

The optional HSC examination is based on all components of this examinable unit of competency as detailed in Section 11.3 of Part A.

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|-------------------------|--|--------------------|------------------------------------|
| Training Package | Construction, Plumbing and Services Integrated Framework (CPC08) | | HSC Requirements and Advice |
| Unit title | Work safely in the construction industry | | |
| Unit code | Competency field | Unit sector | HSC Indicative Hours |
| CPCCOHS1001A | Common | Construction | 10 |

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| Unit descriptor | This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction. |
| Prerequisite units | Nil |
| Co-requisite units | Nil |
| Application of the unit | This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the <i>National Code of Practice for Induction Training for Construction Work</i> (ASCC 2006). |
| Employability skills | This unit contains employability skills. |

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

| Overview of assessment | Critical aspects for assessment and evidence required to demonstrate competency in this unit | Context of and specific resources for assessment | Method of assessment |
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| Nil | <p>Evidence must confirm personal awareness of the following:</p> <ul style="list-style-type: none"> • applicable OHS legislative and safety requirements for construction work including duty of care • the range of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control • OHS communication processes, information and documentation including | <p>Resources must be available to support the program including participant materials and other information or equipment related to the skills and knowledge covered by the program.</p> <p>It is recommended that the assessment tool designed specifically to support this unit of competency will provide consistency in assessment outcomes.</p> | <p>Assessment methods may include more than one of the following:</p> <ul style="list-style-type: none"> • practical assessment • oral questioning • written test • work-based activities • simulated project based activity. |

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| | Critical aspects for assessment and evidence required to demonstrate competency in this unit cont/d | Context of and specific resources for assessment cont/d | |
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| | <p>the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries</p> <ul style="list-style-type: none"> • general procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE. | <p>Where applicable, physical resources should include equipment modified for people with disabilities.</p> <p>Access must be provided to appropriate assessment support when required.</p> <p>Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.</p> <p>In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the oracy, language and literacy levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.</p> | |

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| Required Skills and Knowledge | | HSC Requirements and Advice |
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| This section describes the skills and knowledge required for this unit. | | |
| <p>Required skills</p> <p>Required skills for this unit are:</p> <ul style="list-style-type: none"> • communication skills to: <ul style="list-style-type: none"> – clarify OHS legislative requirements – verbally report construction hazards and risks – ask effective questions – relay information to others – discuss OHS issues and information • comprehension skills to: <ul style="list-style-type: none"> – explain the basic OHS legislative requirements which will be applicable to own work – explain the meaning of safety signs and symbols – identify common construction hazards – discuss the basic principles of risk management. | <p>Required knowledge</p> <p>Required knowledge for this unit is:</p> <ul style="list-style-type: none"> • applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/ guidance notes relevant to own work, role and responsibilities • basic principles of risk management and assessment for construction work • common construction hazards • common construction safety signage and its meanings • general construction emergency response and evacuation procedures • general construction work activities that require licenses, tickets or certificates of competency • general first aid response requirements • general procedures for raising OHS issues • general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences • general procedures for responding to hazards, incidents and injuries • general workers' compensation and injury management requirements • OHS hierarchy of controls • OHS responsibilities and rights of duty holders, including: <ul style="list-style-type: none"> – persons in control of construction work/projects – employers and self-employed persons – supervisors – employees – designers – inspectors – manufacturers and suppliers • own responsibilities to comply with safe work practices relating to: <ul style="list-style-type: none"> – housekeeping – identification of hazards – preventing bullying or harassment – smoking – use of amenities – use of drugs and alcohol • role of OHS committees and representatives • types of common personal protective equipment and fire safety equipment • types of OHS information and documentation. | <p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • duty of care • hazards • occupational health and safety (OHS) • OHS induction training • OHS information and documentation • OHS legislative requirements • participation and consultation • personal protective equipment (PPE) • reporting and recording • responding to incidents and emergencies • risk management • safe work practices • safety signs and symbols • WorkCover NSW. |

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| Element | Performance Criteria | Range Statement | HSC Requirements and Advice |
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| <p>1 Identify OHS legislative requirements.</p> | <p>1.1 Applicable <i>OHS legislative requirements</i> relevant to own work, role and responsibilities are identified and explained.</p> | <p>The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p> <p><i>OHS legislative requirements</i> relate to:</p> <ul style="list-style-type: none"> • Australian standards • construction industry OHS standards and guidelines • duty of care • health and safety representatives, committees and supervisors • licences, tickets or certificates of competency • National Code of Practice for Induction Training for Construction Work • national safety standards • OHS and welfare Acts and regulations • safety codes of practice. | <p>Learning experiences for the HSC must address:</p> <p>An acknowledgement that occupational health and safety (OHS) is everyone’s responsibility in the workplace.</p> <p>An awareness of the differences between:</p> <ul style="list-style-type: none"> • an act • a regulation • codes of practice. <p>A basic understanding of OHS legislation and codes of practice including:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2000</i> (NSW) • <i>Occupational Health and Safety Regulations 2001</i> (NSW) • Codes of practice (WorkCover NSW) <ul style="list-style-type: none"> - OHS Consultation - Risk Assessment - OHS Induction Training for Construction - Amenities for Construction Work • <i>Workers Compensation Act 1987</i> (NSW) and amendments • <i>Workplace Injury Management and Workers Compensation Act 1998</i> (NSW) and amendments. <p>An awareness of the possible consequences of failure to observe OHS policies, procedures and legislative requirements.</p> |
| | <p>1.2 <i>Duty of care requirements</i> are identified.</p> | <p><i>Duty of care requirements</i> relate to:</p> <ul style="list-style-type: none"> • legal responsibility under duty of care to do everything reasonably practicable to protect others from harm • own responsibilities to comply with safe work practices, including activities that require licences, tickets or certificates of competency • relevant State OHS requirements, including employers and self-employed persons, persons in control of the work site, construction supervisors, designers, | <p>Learning experiences for the HSC must address:</p> <p>Define:</p> <ul style="list-style-type: none"> • duty of care. <p>An awareness of employer responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • maintaining places of work under their control in a safe condition, and ensuring safe entrances and exits • making arrangements to ensure the safe handling, storage and transport of plant and substances |

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| | | manufacturers and suppliers, construction workers, subcontractors and inspectors. | <ul style="list-style-type: none"> • providing and maintaining systems of work and work environments that are safe and without risks to health • providing information, instruction, training and supervision necessary to ensure the health and safety of employees • providing adequate facilities for the welfare of employees • must not require employees to pay for anything done or provided to meet the requirements of the Act or Regulation • must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare • must ensure the health and safety of visitors or people working who are not employees. <p>An awareness of employee responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • employees must take reasonable care of the health and safety of themselves and others • employees must cooperate with employers in their efforts to comply with occupational health and safety requirements • employees must not interfere with or misuse things provided for the health, safety or welfare of persons at work • employees must not obstruct attempts to give aid or attempts to prevent serious risk to the health and safety of a person at work • employees must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety • employees must not disrupt workplace by creating false health or safety fears. |
| | 1.3 Own responsibilities to comply with <i>safe work practices</i> are identified and explained. | <p>Safe work practices include:</p> <ul style="list-style-type: none"> • access to site amenities, such as drinking water and toilets • drugs and alcohol at work • general requirements for safe use of plant and equipment | <p>Learning experiences for the HSC must address:</p> <p>Safe work practices and procedures including:</p> <ul style="list-style-type: none"> • OHS induction training (general, work activity and site-specific) • selection, use and maintenance of personal protective equipment (PPE) |

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| | | <ul style="list-style-type: none"> • general requirements for use of personal protective equipment and clothing • housekeeping to ensure a clean, tidy and safer work area • preventing bullying and harassment • smoking in designated areas • storage and removal of debris. | <ul style="list-style-type: none"> • access to appropriate communication devices • selection of appropriate tools for the task • correct use, maintenance and storage of tools equipment and machinery • correct handling, application, labelling, transport and storage of hazardous and non-hazardous materials • safe posture (sitting, standing, bending and lifting) • correct manual handling (lifting and transferring) • location and use of safety alarms and emergency exits • correct use of fire fighting equipment: <ul style="list-style-type: none"> - fire blanket - fire extinguishers <ul style="list-style-type: none"> ▪ class and type of fire ▪ type of extinguisher and identifying colour - fire hydrant and hose • hazard identification and risk control • basic first aid training and access to first aid kits • access to sufficient drinking water • procedures to follow in the event of an emergency • effective communication and teamwork • adherence to work instructions, workplace policies and procedures and standard operating procedures • knowledge of construction activities that require licences or permits • housekeeping/clean-up procedures, including waste disposal, with proper consideration of OHS and the environment. |
| 2 Identify construction hazards and control measures. | 2.1 Basic <i>principles of risk management</i> are identified. | <p><i>Risk relates to:</i></p> <ul style="list-style-type: none"> • likelihood of a hazard causing injury or harm. <p><i>Principles of risk management include:</i></p> <ul style="list-style-type: none"> • assessing the risks involved • consulting and reporting ensuring the involvement of relevant workers • controlling the hazard • identifying hazards • reviewing to identify change or improvement. | <p>Learning experiences for the HSC must address:</p> <p>An understanding of risk management:</p> <ul style="list-style-type: none"> • identify hazards • assess associated risks • use appropriate control measures to eliminate or minimise risks • monitor and review the control measures. |

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| | <p>2.2 <i>Common construction hazards</i> are identified and discussed.</p> | <p><i>Hazard relates to:</i></p> <ul style="list-style-type: none"> • anything (including an intrinsic property of a thing) or situation with the potential to cause injury or harm. <p><i>Common construction hazards include:</i></p> <ul style="list-style-type: none"> • confined spaces • electrical safety • excavations, including trenches • falling objects • hazardous substances and dangerous goods • HIV and other infectious diseases • hot and cold working environments • manual handling • noise • plant and equipment • traffic and mobile plant • unplanned collapse • ultraviolet (UV) radiation • working at heights. | <p>Learning experiences for the HSC must address:</p> <p>Identification of potential hazards to:</p> <ul style="list-style-type: none"> • self • visitors • colleagues • the general public. <p>A range of hazards including:</p> <ul style="list-style-type: none"> • tools, equipment, machinery and plant <ul style="list-style-type: none"> - operation - maintenance • manual handling • materials in use <ul style="list-style-type: none"> - spills - leakages • work processes/practices <ul style="list-style-type: none"> - simultaneous operations - repetitious tasks • work environment <ul style="list-style-type: none"> - poor/inadequate lighting - inadequate amenities - inadequate equipment - poor housekeeping - wet or slippery floors - fire, chemical and electrical hazards - damaged floor coverings - falling objects - noise - dust - temperature variations - ultraviolet (UV) radiation - overhanging beams and protrusions - unplanned collapse - poor ventilation • working <ul style="list-style-type: none"> - alone - with electricity - in confined spaces - in and around excavations - near traffic - near water - at heights |

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| | | | <ul style="list-style-type: none"> - with liquids under pressure - with compressed air • human factors <ul style="list-style-type: none"> - stress - violence/bullying - playing practical jokes - fatigue - failure to follow procedures - lack of training or experience - lack of supervision - carelessness - poor personal health/hygiene - medical/health conditions - using wrong techniques/procedures - ignoring safety rules/signs - taking short cuts - knowingly using unsafe tools/equipment. |
| | 2.3 <i>Measures for controlling</i> hazards and risks are identified. | <i>Measures for controlling</i> risk to eliminate or minimise hazards in accordance with the hierarchy of control <u>include</u> : <ul style="list-style-type: none"> • elimination • substitution • isolation • engineering control • administrative control • personal protective equipment. | Learning experiences for the HSC must address: An understanding of the hierarchy of risk control measures: <ul style="list-style-type: none"> • Level 1 – eliminate the risk (such as discontinue the activity or not use the equipment) • Level 2 – minimise the risk by: <ul style="list-style-type: none"> - substituting the system of work/equipment (with something safer) - modifying the system of work/equipment (to make it safer) - isolating the hazard (such as introducing a restrictive work area) - introducing engineering control (such as guarding, fencing or safety screens) • Level 3 – other controls: <ul style="list-style-type: none"> - adopt administrative controls and safe work practices - use PPE. |
| 3 Identify OHS communication and reporting processes. | 3.1 OHS <i>communication processes, information and documentation</i> are identified and discussed. | <i>OHS communication processes include</i> : <ul style="list-style-type: none"> • discussions with OHS representatives • OHS meetings • OHS notices, newsletters, bulletins and correspondence | Learning experiences for the HSC must address: An awareness of sources of information regarding occupational health and safety (OHS) in the workplace including: <ul style="list-style-type: none"> • construction documentation and plans |

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| | | <ul style="list-style-type: none"> • OHS participative arrangements • processes for raising OHS issues • toolbox talks • workplace consultation relating to OHS issues and changes. <p><i>OHS information and documentation</i> includes:</p> <ul style="list-style-type: none"> • accident and incident reports • Acts and regulations • Australian standards • codes of practice • construction documentation and plans • emergency information contact • evacuation plans • guidance notes • job safety analyses • labels • material safety data sheets (MSDS) • proformas for reporting hazards, incidents and injuries • reports of near misses and dangerous occurrences • risk assessments • safe work method statements • safety meeting minutes • site safety inspection reports. | <ul style="list-style-type: none"> • safe work method statements • material safety data sheets (MSDS) • job safety analysis (JSA) • accident, incident and injury reports and proformas • risk assessments. <p>The concept of ‘participation’ and ‘consultation’ as it relates to workplace safety and employee rights and responsibilities.</p> <p>An understanding of the election/formation, roles and responsibilities of the OHS representatives or committee in the workplace.</p> |
| | <p>3.2 Role of <i>designated OHS personnel</i> is identified and explained.</p> | <p><i>Designated OHS personnel</i> includes:</p> <ul style="list-style-type: none"> • first aid officers • OHS committee members • OHS representatives • supervisors. | <p>Learning experiences for the HSC must address:</p> <p>Knowledge of designated personnel in relation to hazard identification and control within the workplace.</p> |
| | <p>3.3 <i>Safety signs and symbols</i> are identified and explained.</p> | <p><i>Safety signs and symbols</i> include:</p> <ul style="list-style-type: none"> • emergency information signs (e.g. exits, equipment and first aid) • fire signs (e.g. location of fire alarms and firefighting equipment) • hazard signs (e.g. danger and warning) • regulatory signs (e.g. prohibition, mandatory and limitation or restriction) | <p>Learning experiences for the HSC must address:</p> <p>Recognition, selection and use of standard OHS signs and symbols including:</p> <ul style="list-style-type: none"> • legislative requirements • meaning of colour and shape • appropriate placement and positioning |

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| | <p>3.4 Procedures and <i>relevant authorities</i> for reporting hazards, <i>incidents</i> and injuries are identified.</p> | <ul style="list-style-type: none"> • safety tags and lockout (e.g. danger tags, out of service tags). <p>Relevant authorities include:</p> <ul style="list-style-type: none"> • emergency services (e.g. police, ambulance, fire brigade and emergency rescue) • OHS regulatory authority • supervisor. <p>Incidents include:</p> <ul style="list-style-type: none"> • accidents resulting in personal injury or damage to property • near misses or dangerous occurrences which do not cause injury but may pose an immediate and significant risk to persons or property, and need to be reported so that action can be taken to prevent recurrence, for example: <ul style="list-style-type: none"> - breathing apparatus malfunctioning to the extent that the user's health is in danger - collapse of the floor, wall or ceiling of a building being used as a workplace - collapse or failure of an excavation more than 1.5 metres deep (including any shoring) - collapse or partial collapse of a building or structure - 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, hazardous substance or steam - any other unintended or uncontrolled incident or event arising from operations carried on at a workplace. | <p>Learning experiences for the HSC must address:</p> <p>A basic understanding of the roles and functions of key bodies involved in OHS including:</p> <ul style="list-style-type: none"> • WorkCover NSW • ASCC • local councils • unions • professional associations. <p>How and when to report.</p> <p>Monitoring and reporting for OHS including:</p> <ul style="list-style-type: none"> • formal/informal • verbal • written <ul style="list-style-type: none"> - safety inspection reports - checklists - accident and incident reports - WorkCover NSW notification - registers/logs/files. <p>Knowledge of appropriate person(s) for OHS reporting.</p> <p>A definition of:</p> <ul style="list-style-type: none"> • accident • incident. <p>Causes of common workplace injuries including:</p> <ul style="list-style-type: none"> • lack of protection and safety equipment • slips, trips and falls • poor housekeeping • poor maintenance • inadequate lighting • spills • obstructions • faulty or incorrect equipment • poor ergonomics |

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| | | | <ul style="list-style-type: none"> • inadequate instruction, training and supervision • personal factors including stress, tiredness and inappropriate behaviour • medical conditions including epilepsy, diabetes and asthma • unrealistic time frames • negligence • fatigue • exposure to toxic substances. <p>An awareness of a range of potential workplace injuries and conditions including:</p> <ul style="list-style-type: none"> • allergic reactions • dislocations and fractures • puncture wounds and cuts • eye injuries • crushing and amputation • sprains and strains • bites and stings • heat exhaustion • burns • shock. |
| <p>4 Identify OHS incident response procedures.</p> | <p>4.1 General procedures for responding to incidents and emergencies are identified and explained.</p> | <p>General procedures for responding to incidents and emergencies <u>include</u>:</p> <ul style="list-style-type: none"> • basic emergency response (keep calm, raise alarm, obtain help) • evacuation • notification of designated OHS personnel and authorities • notification of emergency services (e.g. when and how) • referring to site emergency plans and documentation. <p>Emergencies include:</p> <ul style="list-style-type: none"> • chemical spill • fire • injury to personnel • structural collapse • toxic and/or flammable vapours emission | <p>Learning experiences for the HSC must address:</p> <p>Types of emergency situations including:</p> <ul style="list-style-type: none"> • bomb threat • accident/serious injury/illness • fire • natural disaster • chemical/fuel spill • gas leak • power failure • unauthorised person(s) on site • robbery • equipment collapse • site specific critical incident. <p>An awareness of the primary role of personnel in an emergency including:</p> <ul style="list-style-type: none"> • first aid officer |

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| | | <ul style="list-style-type: none"> • vehicle/mobile plant accident. | <ul style="list-style-type: none"> • security officer • safety officer/safety representative • principal contractor • OHS committee member • site/project manager • supervisor/team leader • emergency services • WorkCover NSW • union representative. <p>How and when to seek assistance.</p> <p>Knowledge of emergency services contact numbers:</p> <ul style="list-style-type: none"> • 000 – landline number • 112 – mobile phones. <p>An awareness of information required by emergency services attending the site including:</p> <ul style="list-style-type: none"> • location • nearest cross-street • nature of the incident • number of casualties • nature of injuries • contact name and number. <p>Knowledge of procedures to follow in the event of an emergency including:</p> <ul style="list-style-type: none"> • notification <ul style="list-style-type: none"> - appropriate authorities (emergency services and WorkCover NSW) - colleagues - supervisor • workplace/organisation policies and procedures <ul style="list-style-type: none"> - evacuate - secure building • reporting. <p>The importance of acting within level of authority in terms of:</p> <ul style="list-style-type: none"> • taking initiative • problem-solving • decision-making. |

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| | 4.2 Procedures for accessing first aid are identified. | | |
| | 4.3 Requirements for the selection and use of relevant <i>personal protective equipment</i> are identified and demonstrated. | <p><i>Personal protective equipment</i> includes:</p> <ul style="list-style-type: none"> • aprons • arm guards • eye protection • gloves • hard hat • hearing protection • high visibility retro reflective vests • protective, well fitting clothing • respiratory protection • safety footwear • UV protective clothing and sunscreen. | <p>Learning experiences for the HSC must address:</p> <p>Use and application of a range of PPE.</p> <p>Selection of PPE:</p> <ul style="list-style-type: none"> • correct for the task • manufacturers' specifications for use • correct fitting • serviceability. <p>Importance of correctly fitting PPE.</p> <p>Maintenance of PPE according to manufacturer's instructions and workplace policy and procedures:</p> <ul style="list-style-type: none"> • cleaning and decontamination • correct storage • regular checks for damage • repair/replacement of worn, malfunctioning or damaged equipment/parts • disposal of single-use equipment. |
| | 4.4 <i>Fire safety equipment</i> is identified and discussed. | <p><i>Fire safety equipment</i> includes:</p> <ul style="list-style-type: none"> • breathing apparatus • fire blankets • firefighting equipment. | <p>Learning experiences for the HSC must address:</p> <p>Knowledge of fire fighting equipment:</p> <ul style="list-style-type: none"> • fire blanket • fire extinguishers <ul style="list-style-type: none"> - class and type of fire - type of extinguisher and identifying colour • fire hydrant and hose • breathing apparatus. |