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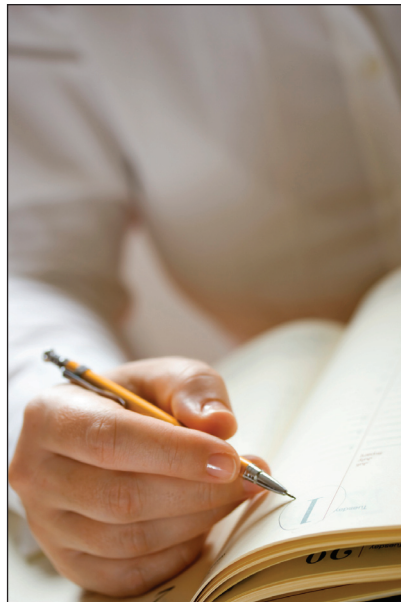
Section 1.4: Contributing to OHS, hazard, accident or incident reports

It is inevitable that an accident or near miss will happen at your workplace at some time and when it does, it must be reported immediately. An accident or near miss could happen to you or others in the workplace resulting in an injury to people as well as damage to property, equipment and the environment.

Accidents and near misses need to be reported, even occurrences that do not cause an injury so that systems can be developed and implemented to ensure the incident doesn't occur again or doesn't result in an injury the next time it happens.

Some examples of reportable incidents might be:

- the malfunction of breathing apparatus which puts the user in danger
- the collapse or partial collapse of the floor, wall or ceiling of a building being used as a workplace
- the collapse or failure of an excavation including any shoring
- the collapse, overturning or failure of the load bearing of any scaffolding, lift, crane, hoist or mine-winding equipment
- damage to or malfunction of any other major plant
- electric shock, electrical short circuit, malfunction or explosion
- uncontrolled explosion, fire or escape of gas, steam or another hazardous substance.



Each workplace will have a different system for reporting accidents or near misses. Speak with your supervisor to clarify the exact requirements of your workplace. When completing any report, make sure all the information you give is relevant, true and accurate. It is best to fill out accident or incident reports as soon as possible after the event so that you don't forget any important details or information. You should also check the information in the report before you submit it. Some reports will need to be sent to management and state safety authorities so it is important that all information is correct.

Section task 1.4

1. List three documents that contain information on the safety requirements for your worksite or a workplace you are familiar with.
2. Write one sentence to explain why it is important to report accidents.

In ACTION

Macie's story

Macie has just started work at a construction company as a safety officer. Until now, the organisation has not had a dedicated safety officer and Macie has not worked in the construction industry before. The organisation has asked Macie to review and improve the safety information in the business as there are only a few procedure documents, safe work method statements (SWMS), job safety analysis sheets and operating instructions for plant and equipment.



Macie speaks with the staff and discovers they do not use standard hazard or risk assessment checklists, there is no clear reporting structures and no system for staff to contribute to safety reports. Macie investigates the legislation and regulations that govern the industry and drafts custom designed policies and procedures. Once she has the draft documents, she returns to the workers for input. The workers trial the new system and documents and provide feedback and suggestions to improve the materials. At the end of the month the workers are happy and the documents are adopted permanently.

Revision

- Identifying hazards in the work area is essential for the safety of everyone in the workplace.
- Report any hazards to the appropriate person in your workplace.
- Hazards are things that can cause injury or damage and risks are the likelihood that injury or damage will occur.
- Hazards in the workplace can be eliminated by minimising or controlling the risk.
- Risk analysis ranks the likelihood of an incident or accident occurring against the severity of injury or damage.
- Risk assessments can determine if a situation poses a low, medium or high risk.
- Follow the safe work practices for your work activities in the construction industry.
- Report all accidents or near misses to allow for corrective actions to occur.

Are you ready?

Use this checklist to assess if you are ready for assessment activity 1.

I understand how to:

- ☐ Identify and assess hazards in the work area and report to designated personnel
- ☐ Identify and assess safety risks in the work area and report to designated personnel
- ☐ Follow safe work practices, duty-of-care requirements and safe work instructions
- ☐ Contribute to OHS, hazard, accident or incident reports

Find out more

Resource	Why it is useful
Safework Australia <i>Code of practice for the safe removal of asbestos</i> 2nd edn www.safeworkaustralia.gov.au/NR/rdonlyres/1A198A7C-D0A7-40AD-964E-31673C695E92/0/AsbestosCode.pdf	This web document is the code of practice for the safe removal of asbestos.
Safework Australia <i>Code of practice for the management and control of asbestos in workplaces</i> www.safeworkaustralia.gov.au/NR/rdonlyres/DB7C0238-F1D3-4EDE-B444-F7B751CE83FE/0/ManagementCode.pdf	This web document is the code of practice for the management and control of asbestos in the workplace.

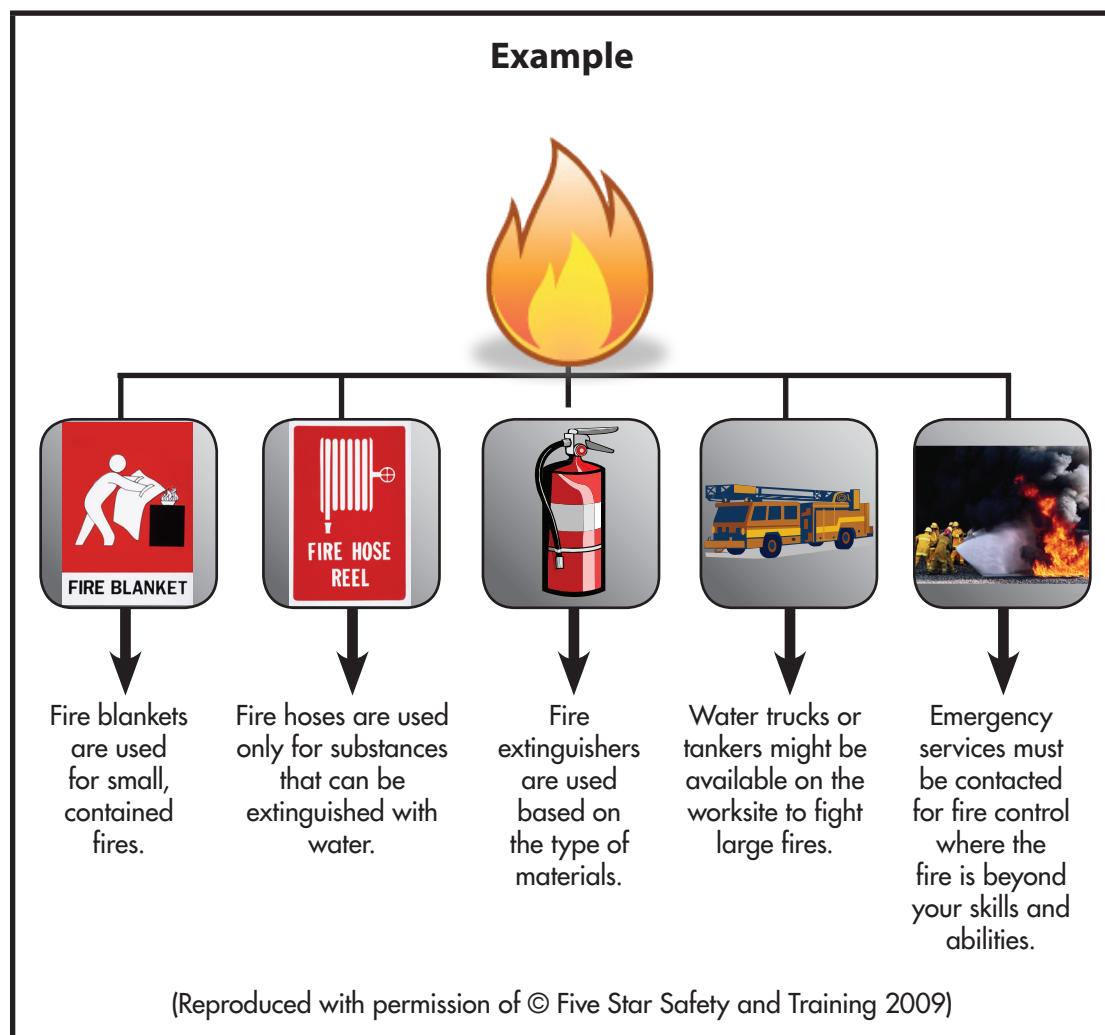
Section task 2.4

1. List five materials that may contain asbestos.
2. Write one sentence to explain how you identify asbestos.

There is an extensive range of firefighting equipment available for workplaces. This equipment includes:

- fire extinguishers – used to put fires out
- fire hydrants and hoses – provide and carry water to the fire
- fire or water tankers – multipurpose water tankers are regularly used to carry water to the fire
- fire blankets – used to smother a fire
- breathing apparatus – this is specialist equipment that needs specialist training; don't attempt to use this equipment unless you have been trained to do so.

The following example shows firefighting equipment used in workplaces.



Fire extinguishers

Fire extinguishers are used to fight small, contained fires. They should not be used to attempt control of a large or uncontained fire. If you encounter a large or uncontained fire, evacuate the area, notify emergency services and your emergency control organisation or team within the worksite.

Final assessment

To be assessed as competent in *CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry*, 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 *CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry*.

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 required 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:

- accurately recognise OHS hazards, including asbestos and take all opportunities to alleviate safety problems in a variety of construction work sites and environments
- deal calmly and effectively with any potential safety problems and work closely with other team members and supervisors to ensure safe working conditions are maintained
- use communication skills to:
 - determine and report hazards and risks
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions

continued ...