

**Facilitator Guide**  
**CPCCWHS1001 Prepare to work safely in  
the construction industry**

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1<sup>st</sup> Edition 2017

Part of a suite of support materials for the  
CPC Construction, Plumbing and Services  
Training Package



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# Advice for Facilitators

Welcome to this Facilitator Guide.

This suite of training and assessment materials for the unit of competency *CPCCWHS1001 Prepare to work safely in the construction industry* comprises three main components:

- Facilitator Resources, including:
  - this Facilitator Guide, which contains delivery advice, customisable Delivery Plan and session plans
  - customisable PowerPoint presentations.
- Assessor Resources, including:
  - an Assessor Guide, which contains instructions on how to contextualise assessment tasks and conduct assessments
  - assessment tasks ready to be contextualised for the delivery environment, learner cohort and any other relevant factors
  - a customisable 'Assessment Materials' document to enable RTO staff to create a complete set of assessment tasks for learners.
- a Participant Workbook that includes:
  - learning materials to assist learners to understand key concepts and terms
  - learning activities to assist learners to practise their understanding.

## In this Facilitator Guide

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This Facilitator Guide contains customisable:

- pre-delivery checklist
- Delivery Plan, which provides an overview of how the unit could be delivered
- session plans, which contain the session outcomes and details of recommended activities for each topic
- learner evaluation survey, which can be used to gather feedback about learner satisfaction with the delivery of the unit
- appendices, which contain additional information or learning activities that the learner may need to be provided by the assessor during session delivery.

## Preparing for delivery

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Before beginning the training (whether face-to-face or online/distance delivery), you must contextualise all the training and assessment materials provided to suit your particular delivery requirements. You may also need to prepare additional materials.

The following table includes some common preparation tasks. You can modify the table to meet your needs and then use it as a pre-delivery checklist.

Item	Tasks	Done (✓)
Unit of competency and assessment requirements	Locate training specifications on <a href="http://training.gov.au">http://training.gov.au</a> and read thoroughly.	
RTO's Training and Assessment Strategy	Check the RTO's particular delivery and assessment requirements.	
Delivery Plan (included in this Facilitator Guide)	Complete the areas of the plan indicated for RTO use ' <b>&lt;RTO to complete&gt;</b> ' and contextualise the content provided to suit the delivery context and learner cohort.	
Timetable	Prepare timetable of delivery dates/sessions for circulation to learners.	
Session plans (included in this Facilitator Guide)	Contextualise each plan for the delivery context and learner cohort (including equipment and materials required for each session).	
PowerPoint presentations (included in the Facilitator Resources folder)	Contextualise presentations for the delivery context and learner cohort.	
Sample forms and documents	Source relevant forms and/or documents for distribution to learners (as required).	
Handouts	Prepare sufficient copies of handouts (as required) or make handouts available online.	
Participant Workbook	Read the Participant Workbook thoroughly.	
Further reading	Review the further reading listed at the end of each section in the Participant Workbook.	
Website addresses (URLs) in Participant Workbook and assessment tasks	Check website addresses for currency. Website addresses were checked by IBSA and correct at the time of publication. Note that IBSA cannot vouch for the ongoing currency of URLs. Where URLs are not current, IBSA recommends using the reference information provided to search for the source in your chosen search engine.	
Participant Workbook pre-reading	Contact learners and instruct them to preview the Introduction and Section 1 of their Participant Workbook prior to the first session.	
Assessment tasks and Assessment Materials	Contextualise the assessment tasks for the assessment context and learner cohort and prepare Assessment Materials file for learners (see Assessor Guide for details).	
Schedule assessments	Schedule dates, times and deadlines for assessments.	

# Delivery Plan

Unit code and title	CPCWHS1001 Prepare to work safely in the construction industry	Qualification code and title	<RTO to complete>		
Trainer/assessor name	<RTO to complete>	Delivery year	<RTO to complete>	Delivery semester	<RTO to complete>
Trainer/assessor contact	<RTO to complete>	Delivery context	<RTO to complete>	Delivery hours	<RTO to complete>

Session	Date & time	Title	Details	Resource requirements	Learning activities	Participant Workbook	Assessment
1	<RTO to complete>	Work health and safety framework	WHS laws Duty of care, rights and responsibilities Safe work practices and safety documents	PowerPoint Presentation 1 Copy of relevant state or territory WHS Act Copies of completed JSA, SDS, SWMS documents	WHS laws Duty of care, rights and responsibilities Safe work practices and safety documents	Section 1	
2	<RTO to complete>	Hazards and risk control	The principles of risk management Hazards in the construction industry Personal protective equipment Certificates, licences and qualifications	PowerPoint Presentation 2 Minimum of four items of PPE, including eye protection, hearing protection, hard hat, high-visibility reflective vest Risk assessment matrix Blank incident report form Heavy item to practise lifting techniques Computer and equipment for learners	The principles of risk management Hazards in the construction industry Personal protective equipment Certificates, licences and qualifications	Section 2	

# Session 1: Work Health and Safety Framework

## Session overview

<b>Unit code and title</b>	CPCCWHS1001 Prepare to work safely in the construction industry	<b>Qualification code and title</b>	<RTO to complete>
<b>Facilitator/assessor</b>	<RTO to complete>	<b>Year</b>	<RTO to complete>
<b>Session outcomes</b>	At the end of this session, learners will: <ul style="list-style-type: none"> <li>• identify and explain basic roles, responsibilities and rights of duty holders</li> <li>• identify duty of care requirements</li> <li>• identify and explain safe work practices in the construction industry.</li> </ul>		
<b>Resource requirements</b>	Participant and facilitator resources required for this session include: <ul style="list-style-type: none"> <li>• copy of the relevant state or territory health and safety Act</li> <li>• copies of completed JSA, SDS, and SWMS documents.</li> </ul>		

Not for training purposes

## Session details

Approx. duration	Content/strategy
<RTO to complete>	<p><b>Session introduction</b></p> <p>Provide learners a brief overview of the session topics.</p>
<RTO to complete>	<p><b>Topic 1: WHS laws</b></p> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>• Current laws across Australia are legal obligations.</li> <li>• WHS regulators have set roles and legal responsibilities for all people in the workplace.</li> <li>• All people conducting a business or undertaking (PCBUs) must provide a safe workplace.</li> </ul> <p><b>Learning activity</b></p> <ol style="list-style-type: none"> <li>1. Break learners into small teams to discuss WHS legislation.</li> <li>2. Ask teams to list:             <ol style="list-style-type: none"> <li>a. the types of things that employers do to maintain a safe workplace</li> <li>b. what might happen if an employer does not follow their legal obligation to provide a safe workplace.</li> </ol> </li> </ol> <p><b>Debrief questions</b></p> <ul style="list-style-type: none"> <li>• Does anyone have any anecdotes of employers being charged for failing to comply with health and safety legislation?</li> </ul>
<RTO to complete>	<p><b>Topic 2: Duty of care, rights and responsibilities</b></p> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>• Definition of duty of care.</li> <li>• All people on-site have a duty of care to maintain a safe work environment.</li> <li>• Different obligations fall on some people – HSRs, first aiders, HSC members, supervisors/managers.</li> <li>• All have responsibilities, but also a right to be working in a safe place.</li> </ul>

Approx. duration	Content/strategy
	<p><b>Learning activity</b></p> <ol style="list-style-type: none"> <li>1. Prepare a list of duty holders on construction sites.</li> <li>2. Break into small teams. Allocate one duty holder category to each team, and have teams discuss the responsibilities of that duty holder.</li> </ol> <p><b>Debrief questions</b></p> <ul style="list-style-type: none"> <li>• Is anyone surprised at the responsibilities of some of these roles?</li> <li>• Which of these duty holders do you think has the most important responsibility? Why?</li> </ul>
<RTO to complete>	<p><b>Topic 3: Safe work practices and safety documents</b></p> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>• Everyone on a work site is responsible for working safely.</li> <li>• Safe work practices include a range of actions and facilities, including access to documents about hazards.</li> </ul> <p><b>Learning activity</b></p> <ol style="list-style-type: none"> <li>1. Provide samples of JSA, SDS and SWMS documents to analyse. A copy of a full SDS can be located at:             <ol style="list-style-type: none"> <li>a. Haymes Paint, 'Product data sheets and safety data sheets', &lt;<a href="http://www.haymespaint.com.au/products/technical/product-data-sheets-and-safety-data-sheets">http://www.haymespaint.com.au/products/technical/product-data-sheets-and-safety-data-sheets</a>&gt;.</li> </ol> </li> <li>2. In small teams, discuss the contents and purpose of each document, and summarise.</li> </ol> <p><b>Debrief questions</b></p> <ul style="list-style-type: none"> <li>• What experiences do you have with these documents?</li> <li>• Where do you think you might find some of these documents when you need them?</li> </ul>
<b>Follow-up</b>	<RTO to complete - if changes required>
<b>Assessment</b>	<RTO to complete - if changes required>