

**WORK SAFELY AND FOLLOW WHS POLICIES
AND PROCEDURES**
LEARNER GUIDE

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1.1 INTRODUCTION

Work Safely And Follow WHS Policies And Procedures.

The information contained within this course is aimed at the resources and infrastructure industries.

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



Working safely and following WHS/WHS policies and procedures may include:

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

1.2 WHS/WHS COMPLIANCE DOCUMENTATION



Documentation is essential to all aspects of every worksite.

From environmental plans through to construction plans, documentation exists that will outline what to do, when to do it and the manner in which the task is to be done.

Compliance documentation is the name given to the documents that require you to undertake tasks in a particular way or to meet a given standard.

Staff should be notified of changes to compliance documentation during meetings, staff newsletters or other established forms of communication used on the site.



1.2.1 HARMONISATION OF WORK HEALTH & SAFETY LEGISLATION



In response to industry calls for greater national consistency, the Commonwealth, states and territories have agreed to implement nationally harmonised Work Health & Safety (WHS) legislation to commence on 1 January 2012.

While not all states and territories have actually implemented the model WHS legislation as of the start of 2012, it is important to be aware of these changes, as all states and territories will eventually implement them.

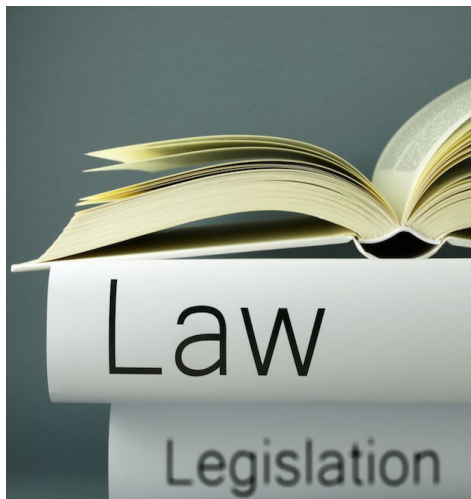
Harmonisation aims to develop consistent, reasonable and effective safety standards and protections for all Australian workers through uniform WHS laws, regulations and codes of practice.



1.2.1.1 KEY ELEMENTS OF THE WORK HEALTH & SAFETY LEGISLATION

The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your workplace:

- 1** There is a primary duty of care requiring **persons conducting a business or undertaking (PCBU)** to ensure, so far as is **reasonably practicable**, the health and safety of **workers** and others who may be affected by the carrying out of work.
- 2** A requirement that **officers** of corporations and unincorporated bodies exercise **due diligence** to ensure compliance.
- 3** **Workers** must exercise reasonable care that their acts or omissions do not adversely affect the health and safety of persons at a workplace.



The legislation also outlines requirements for:

- ▶ The reporting requirements for notifiable incidents.
- ▶ Licences, permits and registrations (e.g. for persons engaged in high risk work or users of certain plant or substances).
- ▶ Provision for worker consultation, participation and representation at the workplace.
- ▶ Provision for the resolution of health and safety issues.
- ▶ Protection against discrimination.

Many specific details relating to WHS will be negotiated within the workplace in accordance with the legislation.

It is important that you speak with your Health and Safety Representative or supervisor for more information on how these elements will effect your day-to-day operations, or if you have any concerns relating to health and safety.

A list of common WHS terms and their definitions can be found in Appendix 1A.



1.2.2 TYPES OF COMPLIANCE DOCUMENTATION

Compliance documentation relevant to working safely and following WHS/WHS policies and procedures includes:



- ▶ Legislative requirements.
- ▶ WHS/WHS requirements.
- ▶ Equal employment opportunity and disability discrimination legislation.
- ▶ Employment and workplace relations legislation.
- ▶ Regulations and guidelines from authorised organisations or external personnel/workers (WorkCover, EPA).

- ▶ Australian Standards.
- ▶ Codes of practice.
- ▶ Duty of Care.
- ▶ Organisational Policies And Procedures.
- ▶ Management plans.
- ▶ Sick leave requirements.



Safe working policies and procedures, including:

- ▶ Emergency and evacuation procedures.
- ▶ Tagging and lockout procedures.
- ▶ Toxic substances procedures.
- ▶ Gas monitoring procedures.



- ▶ Manufacturer's guidelines and specifications.
- ▶ Safe Work Method Statements (SWMS) and Job Safety Analysis (JSA).
- ▶ Material Safety Data Sheets (MSDS).
- ▶ Other site-specific safety instructions.

1.2.3 MATERIALS SAFETY DATA SHEETS



A Materials Safety Data Sheet (MSDS) is a document containing important information about a hazardous material (which may be a hazardous substance and/or dangerous goods).

It includes safe handling practices and safety requirements.

There will be a register of MSDS at every work site.

It should be used as an information tool to ensure that everyone is involved in managing exposure to hazardous substances exposure.

Suppliers, employers/PCBU and self-employed persons have specific labelling obligations for all hazardous substances containers in the workplace. Generally once a task or hazard is identified, a safe operating procedure (SOP) will be developed to enable you to safely complete the work.



1.2.4 INTERPRETING AND APPLYING COMPLIANCE DOCUMENTATION

Interpretation of compliance documentation will allow you to make the right decisions for each situation or task. Interpretation is understanding what is required of you and how you are expected to perform the tasks.



When interpreting documents it is vital that you understand the difference between words such as 'should', 'consider' and 'must'.

Should

Should indicates a preferred course of action. If you take a different course of action you will need to be able to justify this in the event of an accident or incident.

Consider

Consider means that you have a choice of actions and need to select the action that will give the best and safest result for the particular circumstances.

Must, Requires, Mandatory

Must, Requires and *Mandatory* all mean that the action is a legal requirement and **MUST** be complied with.



In order to understand and interpret compliance documentation you may need to use a range of mediums, including reading the documentation, using computers, following charts and diagrams and speaking with experienced supervisors or personnel/workers.

Applying the information in these documents is simply following the directions in the documents.

Make sure you have access to all relevant compliance documentation within your workplace.

Be careful to interpret them correctly, understand their implications and apply them to workplace operation effectively.

All WHS/WHS documentation should be up-to-date with current standards and practices.

If you are in any doubt as to what you should do after reading the documentation, it is essential you speak with your supervisor or other designated person, for further instructions or clarification.



1.3 ENERGY ISOLATION AND IMMOBILISATION

To minimise the risks to health and safety of personnel/workers through the release of stored energy, plant or equipment may need to be stopped, isolated, tagged and any stored energy released.

These procedures may need to be conducted when carrying out repairs, cleaning or making adjustments to the plant or equipment.



1.3.1 ENERGY ISOLATION AND IMMOBILISATION PROCEDURES



Energy isolation commonly requires the use of:

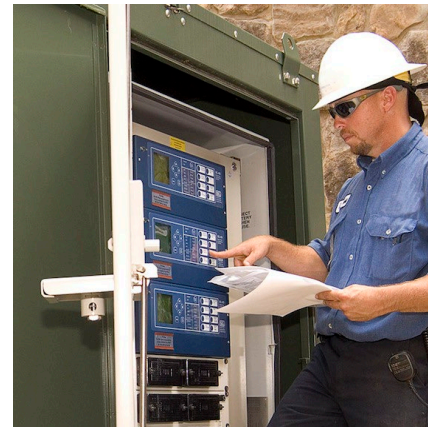
- ▶ Out Of Service Tags – used to identify equipment that should not be used because it is faulty or damaged.
- ▶ Isolators – devices that physically prevent the transmission or release of energy.
- ▶ Personal Locks – locks used by those conducting the isolation process.
- ▶ Danger Tags – commonly a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



A typical isolation procedure may consist of the following:

- ▶ A personal lock is placed on every isolation point.
- ▶ The person responsible for the plant or equipment, and all affected personnel/workers are notified regarding the reason and duration of the isolation.

- ▶ Electrical equipment should be shut off at the main isolator not just by way of a stop button.
- ▶ All energy sources and isolation points are identified. Isolators are placed in required safe positions.
- ▶ All stored energy is dissipated.



- ▶ Danger tags (with correct information filled in) are fitted to each personal lock.
- ▶ Verifying that the isolation is effective by trying to start the plant or equipment.
- ▶ Safe area of work identified.

Your workplace may have a different procedure for the isolation of energy sources. Ensure that you are familiar with the procedures to be followed in your workplace.

1.4 SITE INFORMATION

As part of accessing and applying your site safety procedures, you will need to locate relevant destinations within the site.

To do this you will need to gain access to site plans.

Site plans will detail the locations of all buildings, facilities and structures within the site including travelways and parking areas.

You may also need to access and interpret the transport rules and signage for the site.



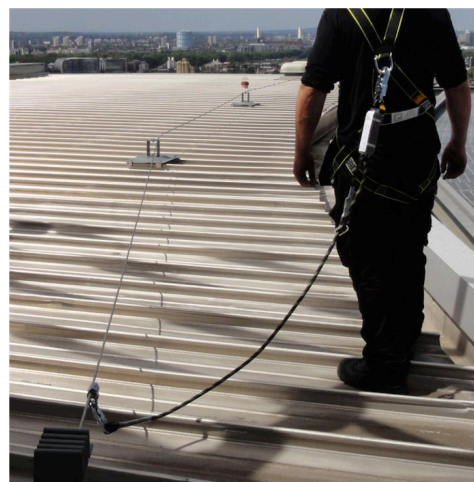
1.5 BREACHES IN SITE SAFETY

Any breach that has been identified in site safety must be acted upon or reported following your site's procedures. Breaches in site safety can include:

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

Examples of breaches in site safety may include:

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



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

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

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

1.6 USE PERSONAL PROTECTIVE EQUIPMENT



Personal Protective Equipment (PPE) is the equipment you can wear or use to protect yourself. Every worksite will have PPE requirements. Some PPE may be mandatory on particular worksites.

PPE is the last line of defence for protecting the individual from workplace hazards but will only be effective if it is worn correctly and is adjusted to fit the individual.

Signs are usually placed in the workplace to indicate which specific item of PPE is needed.

PPE includes:

- ▶ Hard hats.
- ▶ Clothing – protective, full body, high visibility.
- ▶ Hearing protection – earmuffs, earplugs.
- ▶ Eye protection – goggles, sunglasses.
- ▶ Hand protection.



- ▶ Safety boots.
- ▶ Respiratory masks.
- ▶ Job/task-specific PPE.
- ▶ Self-rescuers – filter or self-contained types.

PPE must be used in accordance with required procedures.

1.6.1 PPE AND CHANGING WORK CONDITIONS

Often on worksites you may be required to work across a variety of areas, and in a number of changing work conditions and contexts.

You will need to show initiative in adapting to the changing areas or conditions, especially when it comes to your PPE.



It is essential that you understand the types of PPE required for different roles, and be alert to the need to choose appropriate clothing or equipment when required for the changing roles.



1.7 MAINTAIN A CLEAN AND TIDY WORK AREA



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

All work areas should be kept free from debris and other material as a build up of refuse can create risks such as fire hazards and injury from sharp objects.

Equipment that is used regularly should be serviced or maintained regularly. Equipment should be stored in a safe place when not in use.

Follow site and safety procedures when storing equipment and ensure that the storage area is clean and organised.

This prolongs the life of the equipment, and makes it easy to locate for other personnel/workers or yourself.



1.8 OBTAIN PERMITS AND CLEARANCES

Some specialised work will require you to obtain permits and clearances before the work can be carried out.

Follow your worksite's procedures in order to decide whether clearances and permits are needed, and how to go about obtaining them.



Work that may require permits and clearances include:

- Access to areas.
- Welding and cutting.
- Power line clearances.
- Start-up procedures.
- Blasting/shotfiring.
- Working at heights.
- Confined spaces.
- Vertical openings.
- Dig and penetration.

1.8.1 CONFINED SPACES



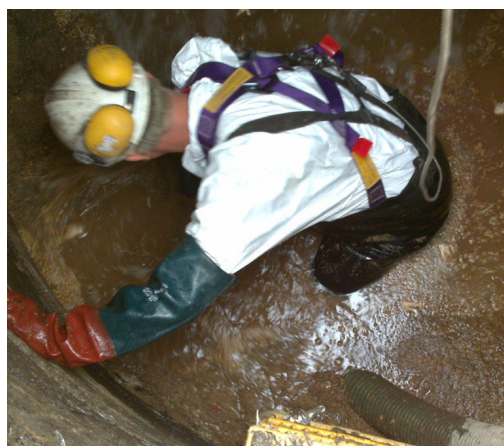
Working in confined or enclosed spaces can be extremely dangerous and can lead to serious injury, illness or death for individuals or whole groups of workers.

Therefore there is a need for a confined spaces entry permit.

A confined space can increase a worker's risk of being overcome by fumes, gases or lack of oxygen; damage to hearing through increased noise or vibration; extreme temperatures; and injury through falls and slips.

Confined spaces may include:

- ▶ Pipes and live or inactive sewer mains.
- ▶ Culverts and storm water systems.
- ▶ Shafts, duct and access chambers.
- ▶ Pits, trenches and gullies and degreaser.
- ▶ Environmental traps and tanks.
- ▶ Box girders and bridge voids.



- ▶ Storage tanks and boilers.
- ▶ Pressure vessels, silos and other tank-like compartments.
- ▶ Tank cars.
- ▶ Shipboard spaces entered through a small hatchway or access point such as cargo and oil tanks.

It is essential when working in certain types of confined spaces that both primary and secondary ventilation methods are in place.

- ▶ **Primary ventilation** includes the fans and ventilation systems used.
- ▶ **Secondary ventilation** includes back-up systems, natural fissures and entry points for ventilation.



1.8.2 WORKING AT HEIGHTS

Working at heights includes any work where personnel/workers may fall and be injured (i.e. over 2 metres above the ground).

This can include work done on:

- ▶ Buildings.
- ▶ Bridges.
- ▶ Roofs.
- ▶ Scaffolds.



- ▶ Ladders.
- ▶ Elevated work platforms (EWP).
- ▶ Vehicles and other plant.
- ▶ Unguarded platforms and walkways.
- ▶ Order picking forklifts.
- ▶ Forklift platforms.

1.8.3 HOT WORK

A hot work permit is issued for work that WILL generate any source of ignition, such as flame, spark or temperature sufficient to ignite flammable material.



Hot work can include tasks such as:

- ▶ Oxy cutting and welding.
- ▶ Brazing and soldering.
- ▶ Arc welding.
- ▶ Repairs and alterations done using heat-producing equipment such as blow lamps.
- ▶ Grinding and high-speed friction cutting.



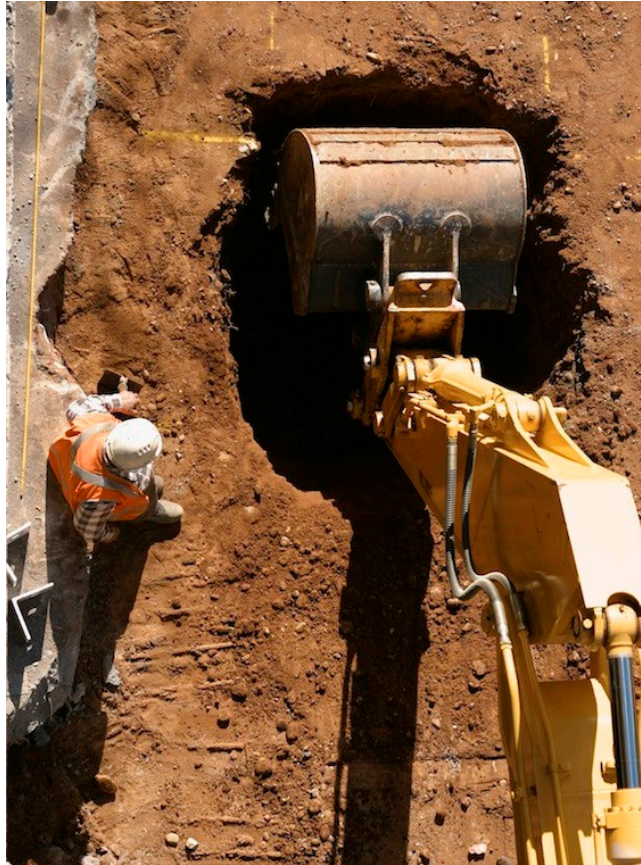
1.8.4 COLD WORK/GENERAL PERMIT TO WORK

A cold work permit is issued for work that **WILL NOT** generate any source of ignition, such as flame, spark or temperature sufficient to ignite flammable material.



1.8.5 EXCAVATION

Excavation involves the penetration of any ground surface either by hand (e.g. with a shovel or jack hammer) or with excavating machinery (e.g. an excavator or backhoe).



1.8.6 POWER LINE CLEARANCES

There are specific regulations governing the minimum safe distances that machinery can operate near power lines, as well as minimum safe distances for people, buildings and scaffolds.

If minimum safe clearances cannot be maintained, a network access permit or other relevant permit may be required – this may be obtained from the electricity network operator.



1.8.6.1 SAFE POWER LINE DISTANCES

The safe power line distances for each state/territory are:

SA / TAS / ACT / NT (AS2550.1)

In South Australia, Tasmania, the ACT and Northern Territory, equipment must not be closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Distribution lines up to and including 133kV (usually poles)	6.4m or 3.0m with a qualified 'spotter/safety observer'
Transmission lines greater than 133kV (towers)	10m or 8m with a qualified 'spotter/safety observer'

A 'spotter/safety observer' is a competent person who watches and guides plant and equipment around electric/power lines. Check with each state authority for their spotter/safety observer requirements.

VIC

In Victoria the *Framework for Undertaking Work Near Overhead and Underground Assets* states that equipment must not be closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Distribution lines up to and including 66kV (power poles)	6.4m or 3.0m with a qualified 'spotter/safety observer'
Transmission lines greater than 66kV (towers)	10m or 8m with a qualified 'spotter/safety observer'

NSW

In New South Wales, equipment operation may not be any closer than the following distances to electric/power lines:

Electric/Power Line Type	Distance
Up to 132kV	3.0m
132kV up to 330kV	6.0m
more than 330kV	8.0m

To work closer than these distances requires authority from the relevant electrical authority and adherence to cl.64(2)(e) of the regulations.

QLD

The Queensland *Electrical Safety Regulation* breaks down the distances in detail. Exclusion zones are broken down not only by size of electric/power line but also by the competency level of the operator. This means that the requirements should be clarified with the electrical authority before work commences even if the distance appears to be outside the zones.

The Code of Practice gives the following minimum distances as guidance:

Electric/Power Line Type	Distance
Up to 132kV	3.0m
132kV up to 330kV	6.0m
330kV to 500kV	8.0m

WA

In Western Australia this falls under *Regulation 3.64* from the *OSH Regulations* and states the following as the minimum distances:

Electric/Power Line Type	Distance
Up to 1kV (insulated)	0.5m
Up to 1kV (uninsulated)	1.0m
Above 1kV and up to 33kV	3.0m
Above 33kV and up to 330kV	6.0m

1.9 APPLYING FOR A PERMIT

It is essential that all required permits and clearances are obtained before specialised work is carried out. This helps to ensure the safety of the worksite and personnel/workers and to ensure that all WHS/WHS policies and procedures are followed.

To apply for a permit you will need to be totally clear about the nature of the work you wish to perform. You will also need to know the location of the work that is to be done.

- ▶ All types of work have specific reasons why a permit may need to be issued.
- ▶ There may be a number of different sites that must be covered by a permit.
- ▶ Movement of personnel/workers, equipment and vehicles may require additional permits.





You will need to have reasons why the work you are to do requires a permit.

You will need to judge your job requirements against the permits you plan to apply for.

A permit should include details of:

- ▶ Location, description and duration of work to be done.
- ▶ Hazards that may be encountered.

- ▶ Isolation, lock out, tag out processes.
- ▶ Atmospheric test and monitoring requirements and results.
- ▶ Urgency of work.
- ▶ Authorisation.
- ▶ Hazard control measures (e.g. signs and barriers).



- ▶ PPE and clothing.
- ▶ Other precautions (e.g. signs, barricades).
- ▶ Size of work crew.
- ▶ Stand-by personnel/workers and emergency response and rescue arrangements.

An example of a Confined Space Entry Permit is shown in Appendix 1B.

1.10 APPLY SAFE MANUAL HANDLING PROCEDURES

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

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

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



Correct manual handling techniques include:

- ▶ When lifting a load start with your legs bent and back straight. Use your leg muscles to raise and lower the load – **NEVER** use your back muscles.
- ▶ Keep your back straight when carrying a load. Keep the load close to your body.
- ▶ Move your feet when turning with a load – **NEVER** twist your body.

When conducting manual handling activities it is important that team lifting is conducted when required.

Accidents and injuries can happen as a result of attempting to lift objects that are too heavy or awkward for one person.

When conducting team lifting you should ensure that you apply teamwork strategies such as maintaining constant communication so that the weight is evenly distributed and movements are performed together.



1.10.1 HANDLING AIDS



Handling aids can be used in the workplace to reduce the risk of manual handling injuries.

Handling aids include devices such as trolleys and wheelbarrows or mechanical equipment such as forklifts and hoists.

When using non-mechanical handling aids it is usually better to push a load than to pull it.

The use of handling aids should conform to the national Hazardous Manual Tasks Model Code of Practice or state/territory equivalent.

All lifting, whether manual or automated should be conducted in accordance with your site's guidelines and procedures.

1.11 APPLY PROCEDURES FOR HIGH-RISK ACTIVITIES

High-risk work includes crane, hoist and forklift operation, scaffolding, dogging and rigging.

Prior to conducting any high-risk activities it is essential that you identify the procedures to be followed on your site.

This will include obtaining the correct licence or certificate for the work you are to do.

All site procedures must be followed so that the work is conducted safely and according to WHS/WHS procedures.



Communication is vital when conducting any high-risk work.

It is important to communicate clearly and directly with other personnel/workers involved in the task. This involves:

- ▶ Listening carefully to instructions and information.
- ▶ Clarifying directions when needed.
- ▶ Responding in a direct and clear manner.
- ▶ Maintaining visual contact with others where required.

2.1 RECOGNISE AND RESPOND TO ALARMS



Safety alarms are used in workplaces to give an audible or visual warning about a problem or condition.

They can range from warning personnel/workers or visitors that a piece of plant or equipment is not functioning as it should, through to an emergency situation occurring.

The main objective of alarms is to prevent or minimise physical and economic loss.

Your worksite will use specific alarms for buildings, plant or equipment. You must ensure that you are able to identify the alarms used on your site so that the appropriate response can be initiated.

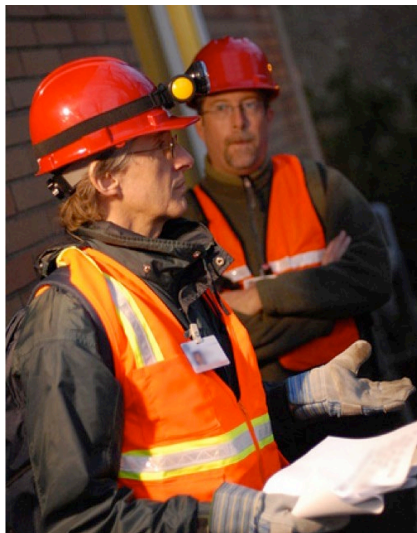


2.1.1 ALARM RESPONSE

Your response to an alarm will depend on the type of alarm and the degree of concern that it demonstrates.

Often worksites will use digital or computer operated alarms.

For this reason it is important that you are familiar with the technology used, and are able to operate the systems.



Major alarms on a worksite can tend to elicit a panic or “fight or flight” response from people.

It is important that you remain calm, work participatively with other personnel/workers and use your problem solving skills in order to work out what the alarm indicates, and how best to respond to it.

2.2 EMERGENCY SITUATIONS



Emergency situations encountered in a workplace may include:

- ▶ Fire.
 - ▶ Emergency evacuation.
 - ▶ Incident or injury.
 - ▶ Electrical shock.
 - ▶ Falls.
-
- ▶ Cyclones and other extreme weather.
 - ▶ Entrapment.
 - ▶ Inrush.
 - ▶ Fumes.
 - ▶ Explosions.
 - ▶ Emergencies resulting from working in remote locations.



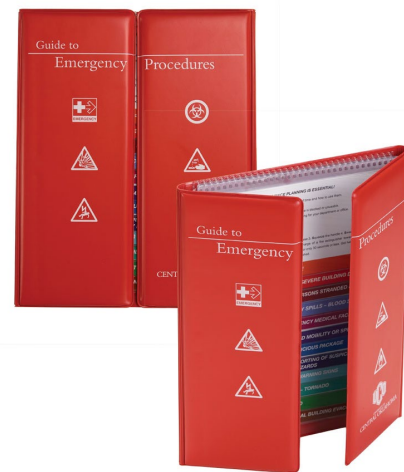
2.2.1 IDENTIFY YOUR RESPONSIBILITY IN EMERGENCY SITUATIONS

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

These procedures will differ based on the type of emergency, its severity and the impact it will have on personnel/workers.

Depending on your role in the worksite, your responsibility in regard to emergency procedures will vary.

At any time when working at a site you must identify your responsibility, and ensure that you understand your role in the event of an emergency situation developing.



If you are unsure of your responsibility on your worksite, seek clarification from supervisor or other Occupational Health & Safety/Work Health & Safety (WHS/WHS) personnel/workers.



2.2.2 RESPOND TO AND REPORT EMERGENCY SITUATIONS



It is essential to have adequate emergency response procedures in place in the event of an emergency.

Your response to an emergency will depend upon your role and responsibility within the workplace.

The alarm should be raised at once if there is an emergency, and supervisors or other personnel/workers must be informed.

If all procedures, equipment and personnel/workers are prepared, an emergency response can be conducted without delay.

It is important that all workers stay calm and focused in a crisis. The quicker and more effectively all personnel/workers can react in an emergency the better the outcome.

It may be necessary for a trained person to apply first aid in emergency situations.

All worksites should have adequate first-aid procedures and equipment. Most workplaces will have designated first aid and emergency officers.



You may need to contact emergency services such as the police, fire brigade or ambulance service in an emergency situation.

Emergency services may need to be telephoned on 000.

Make sure you give all important information such as the nature of the emergency, contact details, location and actions already taken.

2.3 IDENTIFY EMERGENCY ESCAPE ROUTE

It is important to have an adequate emergency procedure in case of:

- ▶ Fires.
- ▶ Chemical spills.
- ▶ Release of toxic or flammable gases.
- ▶ Severe injury to personnel/workers.
- ▶ Collapse of structures.
- ▶ Other dangerous or emergency situations such as bomb threats.



Emergency procedures should identify any emergency escape routes within the worksite.

All worksites should have both a primary and secondary escape route.

The secondary route will be necessary in the event that the primary one is rendered unsafe.

Emergency procedures should also detail the procedures to be followed in an emergency, and when using emergency escape routes.

EVACUATION PROCEDURE

- 1** WHEN ALARM SOUNDS
LEAVE IMMEDIATELY BY THE
NEAREST EXIT.
- 2** PROCEED IN AN ORDERLY
MANNER TO ASSEMBLY POINT.
- 3** REMAIN AT ASSEMBLY POINT
UNTIL ALL-CLEAR IS GIVEN.



An example of an evacuation procedure may be:

- ▶ Prepare to evacuate when the alarm is raised or when directed by a warden.
 - ▶ Leave your worksite in a safe condition.
 - ▶ Close the doors if there is a fire – **DO NOT** lock them.
 - ▶ Help anyone in immediate danger.
-
- ▶ Follow all directions from wardens and emergency services personnel.
 - ▶ Leave the work area via the nearest safe route.
 - ▶ Move calmly to the nearest assembly point.
 - ▶ Wait for the all clear before returning to the work area.

All personnel/workers on a worksite should be able to locate emergency escape routes, and the procedures to be followed in the event of an emergency.

These should be easily located and visible on the site.



2.4 APPLY FIRE FIGHTING TECHNIQUES

There are a number of techniques and equipment techniques that may be applied in the case of a fire. It is important to be aware of the options available and when they should be used.

The purpose of choosing equipment is to ensure you are able to fight the fire as quickly and effectively as possible, while still maintaining the safety of all people on or near the site.



2.4.1 FIRE FIGHTING EQUIPMENT

In the case of a fire breaking, out fire fighting equipment can be used to tackle the emergency. Fire fighting equipment may include:

Fire Extinguishers

Devices that use liquids, powder or other substances to put out a fire.

Fire Hose Reels

Used to provide a supply of water to fight a fire.

Fire Blankets

Used to smother a fire or wrap a person who is ablaze.

Breathing Apparatus

PPE used to supply clean air in smoke-filled atmospheres.

2.4.2 CLASSES OF FIRE AND EXTINGUISHING MEDIA

There are 6 different classes of fires, they include:










Fires are separated into the following classes:	
Class A	Ordinary Combustibles.
Class B	Flammable and combustible liquids.
Class C	Flammable gases.
Class D	Combustible metals.
Class E	Electrically energised equipment.
Class F	Cooking oils and fats.

Portable Fire Extinguishers

Fire extinguishers must be appropriate for the type of fire (Classes A to F). Portable fire extinguishers are defined by colour.



Fire classifications and appropriate extinguisher types include:

		Type of Extinguisher/Extinguishing Agent								
		Water	Foam	Carbon Dioxide (CO ₂)	Powder AB(E)	Powder BE	Wet Chemical	Vaporising Liquid	Fire Blanket	Fire Hose Reel
Type of Fire	Class A Wood, Paper, Plastic Etc.	Green	Green	Orange	Green	Red	Green	Green	Red	Green
	Class B Flammable & Combustible Liquids	Red	Green	Orange	Green	Green	Red	Orange	Red	Red
	Class C Flammable Gases	Red	Red	Red	Green	Green	Red	Orange	Red	Red
	Class D Combustible Metal Fires	Specific, special purpose powder extinguishers are available for Class D metal fires. Seek Expert Advice.								
	Class E Electrically Energised Equipment	Red	Red	Green	Green	Green	Red	Green	Red	Red
	Class F Cooking Oils And Fats	Red	Orange	Red	Red	Green	Green	Red	Green	Red
										

Key:
 Green = Suitable
 Orange = Limited Effect
 Red = Do Not Use

2.4.3 BASIC FIRE FIGHTING TECHNIQUES



In some instances you may be required to fight a fire on the worksite.

It is important that you have some knowledge of basic fire fighting techniques, as the effectiveness of your response relies on effective use of equipment.

Any fire fighting equipment and media should be:

- ▶ Applied appropriately.
- ▶ Used in a safe and coordinated manner.
- ▶ Used in accordance with manufacturer's specifications and site procedures.



When operating a fire extinguisher follow the acronym **PASS**:

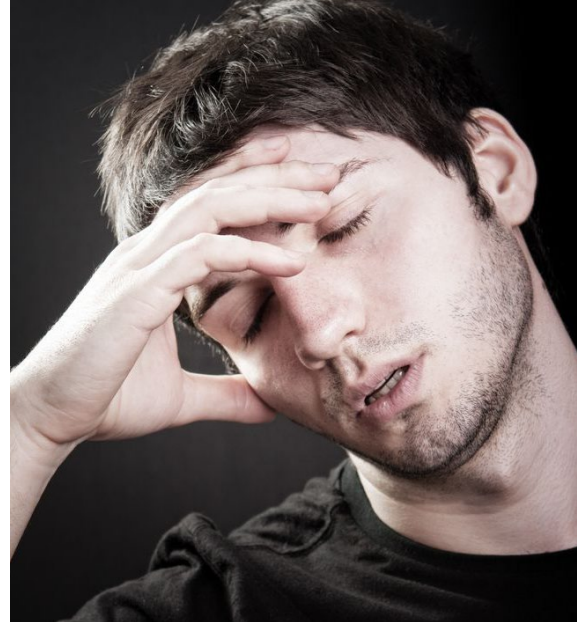
- ▶ **P**ull the pin.
- ▶ **A**im at the base of the fire.
- ▶ **S**queeze the top handle or lever.
- ▶ **S**weep from side to side.

When fighting any fire within your worksite, remember that your safety and the safety of all personnel/workers is the most important consideration.

2.5 IDENTIFY RISKS TO PERSONAL WELLBEING AND PREVENTATIVE STRATEGIES

There are a number of risks to your personal wellbeing on any worksite. These include:

- ▶ Stress.
- ▶ Non-adherence to safety procedures and policies.
- ▶ Fatigue.
- ▶ Effects of heat stress and hypothermia.
- ▶ Communicable diseases.
- ▶ Adverse personal hygiene.
- ▶ Horseplay.



All of these factors can not only interfere with productivity on site, but can also endanger you or other personnel/workers.

For example, stress and fatigue can disrupt your internal body clock (circadian rhythms), causing sleep problems.

This can lead to a lack of focus and mental alertness on the worksite, leading to potential hazards and risks to yourself and others.

It is essential that recognise the risks to your personal wellbeing on site, and identify preventative strategies in order to minimise the impact on the worksite.



Preventative strategies may include:

- ▶ Discussing your problems with others.
- ▶ Finding ways of stress release.
- ▶ Seeing a general practitioner or other medical professional.
- ▶ Gaining further training if required.
- ▶ Any other strategy relevant to the condition.

Another preventative strategy that could be implemented involves managing your time effectively, organising your work tasks, and prioritising them based on their importance.

Taking responsibility for self-organisation will help to reduce stress and fatigue, and assist in ensuring that safe work practices are planned out and followed accordingly.



2.6 UNDERSTAND SITE REQUIREMENTS FOR FITNESS FOR DUTY

It is important that you are adequately fit for duty when performing work activities.

Your site will have specific requirements for fitness for duty.

You must ensure that you know your site's requirements, and if you are unfamiliar, know how to access these requirements.



Your site may have requirements for fitness for duty relating to:

- ▶ Smoking restrictions.
- ▶ Alcohol impairment.
- ▶ Improper use of drugs.
- ▶ Fatigue management.
- ▶ Physiological and psychological stress.
- ▶ Medication.
- ▶ Illness.

For example, if you are on medication while at work you may need to inform an authorised person before operating any machinery.

2.7 ADHERE TO DRUG AND ALCOHOL POLICIES

All worksites have drug and alcohol policies that state the standards regarding the use of prescription medicines, drugs and alcohol while on the worksite.



All policies should be followed at all times. It is dangerous to be under the influence of drugs or alcohol while in the workplace.

Ignoring these policies places you and other personnel/workers at greater risk of hazards and accidents occurring, especially when operating machinery or equipment.

Some worksites will have a designated area for smokers. They may also have particular times when smoking is allowed.

NEVER smoke near flammable materials, and follow all other procedures.



2.8 IDENTIFY AND ACT ON DANGEROUS SITUATIONS

It is important that you are alert to situations that may endanger yourself or other personnel/workers. Identifying a potential situation prior to an incident occurring is more effective than having to respond to a situation.



If a situation does arise in the workplace that may endanger you or other personnel/workers, you must be ready and able to act on it following your site's WHS/WHS and safety procedures.

This may include making the situation safe if you are able to do so and it is within your responsibility, and reporting the situation to appropriate personnel/workers such as supervisors or WHS/WHS officers.

2.9 SITE INCIDENT AND INJURY STATISTICS



An incident includes accidents involving injury to people, damage to property or equipment and near misses that could cause an accident in the future.

As part of the documentation process your site will keep records of all incidents and injuries that have occurred. These records will form the statistics for your site.

It is essential for you to access and understand the incident and injury statistics of your site.

Having an understanding of these statistics allows you to be able to analyse the information, and plan methods to prevent or correct hazards.



2.10 REPORT AND RECORD INCIDENTS AND INJURIES

There are many incidents that can occur in a workplace depending on the operations being conducted. These may include:

Injury to personnel/workers.

Failure of equipment (e.g. plant, PPE).

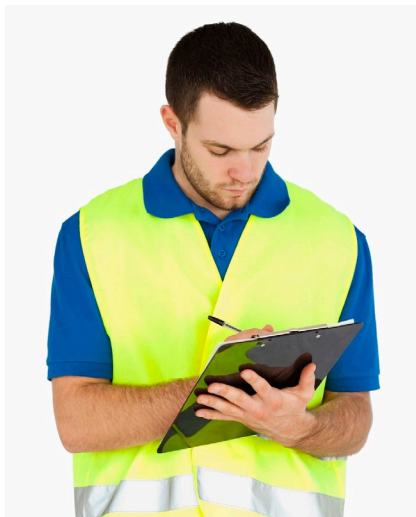
Collapse of structures (e.g. scaffolding, excavations, buildings).

Electrical malfunctions.

Explosions.

Chemical spills.

Gas leaks.



All incidents and injuries (including near misses) should be reported and recorded according to the correct procedures and site policies.

This may include verbally reporting incidents and injuries to supervisors or WHS/WHS officers, filling in reporting documents such as accident forms, incident reports, and WHS/WHS investigation reports.

2.11 PARTICIPATE IN INCIDENT INVESTIGATIONS

When an incident occurs on a worksite, you may be required to contribute to and participate in incident investigations.



2.11.1 WHAT IS AN INCIDENT INVESTIGATION?

An incident investigation aims to:

- ▶ Identify the cause and therefore prevent similar incidents in the future.
- ▶ Identify any new hazards.
- ▶ Identify and choose appropriate hazard management controls.
- ▶ Comply with relevant legislation.

An incident investigation is usually conducted after medical attention has been provided for any injured personnel/workers, and the area has been made safe.



2.11.2 CONTRIBUTE TO INCIDENT INVESTIGATIONS



Your role in contributing to an incident investigation may include:

- ▶ Completing the required WHS/WHS incident investigation forms.
- ▶ Reporting to supervisors and safety representatives.
- ▶ Providing detailed and accurate information.
- ▶ Consulting with other external personnel/workers.
- ▶ Taking part in committees and dispute resolution.

As a participant in an incident investigation you may also be involved in deciding upon and implementing any follow-up procedures that may be required.

APPENDIX 1A – WORK HEALTH & SAFETY

COMMON TERMS AND DEFINITIONS

Person Conducting a Business or Undertaking (PCBU)	<p>A 'person conducting a business or undertaking' (PCBU) replaces the term 'employer'. A PCBU includes all employers, sole traders, principal contractors, unincorporated associations, partnerships and franchisees. Volunteer organisations that also employ people will be PCBUs.</p> <p>A PCBU's primary duty of care is to ensure the health and safety of everyone in the workplace, so far as is reasonably practicable.</p>
Officers	<p>An 'Officer' is a person who makes, or participates in making, decisions that affect the whole or a substantial part of a corporation. This includes Health and Safety Representatives (HSR).</p>
Workers	<p>'Worker' replaces the term 'employee'. It is defined broadly to mean a person who carries out work in any capacity for a PCBU.</p> <p>A 'worker' covers employees, contractors, sub-contractors (and their employees), labour hire employees, outworkers, apprentices, trainees, work experience students and volunteers.</p>
Reasonably Practicable	<p>Reasonably Practicable is defined as action that is, or was at a particular time, reasonably able to be done to help ensure health and safety based on the following factors:</p> <ol style="list-style-type: none"> a) Chances of the hazard or risk occurring (likelihood). b) The degree of harm (consequence). c) The knowledge of persons involved in the situation relating to the hazard or risk and methods of eliminating or controlling it. d) The availability and suitability of ways to eliminate or control the hazard or risk. e) The costs involved in taking action to eliminate or control the hazard or risk including consideration of whether the cost involved is inconsistent to the level of risk.
Due Diligence	<p>The Work Health and Safety Act 2011 (the WHS Act 2011) imposes a specific duty on officers of corporations to exercise due diligence to ensure that the corporation meets its work health and safety obligations. In short, they have a responsibility to ensure that the PCBU is doing everything it should to ensure health and safety.</p> <p>The duty requires officers to be proactive in ensuring that the corporation complies with its duty.</p> <p>Due diligence may be demonstrated through the following courses of action:</p> <ol style="list-style-type: none"> 1. Acquiring knowledge of health and safety issues. 2. Understanding operations and associated hazards and risks. 3. Ensuring that appropriate resources and processes are used to eliminate or minimise risks to health and safety. 4. Implementing processes for receiving and responding to information about incidents, hazards and risks. 5. Establishing and maintaining compliance processes. 6. Verifying the provision and use of the resources mentioned in 1-5.

APPENDIX 1B – CONFINED SPACE ENTRY PERMIT

Location Of Work: _____

Description Of Work: _____

CONTROL MEASURES

ISOLATION

Space needs to be isolated from: _____

Location/Method

- Water _____
- Gas _____
- Steam _____
- Chemicals _____
- Mechanical _____
- Electrical drives _____
- Auto fire extinguishing systems _____
- Hydraulic _____
- Electric _____
- Gas _____
- Power _____
- Sludge _____
- Deposits _____
- Wastes _____

Lock and/or tags have been affixed to isolation points: Yes No

ATMOSPHERE

The atmosphere in the confined space has been tested:

Results of tests:

Oxygen: _____ % Flammable gases: _____ % LEL

_____ % LEL

Other gases: _____ ppm (less than ppm)

_____ ppm (less than ppm)

Other airborne contaminants: _____

The conditions for entry are as marked below:

1. With supplied air breathing apparatus: Yes No
2. Without respiratory protection: Yes No
3. With escape unit: Yes No

HOT WORK

Area clear of all combustibles including atmosphere: Yes No

Type of appropriate fire prevention equipment available:

Suitable access and exit: Yes No

Hot work is permitted: Yes No

PERSONAL PROTECTIVE EQUIPMENT

The following safety equipment must be used:

	Type
Respiratory protection	_____
Harness/lifelines	_____
Eye protection	_____
Hand protection	_____
Footwear	_____
Protective clothing	_____
Hearing protectors	_____
Safety helmet	_____
Communication equipment	_____
Other	_____

OTHER PRECAUTIONS

Warning notices/barricades:

Yes No

All persons have been trained:

Yes No

Is continual air monitoring required:

Yes No

Detail any other precautions necessary:

EMERGENCY RESPONSE

Procedures/Equipment:

STANDBY PERSON

Standby personnel/worker requirements:

WITHDRAWAL OF WRITTEN AUTHORITY

All persons and equipment accounted for:

Yes No

Equipment checked and stored correctly:

Yes No

Signed (*person in direct control*): _____

Date: _____ Time: _____

Remarks or comments about the work:

APPENDIX 2A – INCIDENT REPORT FORM

A. About The Employer/PCBU	
1. Registered Name of Company:	
2. Trading Name:	
3. Address of the registered office:	4. Address of workplace/site where incident occurred:
5. Main activities, trades, services or products associated with this workplace or site:	
6. Number of people employed at the workplace/site:	
1–4 <input type="checkbox"/> 5–9 <input type="checkbox"/> 10–20 <input type="checkbox"/> 21–50 <input type="checkbox"/> 51–100 <input type="checkbox"/> 100+ <input type="checkbox"/>	

B. About The Injured Or Ill Person		
7. Family Name:	8. Given Name/s:	
9. Home Address:		
10. Date of Birth:	11. Sex:	12. Preferred Language:
13. Did the incident result in the death of the person?		
		No <input type="checkbox"/> Yes <input type="checkbox"/>
14. Was the injured person present at the above workplace or site:		
<input type="checkbox"/>	As an employee/worker of the above company? [GO TO 15 & COMPLETE PART B PRIOR TO PART C OR D]	
<input type="checkbox"/>	As part of their employment for another company? (Provide employer/PCBU name & address)	
	<input style="background-color: #d9e1f2;" type="text"/>	
	[GO STRAIGHT TO PART C OR D]	
<input type="checkbox"/>	For a reason not connected with their employment? [GO STRAIGHT TO PART C OR D]	

B. About The Injured Or Ill Person (cont'd)		
15 Job title:	16 Main duties:	
17. Type of employment: <input type="checkbox"/> Full time permanent <input type="checkbox"/> Full time casual <input type="checkbox"/> Part time permanent <input type="checkbox"/> Part time casual	18 What training has been provided to the person: <input type="checkbox"/> Induction training <input type="checkbox"/> Related to task performed at the time of incident <input type="checkbox"/> Both of the above <input type="checkbox"/> None of the above <input type="checkbox"/> Other	19. Type of employee/worker: Wage/Salary Worker <input type="checkbox"/> Trainee <input type="checkbox"/> Outworker <input type="checkbox"/> Apprentice <input type="checkbox"/> Pieceworker (other than outworker) <input type="checkbox"/> Other (note: most employees/workers will fall into this category) Self Employed <input type="checkbox"/> Inc. Contract/ Subcontractors Unpaid <input type="checkbox"/> Work experience <input type="checkbox"/> Other

C. About The Illness
20. Date (as per medical certificate):
21. Diagnosis/description of illness:
22. Give details of any chemical/product/process of equipment involved:

D. About The Injury (answer all questions) Or Dangerous Occurrence (answer all excluding 25)

23. Date & time of incident:

____/____/____ am / pm

24. Where did the incident occur (give exact details):

25. What was the injury, as reported to you (provide complete details, including part of body affected e.g. cut of finger of left hand)?

26. What led to the incident/ dangerous occurrence (e.g. leaking batteries corroded shelves)?

27. Exact cause of the injury or dangerous occurrence (e.g. shelf collapsed spilling contents to floor)?

E. Outcomes (for dangerous occurrence answer only 29)

23. Estimated date of resumption of work:

- Normal duties _____/____/_____
- Short term alt. duties _____/____/_____
- Permanent alt. duties _____/____/_____
- Not expected to return _____/____/_____

29. Details of any action that has been or can be taken to prevent reoccurrence:

	Proposed	Taken
Change to training	<input type="checkbox"/>	<input type="checkbox"/>
Equipment modification	<input type="checkbox"/>	<input type="checkbox"/>
Change to work procedure	<input type="checkbox"/>	<input type="checkbox"/>
Change to work environment	<input type="checkbox"/>	<input type="checkbox"/>
Other job redesign	<input type="checkbox"/>	<input type="checkbox"/>
Other preventative action	<input type="checkbox"/>	<input type="checkbox"/>

F. About The Person Notifying

Name:

Signature:

Designation:

Date:

