

Participant Workbook
**CPCCWHS1001 Prepare to work safely in
the construction industry**

1st Edition 2017

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



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SAMPLE
Not for training purposes

Introduction

Welcome to the Participant Workbook.

Your training

This workbook has been developed for the unit of competency *CPCCWHS1001 Prepare to work safely in the construction industry*.

The workbook contains the following sections:

1. Health and safety legislative requirements
2. Hazards and risk control measures
3. Health and safety communication and reporting
4. Incident and emergency procedures.

These are the key knowledge and skills areas covered in the unit of competency. Your facilitator will show you the unit of competency, explain what it covers, and let you know how you can locate your own copy.

Your facilitator will also let you know how you will be assessed for this unit of competency.

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. It is expected that site-specific induction training will be conducted prior to conducting construction work.

Extending your skills and knowledge

There is a 'further reading' list at the end of each section of this workbook. This contains texts, websites and other resources that you can use to develop further skills and knowledge. You may also be referred to useful websites in the learning content and learning activities.

Please note that any website addresses included in the further reading, learning content and learning activities of this workbook were checked by IBSA and correct at the time of publication.

Website addresses do change frequently. If a website address is not current, IBSA recommends using the reference information provided to search for the source using your preferred search engine.

Section 1 – Health and Safety Legislative Requirements

Australia has a system of national model work health and safety (WHS) laws that the Commonwealth and all states and territories, except Victoria and Western Australia, have adopted. This means that there are now consistent laws about how work health and safety should be managed in most Australian workplaces.

While Victoria and Western Australia have not adopted these model laws, their work health and safety systems remain similar; throughout Australia they cover issues such as the duties and obligations of persons conducting businesses or undertakings, employers, contractors, sub-contractors and workers at a construction site or workplace.

Work health and safety laws are legal obligations. People who don't follow these laws may face serious penalties.

Scenario: Bosisto Constructions

Bosisto Constructions has been getting bigger contracts lately and have hired more full-time workers, including labourers and apprentices. They have also engaged a number of sub-contractors at their sites and are now working across both New South Wales and Victoria.

Getting bigger means there is a bigger risk of health and safety problems. To make sure they stay compliant with the laws of both states as well as keep their sites as safe and risk-free as can be, Joe, who works in the Human Resources team at Bosisto, will review their health and safety procedures and make sure the workers know what they are expected to do to keep themselves, and everyone on-site, safe and unharmed. Joe will also be reviewing the ways they manage the risk from all the hazards at their sites.

What skills will you need?

In order to identify health and safety requirements in the construction industry, you must be able to:

- identify and explain basic roles, responsibilities and rights of duty holders
- identify duty of care requirements
- identify and explain safe work practices in the construction industry.

Work health and safety framework

Australia's work health and safety framework includes laws, regulations, codes and standards that aim to keep Australians and their workplaces safe. Under this framework, everyone has a responsibility to help maintain a safe work environment.

Although each state and territory is responsible for their own work health and safety Acts and Regulations, the model Work Health and Safety Act sets the standards that have been adopted by most states and territories. All states and territories have laws that outline the obligations that persons conducting a business or undertaking (PCBUs), employers, workers, designers, importers, manufacturers, suppliers and installers of plant and equipment have to provide a safe and healthy workplace.

Note: The term ‘person conducting a business or undertaking’ (PCBU) is an important one in work health and safety legislation. You can think of a PCBU as an employer. The reason that we refer to a ‘PCBU’ instead of an ‘employer’ is because PCBU is the term used in the WHS Act and it has a more specific meaning than the word ‘employer’. For example, the term PCBU includes a self-employed person.

Generally, the various health and safety Acts across states and territories require a person conducting a business or undertaking (PCBU) to:

- provide and maintain a work environment without risks to health and safety
- provide and maintain safe plant and structures
- provide and maintain safe systems of work
- ensure the safe use, handling and storage of plant, structures and substances
- provide adequate facilities for workers in the workplace, and ensure access to them
- provide information, training, instruction or supervision necessary to protect all persons from risks to their health and safety
- monitor workers’ health and conditions at the workplace to prevent illness or injury.

It is also the duty of a PCBU to consult with workers and their health and safety representative about health and safety issues affecting them.

Learning activity: State and territory authorities

This map shows the authority that is the health and safety regulator for where you live. Search online to find the website for the authority that covers where you live.

Commonwealth: Safe Work Australia

Queensland: Workplace Health and Safety Queensland

New South Wales: SafeWork NSW

Australian Capital Territory: WorkSafe ACT

Victoria: WorkSafe Victoria

Tasmania: WorkSafe Tasmania

South Australia: SafeWork SA

Western Australia: WorkSafe WA

Northern Territory: NT WorkSafe



Duty holders and duty of care

Duty of care means that a number of parties and persons are responsible to ensure the health and safety of workers and other persons, so far as is reasonably practicable.

A duty holder must take reasonable care to avoid acts or omissions which they can reasonably foresee would be likely to injure another person. It is the standard of care that a reasonable and competent person would use when providing precautions for the health and safety of others, including the general public.

A duty holder is someone who has a legal responsibility under Australia's work health and safety laws. This includes employers, contractors, managers, workers, officers, apprentices, visitors, designers, suppliers, volunteers and customers.

In fact, **everyone** involved in a construction activity has a health and safety duty of care.

The primary duty of care, however, lies with the PCBU, who may be the principal contractor, a contractor, or a sub-contractor in the construction industry. Where there are multiple contractors, they each maintain their duty of care and must share these duties.

Where a person conducting a business or undertaking has a duty of care, an officer of that PCBU – usually the Chief Executive Officer, a managing director or a board director – must exercise due diligence on their behalf to ensure that they comply with their duties.

Just as a company can be prosecuted for breach of work health and safety laws, so can an officer of a PCBU, where they have not exercised their duty of care.

Workers or employees also have obligations under the various state and territory WHS Acts. They must take reasonable care of their own safety and not endanger the safety of others through their actions or through inaction. They must comply with reasonable work health and safety instructions, and cooperate with reasonable work health and safety policies and procedures. However, workers or employees will not be prosecuted for workplace accidents where a person was injured due to, for example, faulty design of workplace equipment or procedures.

Employers (or PCBUs) must:

- provide a safe place of work
- hold overall responsibility for health and safety at the workplace
- ensure that there are safe systems of work, safe plant and equipment, the worksite is safely managed, and that people are trained and supervised to work competently and safely
- consult with their workers about these issues
- manage and control risks to the health and safety of employees, contractors, visitors and others at the workplace.

Supervisors and managers must:

- be involved in risk management, according to the scope of their responsibilities
- try to solve health and safety problems that are reported to them.

Workers must:

- act responsibly to perform work tasks safely and avoid harm to self and others
- comply with reasonable instructions from the person conducting the business
- follow health and safety policies and procedures
- report hazards
- be involved in the process of checking for hazards, making assessments and controlling risks.

Officers (senior executives who make decisions that affect many people in the organisation) must:

- understand the operations and the risks associated with the operations
- ensure the organisation is putting in place measures to eliminate or minimise health and safety risks
- help an organisation meet its legal health and safety obligations, including responding appropriately to incidents, hazards and risks.

Customers and visitors to the construction site must:

- take care of their own health and safety and not put others at risk
- comply with instructions and laws covering that site.

Others who have specific rights and responsibilities for health and safety at the worksite include fire wardens, health and safety representatives, inspectors, safety officers, union officials, security officers and health and safety committee members.

In most cases, following the procedures at your work is enough to satisfy legal requirements for workers and employees. For example, a construction worker follows a work procedure by putting on a hard hat and wearing safety gear before entering the construction site, and by following safe work methods for high-risk work activities. The construction worker is following safe work procedures that ensure his or her safety in case something falls from above at the construction site.

Learning activity: Duty holders

Bosisto Constructions has tendered for a construction job in New South Wales to refurbish a medium-size commercial building.

The company has employed one of its construction managers as the site manager. Bosisto has also employed a number of sub-contractors who do specialist work to complete the job. These include Jane's Electrical, who will do all of the electrical work, and Gillies Plumbing for all the plumbing work.

In addition, Bosisto Constructions has had to hire a couple of self-employed contractors who have their own earthmoving equipment to help with clearing and shoring up the site.

Answer the following questions.

- Who are the persons conducting a business or undertaking on the site?

- Are there any self-employed contractors on-site?

- Who is in charge of the overall site?

Key roles and responsibilities

First aid officers

While it is legally the responsibility of the PCBU to provide first aid facilities for all workers and to have access to trained first aiders, what is the legal responsibility of the first aiders themselves?

Although some workers with first aid qualifications will be paid an extra allowance to maintain their qualification, they don't have any additional duties beyond those of other workers: to take reasonable care for their own safety and that of others. In practical terms, this can mean taking reasonable care to apply first aid, but only to the level of their training.

Health and safety representatives

Health and safety representatives (HSRs) play an important role in work health and safety. They are an important communication link between employees and management. Work groups are formed by agreement between the PCBU and workers. An HSR is elected for a fixed term by one or more work groups. A work group may also elect a deputy HSR to help them out. A work group may elect more than one HSR if needed.

Under WHS laws, PCBUs must allow workers to be represented by an HSR if they choose. HSRs are elected by their work group to represent their concerns in matters relating to work health and safety.