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Section 1.2: Following safety requirements

Following workplace safety requirements is a responsibility for every person on a worksite, whether they are the employer, an employee, a contractor or visitor. Employers have a legal obligation to provide a safe workplace, but all people must follow a site's safety plan, procedures, policies and instructions. This includes following directions from supervisors and abiding by workplace signs.

Workplace safety requirements

Every workplace has specific safety requirements. These requirements are based on state or territory health and safety legislation and regulations. Other factors that may influence safety requirements include:

- individual work tasks and the type of work being performed
- the nature and location of the site
- the operation of tools, machines or equipment
- working at heights, depths or in confined spaces
- hot work such as welding
- hazardous or dangerous materials
- identified workplace hazards
- the number of work personnel on-site, their training and experience
- availability of protective or safety equipment and first aid facilities
- other site specific aspects.

Safety requirements may also be determined by Australian standards, industry codes of practice, workplace policies and procedures, or site/project safety plans. These must be considered in the initial stages of planning for the project or work tasks.

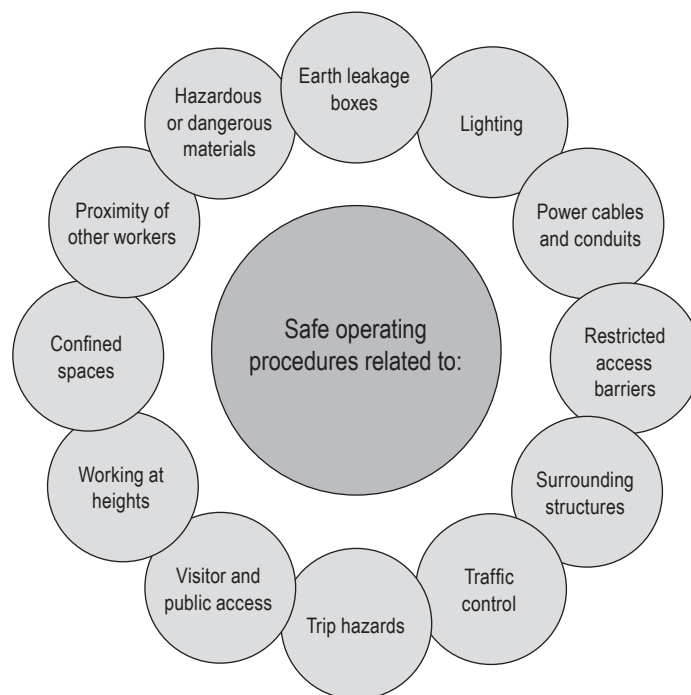
Addressing risks and hazards

Potential hazards and risks in the workplace must be identified and then have a control mechanism put in place wherever practical. Examples of control methods may include:

- emergency procedures, such as fire plans, first aid procedures, incident or accident procedures, evacuation plans and procedures and emergency contact information
- procedures for handling materials, including directions for use of tools and equipment, manual-handling considerations and requirements for wearing PPE
- hazard controls that provide for a hierarchy of control, site inspections, notification procedures and barriers or fences
- procedures for hazardous materials and substances, including material safety data sheets (MSDS), hazardous substance registers, dangerous goods licences or work permits, spill kits and environmental plans
- providing properly trained first aid staff and adequate facilities and treatment kits

- requirements for the use of correct personal protective clothing and equipment and obeying mandatory (must do) signs
- training in the use of fire fighting equipment and procedures for actions to follow in the case of fire
- correct use of tools and equipment, including operating licences or permits for specific work and training in use of equipment
- addressing workplace environment and safety through environment plans and policies, incident reporting, routine inspections and checklists and control mechanisms for the workplace
- safe operating procedures such as job safety analysis (JSA) for specific work tasks, OHS toolbox meetings and ongoing risk assessments (as the work progresses).

Risk assessments can be conducted to determine how particular site factors impact the work being done. The following diagram shows some of the factors that might be assessed, and require the development of a safe working procedure.



Each workplace is different so it is necessary to follow appropriate procedures. Personal safety or the safety of other people on the site could be influenced by your actions relating to the site safety plans or procedures.

If you notice a hazard or believe that something is unsafe in your workplace, report it to your supervisor.

Make sure that you understand the safety requirements of your worksite. Speak with your workplace supervisor if you are unsure about the safety plans, policies and procedures for the work that you are doing.

Find out more

Resource	Why it is useful
Safe Work Australia <i>National Standard for Construction Work</i> www.safeworkaustralia.gov.au/NR/rdonlyres/2FCC89EA-2AD3-4EC2-A378-B7FBBB16807F/0/NationalConstructionStandard.pdf	This is the National Standard for Construction Work in Australia. It outlines important safety requirements and safe working practices for the construction industry.
NT WorkSafe <i>Safety management – developing a safety plan</i> www.worksafe.nt.gov.au/corporate/bulletins/pdf/11-15/14.01.04.pdf	This document outlines the information required to be included in a safety plan for construction work under Northern Territory legislation.















Section task 1.2

1. List three safety procedures that are used on your worksite.
2. Explain why safety plans are important.

Section 1.3: Identifying and implementing signage and barrier requirements

Signs and barricades are used to make people aware of the tasks being undertaken in the work area and to keep people away from areas that may be dangerous. The requirements for signs and barricades are generally outlined in the policies, plans and procedures for the worksite.

The following table includes some of the signs commonly found on worksites.

Sign	Colours	Meaning	Sign example
	<ul style="list-style-type: none"> Red oval on black rectangle Black text 	DANGER (Life threatening hazard)	
	<ul style="list-style-type: none"> Green background White text or symbol 	EMERGENCY INFORMATION	
	<ul style="list-style-type: none"> Red background White text or symbols 	FIRE INFORMATION	
	<ul style="list-style-type: none"> Blue background White symbol 	MANDATORY or MUST DO	
	<ul style="list-style-type: none"> Red circle and bar Black symbol 	PROHIBITED or DO NOT ...	
	<ul style="list-style-type: none"> Red circle Black text or symbol 	RESTRICTION	
	<ul style="list-style-type: none"> Yellow text on black rectangle Black text 	WARNING or HAZARD	

continued ...

In ACTION

Brian's story



Brian is a team leader for a concreting contractor, WeCan Concrete, mainly working in domestic buildings, smaller commercial sites and doing curb and channelling.

Before a team starts at a new site, it is Brian's job to assess the site to make sure it's ready for work to start, organise all the materials the team will require, get signage and barriers in place and check any levels or measurements against the project plan.

Today Brian and Angelo are checking the dimensions of the house slab they are to pour to determine whether they'll need additional materials to what they normally bring.

The current site is a building block on a slope. Straight away Brian can see that one side of the slab will require additional boxing and bracing to allow for the fall of the slope. Brian needs to take measurements and shoot a level so he can calculate the required quantities of timber and stakes. There'll also need to be a trip made to the nearest building and hardware supplier to get the materials.

Brian also discusses the layout of the site with Angelo. Both agree that once work starts the site is quickly going to become muddy and they'll have trouble getting vehicles and equipment in and out. Brian rings his supervisor to find out if he can get a load of gravel to spread on the site where there'll be most vehicle activity.

Brian also lets his supervisor know that the start of work will be delayed by a day while he organises all this.

Revision

- Correct work instructions must be obtained and confirmed before starting work.
- Safety requirements must be followed to ensure the safety of all people in the work environment.
- Correct signage and barricades must be used according to the work tasks.
- Plant, machinery and tools should be appropriate for the task and checked for damage or defects.
- Material quantities should be calculated correctly to meet the project requirements.
- Materials should be properly identified and handled correctly in line with manufacturer's requirements.
- All employees should know and follow environmental requirements for the worksite.

Final assessment

To be assessed as competent in *CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground*, you must provide evidence of:

- the underpinning skills and knowledge
- relevant legislation and workplace procedures
- other relevant aspects of the range statement.

Assessment mapping

The following table maps this final assessment activity against the elements and performance criteria of *CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground*.

Part	Element	Performance criteria
A	All	All
B	All	All
C	All	All

For detailed mapping of this workbook against the methods of assessment, the elements, the performance criteria and essential skills and knowledge, refer to the *Aspire Trainer's and assessor's guide* for this unit.

The following activity has been designed for all learners to complete.

Part A: Demonstrating essential skills

Your trainer or assessor needs to **observe** you demonstrating the following essential skills in your workplace or in a simulated environment.

Essential skills

Demonstrate to your trainer or assessor how you:

- use communication skills to:
 - determine requirements
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - read and interpret:
 - documentation from a variety of sources
 - drawings and specifications

continued ...

Employability skills

In the table below, describe the activities you have undertaken that demonstrate how you developed the following employability skills as you worked through this unit. Keep copies of material you have prepared as further evidence of your skills.

Alternatively, prepare a table similar to the following table.

Employability skills	The activities undertaken to develop the employability skill
Communication	
Teamwork	
Planning and organising	
Initiative and enterprise	
Problem-solving	
Self-management	
Technology	
Learning	