



RIIWHHS201D

Work safely and follow
WHS policies and
procedures

Element 1

Access and apply site safety procedures

WHS Procedures and Compliance Documentation

- Legislation
 - Structure of the Legislation
 - Common Law
 - State Work Health & Safety, Work Health and Safety Act 2011
 - Work Health and Safety Regulation 2011
 - Codes of Practice – State and National



Element 1

Access and apply site safety procedures

WHS Procedures and Compliance Documentation

- Safe Work Australia
- National Standards
- Standards Australia
- Duty of Care – D.o.C Parties, Officers, Workers, Others
- Designated Personnel – Inspector, HSR, HSC



Element 1

Access and apply site safety procedures

WHS Procedures and Compliance Documentation

- Workplace Consultation
- Manufacturer's Specifications and Guidelines
- Safety Data Sheets (SDS)
- Safe Work Method Statements (SWMS)
- Job Safety Analysis (JSA)
- Safe Operating Procedures (SOP)
- Construction Documentation and Plans



Element 1

Access and apply site safety procedures



Isolation and Immobilisation

- Description of Tags
- Isolation and Use of Padlocks
- Isolation Practices and Devices
- Administration – Policies and Procedures



Element 1

Access and apply site safety procedures

Immobilisation of Potential Energy Sources

- Working near Power Lines
- Residual-Current Device

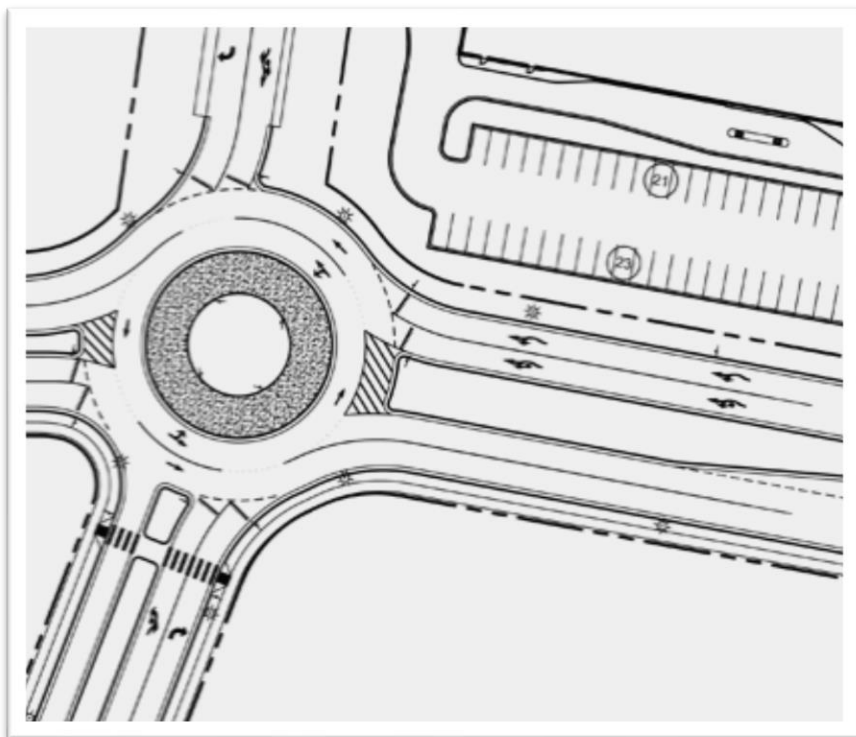


Element 1

Access and apply site safety procedures

Locate Destinations within the Site

- Site Plans – Orientation, Transport Rules
- Signs and Symbols – Types of Signs, Sign Layouts, Common Sign Types, Placement of Safety Signs



Element 1

Access and apply site safety procedures

Breaches in Site Safety

- What is a Safety Breach?



Element 2

Apply personal safety measures

WHS Risk Management Process

- Hazard and Risks
- Risk Management Process Flow Chart
- Hierarchy of Control



Element 2

Apply personal safety measures

Personal Protective Equipment (PPE)

- Identifying Hazards
- PPE Requirements
- Cleaning and Maintenance



Element 2

Apply personal safety measures

Maintain a Clean, Tidy and Safe Working Area

- Housekeeping



Element 2

Apply personal safety measures

Permits and Clearances

- Licensing of High Risk Work
- Work in Confined Spaces
- Hot Work Activities
- Working at Heights
- Power Line Clearances
- Dial-Before-You-Dig (DBYD)



Element 2

Apply personal safety measures

Manual Handling

- Proper Lifting
- Safe Manual Handling Techniques
- Dual Lifting
- Safe and Responsible Manual Handling

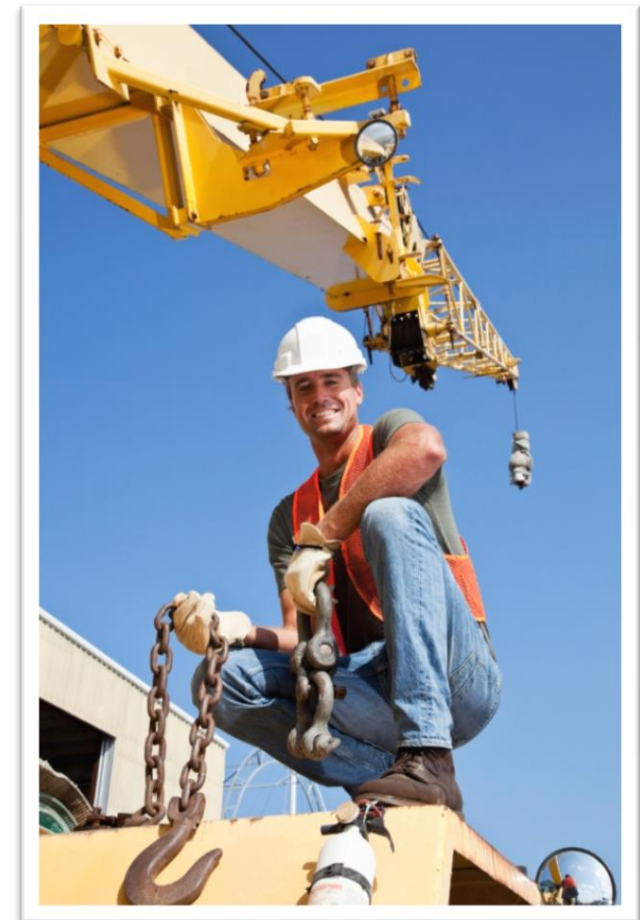


Element 2

Apply personal safety measures

High Risk Work-Activities

- High Risk Construction Work
- Ventilation at Mine Sites
 - What is Ventilation?
 - Duties
 - Managing Risks
 - Air Monitoring
 - Consultation



Element 3

Apply operational safety measures

Recognise and Respond to Alarms

- Fire, Smoke, Emergency
- Evacuation Procedures



Element 3

Apply operational safety measures

Emergency Situations

- Emergency Procedures – Emergency Plans, Emergency Personnel, Roles, First Aid Officers
- Fire Emergency
- Hazardous Materials Emergency
- What to do in an Emergency – Contacting Emergency Services



Element 3

Apply operational safety measures

Fire Fighting

- Understanding the Nature of Fires
- Classifying Fires
- Common Causes of Fire on Site
- Fire Fighting Equipment – Fire Extinguishers, Maintenance, Using.
- Fire Blankets
- Fire Hose Reel



Element 3

Apply operational safety measures

Identifying Emergency Scape Route(s)

- Fire Evacuation
- Evacuation Procedures
- Mine Emergency Response



Element 4

Maintain personal wellbeing

Risks to Personal Wellbeing

- Non Adherence to Safety Procedures and Policies
- Workplace Stress
- Communicable Diseases
- Needle Stick Injuries
- Horseplay



Element 4

Maintain personal wellbeing

Report on Situations which may Endanger Others

- PCBU Consultation with Workers
- Worker Consultation



Element 4

Maintain personal wellbeing

Fitness for Duty

- Fatigue – Balancing Work and Leisure, Employer Commitment to Fatigue Management
- Drugs – Legal Drugs, Illegal Drugs, Testing for Drugs
 - Alcohol – How Alcohol Works, Duty of Care and Alcohol Intoxication, Alcohol Testing
 - Smoking



Element 5

Identify and report incidents

Recognise and Report Incidents

- Legal Requirements for Incident Notification
- Hazard Reporting System – Workers Compensation
- Site Incident and Injury Statistics



Element 5

Identify and report incidents

Contribute and Participate in Incident Investigations

- Power of the Regulator to Require Documents and information

