumstances	Low 1	Low 1	Moderate 2	High 3	High 3

Risk score & statement	
Score & Statement	Action
4 Acute	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3 High	Highest management decision is required urgently.
2 Moderate	Follow management instructions.
1 Low	OK for now. Record and review if any equipment/ people/ materials/ work processes or procedures change.

9. RISK PROBABILITY & FREQUENCY

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to the hazard.

Risk management includes an assessment of the probability of injury or illness, and the likely or possible severity of that risk.

Risk can be quantified as a function of the likelihood of occurrence of the potential harm arising from the hazard and the severity of consequences measured by the value of the damage the harm could cause. The amount of risk is affected by the likelihood of the occurrence (event) and the severity of the consequence that may occur.

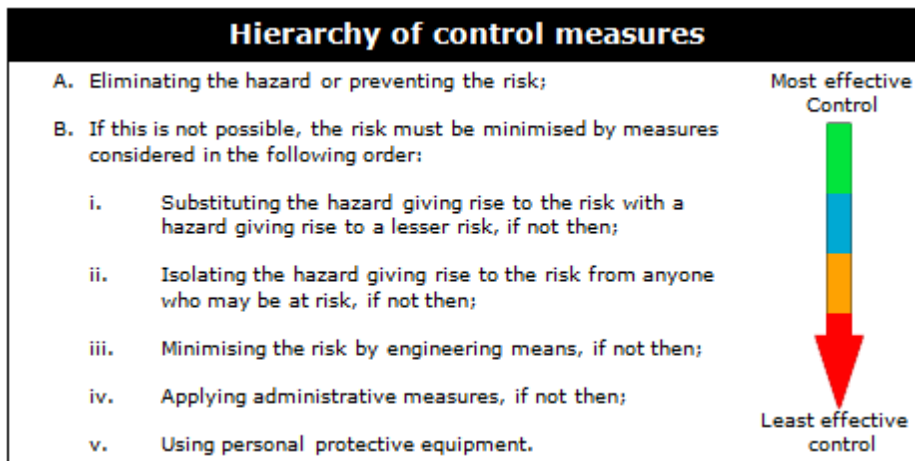
A hole in the ground is a hazard, but the extent of the hazard depends on how big the hole is, whether it's fenced off, whether it's easily visible, etc.

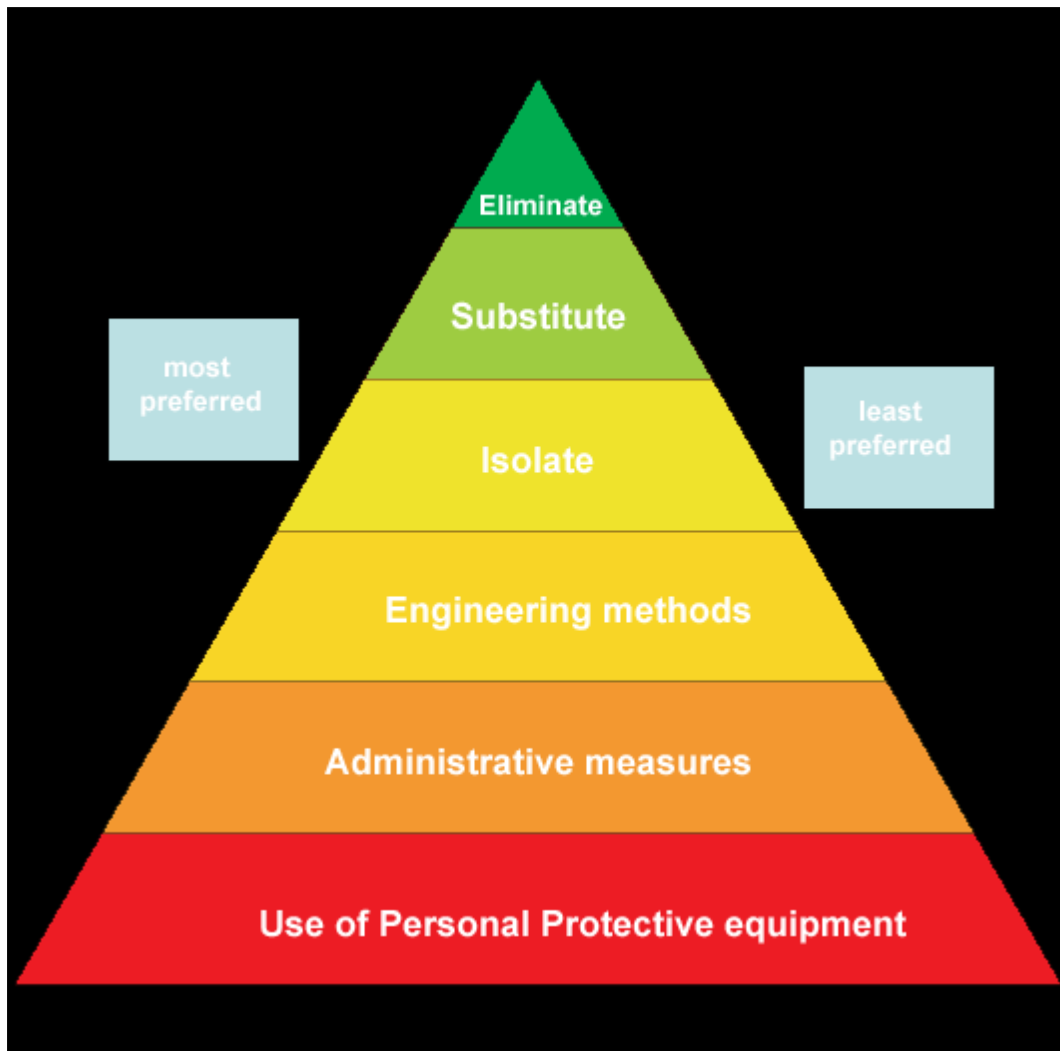
Exposure

This is a question of:

- ❑ How people are exposed to the hazard;
- ❑ How many people are exposed to the hazard;
- ❑ How often they are exposed to it; and
- ❑ How long they are exposed to it.

10. HIERARCHY OF CONTROL MEASURES





11. TYPES OF CONTROL MEASURES

The control measures can be divided into three levels:

- ❑ The **highest level** includes measures that address the hazard at the source, or where it comes from (i.e. elimination, substitution);
- ❑ The **second level** measures intervene in the hazard's course between the source and a worker (i.e. isolation or engineering);
- ❑ The **third and lowest level** measures are implemented at the point of the worker (i.e. administrative controls, personal protective equipment).

12. POTENTIAL CONSEQUENCES

The severity or range of the potential consequences resulting from an incident can be determined by a number of factors, such as:

- ❑ How much harm the hazard could do;

- ❑ How many people it could affect;
- ❑ Whether the harm would be short or long term.

13. TYPES OF RISK ASSESSMENT

Operational risk assessment is conducted immediately before the work starts.

Workplace health and safety risk management is an ongoing process and must be undertaken at various times including:

- ❑ NOW, if it has not been done before;
- ❑ When planning or making a change;
- ❑ After an incident (and/or a near miss);
- ❑ At regular or scheduled intervals appropriate to the nature of the workplace and the hazards present;
- ❑ When legislative obligations change (including regulations);
- ❑ Before work starts.

14. HIGH RISK ACTIVITIES

High-risk activities which include:

Tilt-up and precast construction work

Structural alterations that require temporary support to prevent collapse;

Moving powered mobile plant at the workplace;

Working on a telecommunications tower;

Working in, over or adjacent to water where there is a risk of drowning;

Working on, or adjacent to, a road or railway;

Working on or near a pressurised gas distribution mains and consumer piping;

Working on or near a chemical, fuel or refrigerant line;

Work near an exposed energised electrical installation;

Work in an area that may have a contaminated or flammable atmosphere;

Work in an area where there are artificial extremes of temperature.

15. SOURCES OF HAZARDS

Sources of hazards can be when there is:

- ❑ Lack of training or supervision;
- ❑ Inadequate work practices;

- ❑ Poorly designed equipment or workplaces;
- ❑ Poorly maintained or installed equipment.

16. WHAT IS RISK?

Risk is the combination of the likelihood of an occurrence of a hazardous event and the severity (**likelihood**) of injury or ill health that can be caused by the event.

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to the hazard.

Risk can be quantified as a function of the likelihood of occurrence of the potential harm arising from the hazard and the severity of consequences measured by the value of the damage the harm could cause. The amount of risk is affected by the likelihood of the occurrence (event) and the severity of the consequence that may occur.

17. RISK ASSESSMENT & CONTROL

Risk assessment and control

Workplace area or grouping: Back cutting room
 Form completed by: Austen Cutter (print)
 Date form completed: 03/08/2010

Hazard identification

Hazard: Id 1: Drop-saw missing retractable guard.
Associated risk: Operator could be injured by the flying debris.
Specific circumstances relating to the risk: This drop-saw is used several times a day by one worker.
Persons at risk: All workers on the construction site using the drop-saw.

Risk assessment

Existing control measures (if any): Follow instructions as per manufacturer.
 Likelihood: Almost certain Likely Possible Unlikely
 Consequences: Catastrophic Major Moderate Minor
Risk rating = A

Risk control

Possible control options:
 Elimination
 Substitution, Isolation or Engineering
 Administrative or personal protective equipment
Preferred control options (and why):

Implementation plan

Control option	Associated activities	Resources required	Person(s) responsible	Proposed implementation date

18. PROTECTION FROM FALLING OBJECTS

Principal contractors and relevant people must take precautions to ensure that objects do not fall onto or hit people doing construction work and people in adjoining areas.

For housing and civil construction work, principal contractors must assess the risk from falling objects and use controls to prevent or minimise the risks. The controls chosen must comply with any regulatory requirements.

For construction work that is not civil or housing construction work, the principal contractor must implement one of the following controls based on the angle between the highest point where work is to be carried out and the line where the control will be placed:

- ❑ Barricade or hoarding at least 900mm high less than or equal to 15 degrees;
- ❑ Hoarding at least 1800mm high greater than 15 degrees and less than or equal to 30 degrees;
- ❑ Fully sheeted hoarding at least 1800mm high greater than 30 degrees; and
- ❑ If the angle is equal to or more than 75 degrees and not demolition work or work erecting or dismantling formwork:
 - Erect a gantry;
 - Close the adjoining area;
 - Erect a catch platform with vertical sheeting or perimeter screening.

For demolition work or work to erect or dismantle formwork, the principal contractor must:

- ❑ Close the adjoining area; or
- ❑ Erect perimeter containment screening.

However, if permission to close the adjoining area is withheld and perimeter containment screening cannot be erected, the principal contractor must ensure that another control measure is implemented to prevent objects falling on or otherwise hitting members of the public.

The public must be kept out of an adjoining area where loads are being lifted, unless a gantry that would withstand the force of the load if it fell, has been provided.

19. DEMOLITION WORK

Demolition work or asbestos removal work (prescribed activities) are considered as construction work.

Demolition work includes the:

- ❑ Demolition or systematic dismantling of a building or other structure, or part of a building or other structure;
- ❑ Not including the systematic dismantling of a part of a building or other structure for alteration, maintenance, remodelling or repair.

20. ASBESTOS REMOVAL

Work to remove any amount of friable asbestos must be done by an asbestos removalist that holds an 'A' class certificate for asbestos removal work issued from 1 January 2006.

What is the asbestos 'B' class certificate and when do I need one?

People at workplaces removing 10 square metres or more of bonded asbestos must hold a B class certificate (or bonded asbestos removal certificate). This is equal to about four standard sheets of plasterboard.

Bonded asbestos materials include asbestos cement sheeting, often called fibro, used in many Queensland buildings before 1990. The sheeting was used for cladding and roofs, and can often be found as backing boards in wet areas like kitchens and bathrooms.

An 'A' class certificate, also known as an Asbestos Removal Business Certificate, is required to remove any quantity of friable (easily crumbled) asbestos.

A person that is carrying out the removal of bonded asbestos is not required to hold a 'B' class certificate if the person:

- ❑ performs the work under a business that holds an 'A' class certificate; and
- ❑ is directly supervised by the 'A' class certificate holder's 'competent person'.

A 'competent person' for an 'A' class certificate is not required to hold a 'B' class certificate.

21. FALL FROM HEIGHTS

Falls from height are the most common cause of fatalities on building and construction sites.

There are solutions to every fall hazard problem. These include:

- ❑ Properly erected scaffolding;
- ❑ Catch platforms;
- ❑ Meshed in guardrails;
- ❑ Access towers;
- ❑ Mobile scaffolding;
- ❑ Elevating work platforms;
- ❑ Nets;
- ❑ Penetration covers;
- ❑ Fall arrest equipment – full body harness, lanyards, shock absorbers, inertial reels, static lines.

22. SAFE WORK METHOD STATEMENTS

Work method statements can assist relevant people to consider how certain activities will be carried out safely.

The purpose of a SWMS is:

- ❑ To outline a safe method of work for a specific job;
- ❑ To provide an induction document that workers can read and understand before commencing a job;
- ❑ To meet legal requirements regarding the identification and control of hazards that can be anticipated and/or that may arise in the carrying out of work;

- ❑ To enable proper planning to ensure that adequate resources are allocated, possible problems are identified and that work is carried out in a safe manner;
- ❑ To provide an opportunity for consultation, with those carrying out the work on the subject of the SWMS.

23. 24. CHANGE IN ACTIVITY

Work method statements can assist relevant people to consider how certain activities will be carried out safely.

Work method statements must be easy to understand, signed and dated.

The work method statement must be amended if there is a change in the activity and a copy must be given to the principal contractor. All people affected by changes must be advised of amendments to the work method statement.

The work method statement must be readily available for inspection. It must also be reviewed each year and amended if necessary.

An SWMS should be written so that it can be easily understood by everyone and the number of pages should be kept to a minimum.

25. SWMS MONITORING

The work method statement must take into account the principal contractor's construction safety plan and also state:

- ❑ The high-risk construction activity;
- ❑ The person's ABN;
- ❑ The control measures to be used;
- ❑ The way the activity will be performed;
- ❑ How the control measures will be monitored and reviewed;
- ❑ Any relevant prescribed occupations.

26. SWMS NOT REQUIRED

A relevant person doing construction work needs to prepare a work method statement for high-risk activities including:

- ❑ Where a person is:
 - To enter a trench more than 1.5 metres deep
 - Using explosives
 - Using a confined space
 - Using a hazardous substance
- ❑ If a person could fall:
 - At least 3 metres for housing construction work, or
 - At least 2 metres for other construction work
- ❑ Working on a roof with a pitch greater than 26°;
- ❑ Where the principal contractor concludes an activity could result in death or bodily harm;
- ❑ D (prescribed activities);
- ❑ Tilt-up and precast construction work;
- ❑ Structural alterations that require temporary support to prevent collapse;
- ❑ Moving powered mobile plant at the workplace;
- ❑ Working on a telecommunications tower;
- ❑ Working in, over or adjacent to water where there is a risk of drowning;
- ❑ Working on, or adjacent to, a road or railway;
- ❑ Working on or near a pressurised gas distribution mains and consumer piping;
- ❑ Working on or near a chemical, fuel or refrigerant line;
- ❑ Work near an exposed energised electrical installation;
- ❑ Work in an area that may have a contaminated or flammable atmosphere;
- ❑ Work in an area where there are artificial extremes of temperature.

27. PERIMETER FENCING

Unauthorised visitors (including children) may not be deterred by warning signs, have no awareness of the dangers that may be present on a residential building site and have no idea of the risks that they may be exposed to once they have entered a site.

These risks can include serious injury from falls from partially constructed houses and scaffolding, electric shock from “live” cables, drowning in open excavations, suffocation or crushing from collapsing material, coming into contact with hazardous substances, protruding objects, falling onto protruding reinforcement bars etc.

Ideally, all hazards and risks should be eliminated on the site, but this is not always achievable. Fencing can be an effective way of restricting unauthorised entry to a housing construction site when hazards are present.

The builder should strongly consider installing a fence around a housing construction site when it is:

- ❑ in the proximity of a school or on a route travelled by children to and from school;
- ❑ Close to parks or recreational areas;
- ❑ In a built-up area.

28. AMENITIES

The builder’s own employees need amenities, as well as the builder’s contractors and their employees, and visitors to the site.

Amenities are those facilities provided for a housing construction site to provide for the health, safety and welfare of persons working on that site and include the following:

- ❑ Meal and shelter facilities;
- ❑ Toilets;
- ❑ Washing facilities;
- ❑ Drinking water.

29. DANGEROUS GOODS

Dangerous goods have the potential to cause immediate harm to people, property and the environment due to the possibility of a fire, explosion, release of toxic, flammable, or corrosive materials during a storage or handling incident.

These materials may be dangerous because of one or more of the following properties:

- ❑ An ability to cause or accelerate combustion;
- ❑ Acute toxic effects;
- ❑ An ability to cause corrosion of skin and other materials;
- ❑ Capacity to harm the environment;
- ❑ Potential to cause asphyxiation by displacement of oxygen;
- ❑ Temperature or pressure hazards;
- ❑ Ability to react with other materials adversely.

31. UNKNOWN SUBSTANCES / UNLABELLED CONTAINERS

If the container is not labeled and the contents of the container not known, the container should be:

- ❑ Marked, "Caution do not use: unknown substance";
- ❑ Stored away from other substances where it cannot be used until its contents can be identified and the container appropriately labeled.

If the contents cannot be identified, they should be disposed of following consultation with the relevant local Authority.

32. EXPOSURE TO HAZARDOUS SUBSTANCES

The following questions should be answered when inspecting and evaluating exposure:

c) Is the hazardous substance released or emitted into the work area?

In determining whether a hazardous substance is released or emitted into a work area, the following should be considered:

- ❑ Evidence of contamination, that is dust or fumes visible in the air or on surfaces, substance visible on a person's skin or clothing, odour of substance, visible leaks, spills or residues. Note: the use of odour should be used with caution as it is not necessarily an indicator of the levels permitted by Regulation;
- ❑ Handling substances, for example, powders not in containers;

- ❑ Chemical splashes; and
- ❑ Workers' experience or symptoms of exposure.

d) Are workers exposed to the hazardous substance through inhalation, ingestion, skin or eye contact, or is there a possibility of accidental injection into the body?

It is important to identify the types of exposure which might affect workers. Workers involved in production, repairs, maintenance, cleaning or office work may all face different types of exposure. Also consider contractors on site and people who might be exposed in an emergency such as a chemical spill, leak or fire.

People may be exposed by:

- ❑ Working directly with the hazardous substance;
- ❑ Working near or passing through areas in which the hazardous substance is stored, transported, disposed of, or produced by discharge of emissions, e.g. exhaust;
- ❑ Entering a confined space in which the hazardous substance might be present; or
- ❑ Cleaning, performing maintenance or other work in areas where the hazardous substance might be present.

e) How much are workers and other persons exposed to hazardous substances and for how long?

It is important to identify the amount of hazardous substances to which workers are exposed and the length of time over which exposure occurs. In particular, remember that exposure standards for hazardous substances are calculated on a daily 8 hour exposure. Where workers have been exposed in excess of 8 hours during their working day specialist help may be needed to apply the exposure standard.

In identifying how much and for how long, ask:

- ❑ What degree of exposure is expected?

- ❑ Does exposure occur intermittently or continuously?
- ❑ Does exposure occur frequently?
- ❑ What are the different routes of exposure?
- ❑ How many workers are exposed?

f) What control measures are used or proposed? Are the existing control measures effective, properly used and maintained?

During a walk-through inspection, the following points should be considered:

- ❑ Are any engineering controls in place, such as, isolation or enclosure of processes?
- ❑ Are effective general ventilation and local exhaust ventilation systems in place effective and adequately maintained?
- ❑ Are workers trained in the proper use and maintenance of control measures?
- ❑ Do work practices ensure safe handling?
- ❑ Are appropriate personal protective clothing and equipment used and maintained in a clean and effective condition? Are facilities for changing, washing and eating meals maintained in good condition? Good personal hygiene practices can help reduce worker exposure to a hazardous substance.
- ❑ Are good housekeeping practices in place?
- ❑ Are all hazardous substances stored correctly?
- ❑ Is disposal of waste appropriate?
- ❑ Are appropriate emergency procedures and equipment in place (for example, eye wash, safety shower, etc)?

g) Are there any risks associated with the storage and handling of the hazardous substance?

The risk associated with the storage and handling of a hazardous substance in the workplace often relates to spillage and fire. Under these circumstances, workers might be exposed briefly but at high concentrations, i.e. the exposure is acute. As a result, the hazardous substance may also be classified as dangerous

goods. These risks are different from those associated with day-to-day exposure and should be considered separately.

33. HAZARDOUS SUSTANCES

The ***Workplace Health and Safety Regulation 2011*** sets out the requirement of a Relevant Person who is an Employer to-

- Give a worker who may be exposed to a hazardous substance induction and ongoing training about the substance having regard to the level of risk identified in the risk assessment and the workers who may be exposed to the substance; and
- Keep a record of the induction and training for 5 years stating the date of the session, the topics dealt with, the name of the person who conducted the session, and the names of the workers who attended.

34. CONFINED SPACES

Training

A "competent person" is likely to be someone who has successfully completed an adequate training course with a recognised training provider. They should be able to demonstrate knowledge in identifying and managing confined space hazards. They should have skills and abilities in correctly completing risk assessments, written authorities and emergency procedures. They should also have experience in working with confined spaces and regularly undergo refresher courses.

Stand-by person

Where the risk assessment indicates a risk to health and safety, the control measures shall require a stand-by person or persons to be outside the confined space while it is occupied.

35. PLANT & EQUIPMENT

It is always good practice to ensure you check the machinery before every use as things may have changed between each use. Even if the time period is relatively short, moving parts may have shifted or other persons may have tampered with the plant since you last used it.

36. NOISE

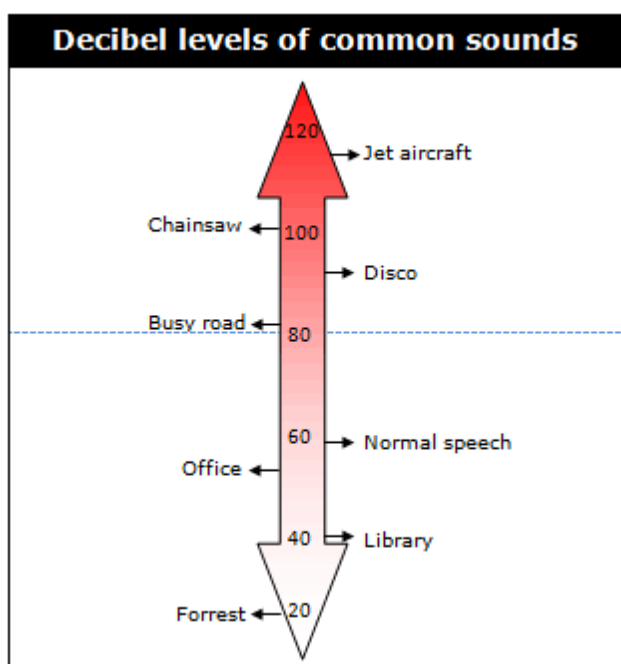
Noise is unwanted sound that may damage a person's hearing.

Exposure to too much noise for too long can make people deaf. However, the onset of deafness can be slow. Often workers don't realise that their hearing is being destroyed.

They may think they have got used to the noise on the worksite. They have not. It is just that their ears have already been so damaged that the surrounding noise does not seem as loud as before. Sometimes people will deny that they are having trouble hearing.

Try to move noisy machinery away from workers. If they cannot be done, people in the noisy zone should wear WorkCover approved ear muffs or plugs. They'll cut down the noise by 20 to 30 per cent. Ear muffs or plugs must be worn all the time the worker is in the noisy zone. Wearing them for only part of a noisy shift drastically reduces the protection.

Everything below the blue dotted line is an acceptable level of decibel noise without the need for hearing protection.



37. PERSONAL HEARING PROTECTION

A personal hearing protector is a device, or pair of devices, designed to be worn over or inserted in the ears of a person to protect hearing. Personal hearing protectors should be used when levels of excessive noise cannot be reduced by using other control measures. Workers or others at the workplace should be:

- ❑ Supplied with personal hearing protectors of correct rating and suitable for the work conditions;
- ❑ Instructed in their correct usage;
- ❑ Instructed to wear them when exposed to noise;
- ❑ Monitored to ensure they wear hearing protection.

38. COMMON GASES

Damage to services can cause gas escapes which may lead to fires or explosions if an ignition source is present.

There are two types of leaks following damage to the service:

- ❑ Damage which causes an immediate escape. In this case, there is a risk to those working at the site;
- ❑ Damage which causes an escape some time after the incident. This may be through damage which weakens the service casing or the result of poor reinstatement practice. In this instance, the public is mainly at risk.

Gases commonly found in excavations & trenches			
Gas	Toxic	Flammable	Asphyxiate
Methane	✗	✓	✓
Hydrogen sulphide	✓	✓	✗
Carbon dioxide	✓	✗	✓
Natural gas	✓	✓	✓
Carbon monoxide	✓	✓	✓
Sulphur dioxide	✓	✗	✗
Petrol fumes, LPG	✓	✓	✓
Kerosene	✓	✓	✗

39. ELEVATED WORK PLATFORMS

Observe the following safety rules when operating powered platforms:

- ❑ The travel speed at Maximum Travel Height should not exceed 3 feet (0.9m) per second;
- ❑ The surface upon which the unit is being operated must be level with no hazardous irregularities or accumulation of debris which might cause a moving platform to overturn.
- ❑ Units are to be assembled, used, and disassembled in accordance with the manufacturer's instructions;
- ❑ Units shall be assembled and used only by personnel who have been trained in their use.
- ❑ Equipment must be inspected for damaged and defective parts before use;
- ❑ Avoid loaded lifts in excess of the design working load and remove the unit from service for repairs when damaged or weakened from any cause;
- ❑ Avoid use of lifts during high winds or storms;
- ❑ Ensure that small tools etc. are shielded from falling on persons required to pass under the equipment.

40. SCAFFOLDING

A person erecting or dismantling scaffolding 3 metres or more in housing construction or 2 metres or more in other construction must:

- ❑ Be prevented from falling;
- ❑ Use a fall arrest harness system; or
- ❑ Immediately install platforms, edge protection and a means of access as each level is erected and retain a full deck of platform until the platforms are transferred.

41. LADDERS

Ladders must be in good condition, free from splits, or broken or loose rungs. Follow the 1:4 base: height ratio rule with ladders. For example, the foot of a four metre ladder should be at least one metre away from the wall against which the ladder is leaning.

Make sure the top of the ladder extends at least one metre above the lading. It should be securely fixed at top and bottom and footed securely on a firm and level foundation.

Never put ladders in front of doorways, or closer than 4.6 metres to bare electrical conductors (sometimes it is safe to put them closer than this - it depends on what material the ladder is made of and how likely the ladder is to conduct electricity.

Electrical current can jump from a conductor to an aluminium ladder without any contact).

When working with or on electrical equipment, use only wooden ladders. Do not use metal or wire-reinforced ladders when working near exposed power lines.

Only one person should be on a ladder at a time, and tools should be pulled up with a rope.

Workers on ladders should never over-reach. Workers ascending or descending should face the ladder.

Two ladders must never be joined together to form a longer ladder.

Ladders should not be placed against a window.

The ladder must have a load rating of not less than 120kg and be:

- ❑ Secured against movement at or near its top or bottom, for example, by tying or clamping;
- ❑ Manufactured for industrial use;
- ❑ Used only for the designed purpose;
- ❑ Not more than 6.1 metres for a single ladder;
- ❑ Not more than 9.2 metres for an extension ladder used for electrical work or 7.5 metres for other work;
- ❑ On a firm and stable surface;
- ❑ Erected at an angle between 70° and 80°;
- ❑ Extended at least 1 metre above a surface being accessed.

Section 3: OHS communication and reporting processes

1. CONSTRUCTION SAFETY PLANS

A construction safety plan can assist principal contractors to manage their workplace health and safety obligations.

A principal contractor must prepare a construction safety plan before construction work starts.

The plan must state:

- ❑ Workplace address;
- ❑ Name and address of the principal contractor;
- ❑ Principal contractor's ABN;
- ❑ Whether there is a WHS committee;
- ❑ Whether there is a WHS Officer appointed;
- ❑ Expected start date;
- ❑ Estimated duration of the work;
- ❑ Type of construction;
- ❑ Plant provided for common use;
- ❑ Site rules;
- ❑ The risks the principal contractor is obliged to manage;
- ❑ Proposed control measures for the risks;
- ❑ How the controls will be implemented;
- ❑ Arrangements for monitoring and reviewing controls;
- ❑ Emergency procedures;
- ❑ Public safety strategies.

The plan must be written so it is easy to understand, signed and dated by the principal contractor. It must be available for the length of the project.

The principal contractor must sign and date work method statements that have been received and keep them with the plan, as well as monitor their implementation.

The principal contractor cannot allow work to start unless:

- ❑ The plan has been discussed with or a copy given to all relevant people;
- ❑ The plan is available or readily available for inspection.

The plan must be amended if there are changes in how risks will be managed. The principal contractor must inform any affected person of the change.

2. RECORDING WORKPLACE INCIDENTS

You are required by law to report incidents in the workplace where there is:

- ❑ Serious bodily injury;
- ❑ Work caused illness;
- ❑ Dangerous event;
- ❑ Dangerous electrical event;
- ❑ Serious electrical incident;
- ❑ Major accident under the DGSM Act.

3. WORKPLACE HEALTH & SAFETY OBLIGATIONS

A person who conducts a business or undertaking is considered a relevant person and can include:

- ❑ Employers;
- ❑ Self-employed people;
- ❑ Volunteer organisations.

Meeting your workplace health and safety obligations involves:

- ❑ Providing and maintaining a safe and healthy work environment;
- ❑ Providing and maintaining safe plant;
- ❑ Ensuring the safe use, handling, storage and transport of substances;
- ❑ Ensuring safe systems of work;

- ❑ Providing information, instruction, training and supervision to ensure health and safety.

4. NOTIFIABLE INCIDENTS

Employers and self-employed

Under the Workplace Health and Safety Regulation 2011 you are required to inform Workplace Health and Safety Queensland if the following events happen at the workplace:

- ❑ Serious bodily injury;
- ❑ Work caused illness;
- ❑ Dangerous event.

You should advise your employer of:

- ❑ All workplace accidents even when you only receive minor injuries
- ❑ All workplace incidents (including near misses)

5. GENERAL INDUCTION TRAINING

General induction training teaches people the knowledge and skills described in the unit of competency to 'Prepare to Work Safely in the Construction Industry'.

General induction is a structured training course that has a nominal duration of 6 hours.

The course assessment will require the demonstration of all the elements of induction training as specified in the unit of competency.

Upon successfully completing the course a laminated card will be provided to you. It will have a serial number and should contain your signature and the date of the course.

The course (the one you are sitting right now) will cover the following elements:

- ❑ OHS Legislative Requirements;
- ❑ Construction hazards and control measures;
- ❑ OHS communication and reporting processes;

- ❑ OHS incident response procedures.

Mutual recognition of interstate induction cards

Queensland recognises construction induction cards from all states and territories.

6. WH&S INSPECTORS

Workplace inspections

The main role of an inspector is to ensure workplaces comply with workplace health and safety legislation. It is also part of an inspector's role to provide information and advice on the legislation.

Inspectors visit workplaces for a variety of reasons including to:

- ❑ Investigate workplace incidents;
- ❑ Investigate reports of unsafe, or unhealthy conditions and dangerous work practices;
- ❑ Assess workplace health and safety risks to workers and members of the public;
- ❑ Conduct workplace health and safety inspections and audits;
- ❑ Provide information and advice on the legislation.

7. MANDATORY (MUST DO) SIGNS

The best safety signs have pictures on them so you can understand them even if you are from a non-English speaking background.

Images that are in blue usually denote a mandatory requirement. A picture depicting a pair of goggles will indicate that goggles **MUST BE** worn.



protection
must be worn



protection
must be worn



protection
must be worn



protection
must be worn

8. NON SERIOUS INCIDENTS

Although you do not have to notify Workplace Health and Safety Queensland about non-notifiable incidents, it is important to record and investigate **ALL** incidents including 'near misses' so that action can be taken to prevent similar incidents occurring in the future.

It also provides a good record such that more serious incidents can be avoided.

How are hazards identified?

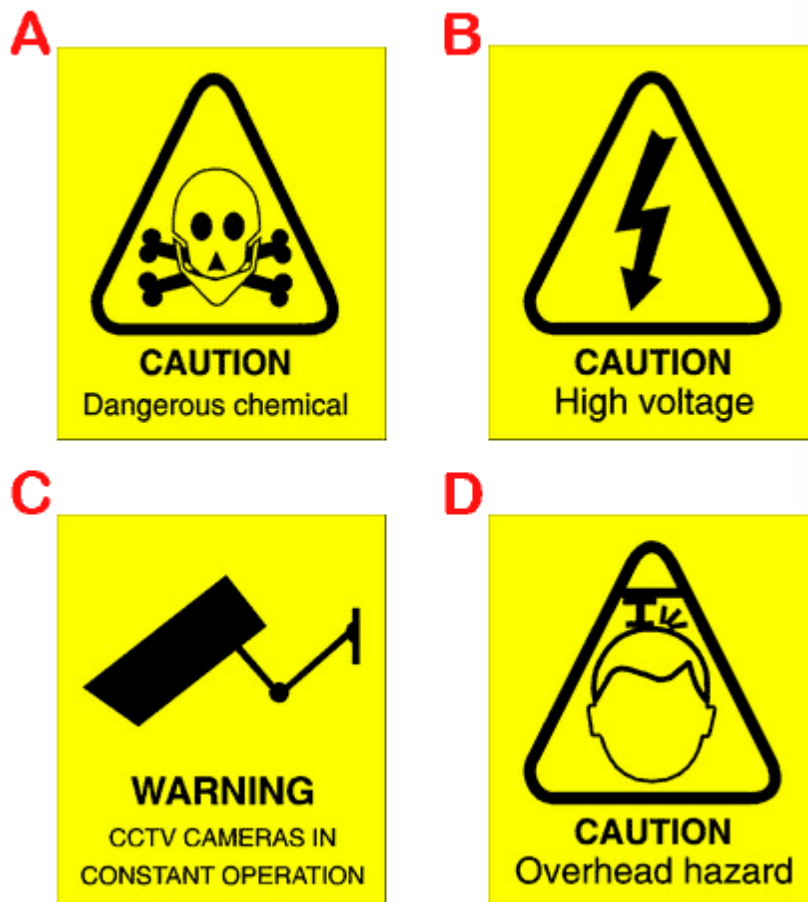
Hazards can be identified in a number of ways. **For example:**

- ❑ Workplace inspections;
- ❑ Examining records of incidents and dangerous occurrences in the workplace;
- ❑ Keeping up to date with information released about particular products and processes;

- Contact with other workplaces using similar processes; or
- If you have a large site with several contractors and employees - by consulting the Health and Safety Representative and employees from that site.

9. WARNING SIGNS

Yellow signs usually indicate warning to alert persons to dangers that may be present or to notify them of the potential to cause harm or injury.



10. SERIOUS INJURY (ELECTRICAL)

What records must be made of a workplace incident?

A person who conducts a business or undertaking, or the appointed principal contractor, have a legal obligation to report a notifiable workplace incident:

The relevant person must:

- Immediately notify the principal contractor for the workplace that the workplace incident has happened;

- ❑ Make a record of an incident that has led to a work injury, work caused illness or dangerous event;
- ❑ The record must be made in the approved form within 3 days of becoming aware of the incident;
- ❑ The record must be kept for 1 year.

Employers or self-employed persons must:

- ❑ Make a record of a serious electrical incident or dangerous electrical event;
- ❑ The record must be made in the approved form within 3 days of becoming aware of the incident;
- ❑ The record must be kept for 3 years.

11. TRIP HAZARDS

The most obvious hazard for the scenario depicted is a trip hazard. An upright trip hazard sign placed over the cord or at eye level where the cord is exposed would help to prevent any incidents from occurring.



12. PROHIBITION (DO NOT) SIGNS

The best safety signs have pictures on them so you can understand them even if you are from a non-English speaking background.

Blue signs that depict an image will always indicate that the image carries a mandatory or **MUST DO / MUST WEAR** requirement.



No unauthorised access



No eating, drinking or smoking



No cycling



No industrial vehicles



No admittance with pacemakers



Do not use scaffold



Do not use ladder



Do not use lift



Not drinking water



No swimming



No radios



No dogs

13. SAFE WORK METHOD STATEMENTS (SWMS)

The purpose of a SWMS is:

- ❑ To outline a safe method of work for a specific job;
- ❑ To provide an induction document that workers can read and understand before commencing a job;
- ❑ To meet legal requirements regarding the identification and control of hazards that can be anticipated and/or that may arise in the carrying out of work;
- ❑ To enable proper planning to ensure that adequate resources are allocated, possible problems are identified and that work is carried out in a safe manner;
- ❑ To provide an opportunity for consultation, with those carrying out the work on the subject of the SWMS.

In terms of hierarchy of safety documentation, a SWMS generally sits within a site safety plan. The site safety plan would most typically identify OH&S controls for all issues relating to works on site including the requirement for a SWMS to be provided prior to any work activity taking place.

There are various SWMS formats for capturing the information required to establish that work is to be carried out safely, including the example provided. However regardless of the format used/provided the SWMS should identify as a minimum the work to be performed, the sequence of the work, hazards, and risks arising from the hazards and control measures to be used to remove/minimise the risk/s.

Additional information, such as the qualifications of those performing the work, the level of supervision to be provided, the use of any hazardous substances, the type of plant/equipment to be used, must also be provided. This information may be captured in the SWMS or alternatively may be referenced in the SWMS

Check List - Writing Effective Work Method Statements		
Have you:	Yes/No	Comments
Kept your sentences short and clear? <ul style="list-style-type: none"> • eliminated unnecessary words • avoided using too many clauses in a sentence 		
Used active not passive voice?		
Sequenced your information logically?		
Chosen your words carefully? <ul style="list-style-type: none"> • used words familiar to employees • used consistent language • avoided using idioms • explained acronyms and abbreviations • defined technical words (used a glossary) • standardised modality (must, should) 		
Used verbs not nouns for actions?		
Avoided using strings of nouns?		
Considered alternatives to writing? <ul style="list-style-type: none"> • diagrams, graphics, charts, tables, maps, flow charts 		
Followed the agreed format? <ul style="list-style-type: none"> • layout • style guide 		
Observed copyright laws? <ul style="list-style-type: none"> • acknowledged sources 		

14. REPORTING HAZARDS

Although you do not have to notify Workplace Health and Safety Queensland about non-notifiable incidents, it is important to record and investigate **ALL** incidents including 'near misses' so that action can be taken to prevent similar incidents occurring in the future.

It also provides a good record such that more serious incidents can be avoided.

How are hazards identified?

Hazards can be identified in a number of ways. **For example:**

- ❑ Workplace inspections;
- ❑ Examining records of incidents and dangerous occurrences in the workplace;
- ❑ Keeping up to date with information released about particular products and processes;
- ❑ Contact with other workplaces using similar processes; or
- ❑ If you have a large site with several contractors and employees - by consulting the Health and Safety Representative and employees from that site.

Section 4: OHS incident response procedures

1. CODES OF PRACTICE

Meeting your workplace health and safety obligations involves:

- ❑ Providing and maintaining a safe and healthy work environment;
- ❑ Providing and maintaining safe plant;
- ❑ Ensuring the safe use, handling, storage and transport of substances;
- ❑ Ensuring safe systems of work;
- ❑ Providing information, instruction, training and supervision to ensure health and safety.

How to meet your obligations.

You can meet your workplace health and safety obligations by following the law.

- ❑ If a regulation or ministerial notice tells you how to prevent or minimise exposure to a risk, you must comply;
- ❑ If a regulation or ministerial notice prohibits exposure to a risk, you must comply;
- ❑ If a code of practice states a way of managing exposure to a risk, you must adopt and follow that approach or one that gives you at least the same level of protection against the risk.

If there is no regulation, ministerial notice or code of practice to guide you in managing a particular risk or preventing exposure to it, you still have a workplace health and safety obligation and you should find appropriate **ways to manage exposure to any risks** that may arise. You can meet your obligation by taking reasonable precautions and exercising due care in your work activities.

It is a requirement of the Workplace Health and Safety Act 2011 that risks must be assessed and control measures then implemented and reviewed to prevent or minimise exposure to the risks.

2. HIGH RISK ACTIVITIES

Although workplace health and safety problems can affect workers in any work situation, not all workers face the same degree or type of risk of injury as others. Risks may vary by, for example, the type of industry, occupation or work.

If you suspect a risk you need to **stop the task immediately**. You need to think about what you are about to do, the potential risks and the likely effects on yourself and other people.

Regardless of your role, you have a duty of care to ensure yourself and others are not affected by any of your actions or inactions.

3. FIRST AID PERSONNEL

Workers should have access to trained first aid personnel who undertake **initial** management of work caused injuries or illnesses.

If ongoing medical care or special medical assistance, for example trauma counselling, is required, the first aid personnel should recommend that a worker seek further assistance.

4. FIRST AID SIGNS

First aid or emergency signs are always green. A first aid room is usually indicated by a white cross on a **green background**.



First aid



Break to
obtain access



Assembly/
evacuation
point



Emergency
shower



Disabled
refuge point



Escape route
left



Escape route
right



Way out
diagonal

5. FIRST AID QUALIFICATIONS

In low risk workplaces, workers should have access to a person with a current Apply First Aid qualification (or higher qualification).

A person possessing a current Apply First Aid qualification should be able to:

- ❑ Undertake the initial management of injuries and illnesses occurring at workplaces; and
- ❑ Record details of first aid given.

In high risk workplaces, workers should have access to a person with a current occupational first aid qualification.

A person with a current occupational first aid qualification should have:

- ❑ Broad first aid management skills like maintenance of first aid equipment; and
- ❑ Knowledge of the requirements of a working environment and current workplace health and safety legislation.

6. FIRST AID RECORDS

A first aid recording system should be maintained at the workplace.

A copy of the first aid record should accompany the ill or injured person if the person is transferred to a medical service or hospital.

The original copy of the first aid records should be retained at the workplace and a copy should be given to the worker or be available on request.

7. EMPLOYER RESPONSIBILITIES

Ways to control hazards.

- ❑ Make sure handling of frozen meat is limited in time to avoid hands and fingers losing feeling due to cold;
- ❑ Rotate workers so no one person is in a cold or hot environment for long periods of time;

- ❑ Wear protective clothing. The clothing layer closest to the skin should be able to absorb sweat, especially if the activities involve physical exertion such as lifting, while the outside layer should be waterproof. More on protective clothing.
- ❑ You need to consider that some people may be more sensitive to certain climates than others.

8. RECORD KEEPING













Keeping good records of the risk management process demonstrates potential compliance with the Act with respect to controlling risks in the workplace. It also maximises the effectiveness of the process and assists when undertaking subsequent risk assessments (the forms in Appendix B may be of assistance).

Some of the reasons for keeping records about the risk management process and general workplace health and safety activities include to:

- ❑ Demonstrate that the process was conducted properly (e.g. to provide evidence)
- ❑ Provide a record of risks;
- ❑ Provide the relevant decision makers with a risk management plan for approval and subsequent implementation;
- ❑ Provide a responsible and accountable mechanism and tool;
- ❑ Measure progress and change through continuous monitoring and reviewing
- ❑ Provide an audit trail;
- ❑ Comply with legislative requirements;
- ❑ Share and communicate information.

Everyone in the workplace must be aware of record keeping requirements, including which records are accessible and where they are kept.

9. 10. 11. FIRE EXTINGUISHERS

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	
 Powder ABE						Special powders are available specifically for various types of metal fires.
 Powder BE						Special powders are available specifically for various types of metal fires.
 Carbon Dioxide (CO ₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energised electrical equipment & cooking oil/fat fires.
 Foam						Dangerous if used on energised electrical equipment.
 Wet Chemical						Dangerous if used on energised electrical equipment.

The diagram depicts the different types of fire-extinguishers available. If a **green smiley face** appears in one of the boxes, then the corresponding “class of fire” at the top indicates this extinguisher can be used on this fire.

A **red frown face** indicates that this extinguisher is not to be used on this “class of fire”.

12. ELEMENTS OF A FIRE

For a fire to exist it must contain 3 basic elements. These are:

- ❑ Heat;
- ❑ Fuel;
- ❑ Oxygen.

13. 14. 15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) refers to protective clothing, helmets, goggles, or other garment designed to protect the wearer's body from injury by blunt impacts, electrical hazards, heat, chemicals, and infection, for job-related occupational safety and health for the purpose of preventing injury or illness.

PPE can include:

- ❑ hearing protective devices, such as ear muffs and ear plugs;
- ❑ respirators;
- ❑ eye and face protection, such as goggles;
- ❑ safety helmets and sun hats;
- ❑ gloves and safety boots;
- ❑ clothing, such as high visibility vests or life jackets;



16. WORKING ALONE

Less people might suggest that there are fewer chances of things going wrong. There are times when working alone can be safer, however generally speaking it is more dangerous to work alone as when things do go wrong, there is little or no chance of assistance.

This is especially true of high-risk activities. These activities should never be carried out alone and should always be performed by a trained and supervised individual.

17. FIRE EXTINGUISHERS

See 9.10.11

18. PERSONAL PROTECTIVE EQUIPMENT (PPE)

When should you use it?

It is a requirement of the Workplace Health and Safety Act 1995 that risks must be assessed and control measures then implemented and reviewed to prevent or minimise exposure to the risks.

Personal protective equipment (PPE) and administrative controls are lowest on the hierarchy of control measures. PPE does not control the hazard at the source and should not be relied on as the main control measure unless it is a temporary or interim measure or when options higher on the list of controls have been exhausted. PPE can be used effectively in conjunction with other control measures to manage exposure to a risk.

The effectiveness of PPE as a control measure is limited as it can:

- ❑ Be uncomfortable to wear;
- ❑ Make working difficult;
- ❑ Create other risks to a person's health and safety;
- ❑ Be expensive in the long term.

Using PPE

Make sure that:

- ❑ Personal protective equipment (PPE) is used in accordance with the manufacturers' instructions;
- ❑ The PPE fits correctly;
- ❑ Workers are instructed and trained in how to use it;
- ❑ Appropriate signs should be displayed to remind workers where PPE must be worn;