



Australian Government

Department of Education, Employment and Workplace Relations

CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Release: 1

CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

Application of the Unit

Application of the unit

This unit of competency covers fundamental OHS necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity. The unit relates directly to the general induction training program specified by the *National Code of Practice for Induction for Construction Work* (ASCC 2007) required to enter a construction work site. Completion of unit CPCCOHS1001A covers this requirement.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

Nil

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and assess risks.	<ul style="list-style-type: none">1.1. Hazards in the work area are identified, assessed and reported to designated personnel.1.2. Safety risks in the work area are identified, assessed and reported to designated personnel.1.3. Safe work practices, duty of care requirements and safe work instructions are followed for controlling risks.1.4. OHS, hazard, accident or incident reports are contributed to according to workplace procedures and Australian government and state or territory OHS legislation and relevant information.
2. Identify hazardous materials and other hazards on work sites.	<ul style="list-style-type: none">2.1. Hazardous materials on a work site are correctly identified and, if appropriate, handled and used according to company and legislated procedures.2.2. Measures for controlling risks and construction hazards are applied effectively and immediately.2.3. Hazardous materials that have safety implications for self and other workers are secured immediately they are identified, using appropriate signs and symbols.2.4. Asbestos-containing materials are identified on a work site and reported to designated personnel.
3. Plan and prepare for safe work practices.	<ul style="list-style-type: none">3.1. Correct personal protective equipment and clothing for each area of construction work are identified, worn, correctly fitted, used and stored according to enterprise procedures.3.2. Selection of tools, equipment and materials, and organisation of tasks are performed in conjunction with other personnel on site and in accordance with enterprise procedures.3.3. Required barricades and signage are determined and erected at the appropriate site location.3.4. Material safety data sheets (MSDS), and job safety analysis (JSA) and safe work method statements relevant to the work to be carried out are identified and applied.
4. Apply safe work practices.	<ul style="list-style-type: none">4.1. Tasks are performed in a manner that is safe for operators, other personnel and the general community in accordance with legislative requirements, and enterprise policies and procedures.4.2. Plant and equipment guards are used in accordance with manufacturer specifications, work site regulations and Australian standards where applicable.

ELEMENT

PERFORMANCE CRITERIA

- 4.3. Procedures and relevant authorities for reporting hazards, incidents and injuries are used.
- 4.4. *Prohibited tools and equipment* in areas with identified asbestos are recognised and not used.
- 4.5. Work site safety signs and symbols are identified and followed.
- 4.6. Work site area is cleared and maintained to prevent and protect self and others from incidents and accidents and to meet *environmental requirements*.

ELEMENT

PERFORMANCE CRITERIA

- | ELEMENT | PERFORMANCE CRITERIA |
|---------------------------------|---|
| 5. Follow emergency procedures. | <p>5.1. Designated personnel are identified in the event of an emergency for communication purposes.</p> <p>5.2. Safe workplace procedures for dealing with accidents, various <i>types of fire</i> and other emergencies are followed, including identification or use, if appropriate, of <i>fire equipment</i> within scope of responsibilities.</p> <p>5.3. <i>Emergency response and evacuation procedures</i> are known, practised and carried out effectively when required.</p> <p>5.4. Emergency first aid treatment of minor injuries is carried out correctly and details of any treatment administered are reported accurately to designated personnel as soon as possible.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to accurately recognise OHS hazards, including asbestos and take all opportunities to alleviate safety problems in a variety of construction work sites and environments
- capacity to 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
- 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
 - read and interpret:
 - MSDS, JSA and safe work method statements
 - other relevant documentation
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
 - written skills to contribute to reports

REQUIRED SKILLS AND KNOWLEDGE

- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to plan and set out work
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
 - use a range of mobile technology, such as two-way radio and mobile phones
 - voice and hand signals to access and understand site-specific instructions.

Required knowledge

Required knowledge for this unit is:

- asbestos management code prevention of exposure
- basic first aid procedures
- common construction industry terminology
- common workplace safety hazards and risks and procedures for reporting these to designated personnel
- construction industry communications equipment and use
- construction industry health and safety signage
- emergency response and evacuation procedures
- JSA and safe work method statements
- MSDS
- OHS hierarchy of control and role of OHS committees and representatives
- relevant legislation, regulations and workplace requirements relating to OHS, including hazard reduction and personal safety, including duty of care responsibilities, workers' compensation and injury management requirements
- safe manual handling techniques
- safe work practices in normal working environment
- safety equipment, policies and requirements for working in confined spaces and at height, including on rooves
- tools and equipment prohibited for use near identified asbestos-containing materials (ACM)
- types of fires and basic firefighting equipment
- types, possible location and risks of ACM, including serpentine and amphibole groups, and their use in common building materials
- types, purpose and use of construction industry personal protective equipment and clothing
- workplace and equipment safety requirements.

Evidence Guide

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

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- correctly locate, interpret and apply relevant information, standards and specifications
- comply with a site safety plan, organisational policies, OHS regulations and state and territory legislation applicable to workplace operations, including quality requirements
- correctly identify ACM and policies and procedures for reporting this to designated personnel
- effectively communicate and work safely with others
- apply general procedures for responding to incidents and reporting hazards and injuries
- select and use firefighting equipment to extinguish a simulated mechanical fire
- evacuate a site through simulated response to an emergency, complying with workplace procedures.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe

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work practices

- support materials appropriate to activity
- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as

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is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised 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.

Hazards include:

- chemical spills
 - electrical safety work in confined spaces
 - excavations, including trenches
 - falling objects
 - fires
 - gases
 - hazardous materials
 - high or very low temperatures
 - HIV and other infectious diseases
 - liquids under pressure
 - manual handling
 - moving machinery and equipment
 - noise, dust and vapours
 - overhanging beams
 - protrusions
 - sharp equipment
 - traffic
 - ultraviolet (UV) radiation
 - unplanned collapse
 - working at heights.
- Designated personnel*** to be contacted in case of an
- designated safety officers, determined by the enterprise, who have undertaken specific safety

RANGE STATEMENT

- emergency, accident, fire or to
report a risk such as identification
of ACM are:
- response training
 - managers or other senior personnel
 - personnel competent and/or licensed in the safe handling of asbestos
 - supervisors.

RANGE STATEMENT

Safe work practices:

- include:
 - day to day observation of OHS policies and procedures
 - emergency procedures
 - risk assessment
 - use of basic firefighting equipment
- relate to:
 - access to site amenities, such as drinking water and toilets
 - general requirements for safe use of plant and equipment
 - general requirements for use of personal protective equipment and clothing
 - housekeeping to ensure a clean, tidy and safer work area
 - no drugs and alcohol at work
 - preventing bullying and harassment
 - smoking in designated areas
 - storage and removal of debris.

Duty of care requirements:

- relate to:
 - legal responsibility under duty of care to do everything reasonably practicable to protect others from harm
 - relevant state and territory OHS requirements and include employers and self-employed persons, persons in control of the work site, construction supervisors, designers, manufacturers and suppliers, construction workers, subcontractors and inspectors
- may relate to:
 - own responsibilities to comply with safe work practices, including activities that require licences, tickets or certificates of competency.

Incidents include:

- accidents resulting in personal injury or damage to property
- near misses or dangerous occurrences that 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

RANGE STATEMENT

to prevent recurrence, for example:

- 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.

RANGE STATEMENT

Australian government and state or territory OHS legislative requirements include:

- Australian standards
- construction industry OHS standards and guidelines
- duty of care
- health and safety representatives, committees and supervisors
- JSA and safe work method statements
- 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.

Information includes:

- diagrams or sketches
- emergency situation contacts
- evacuation plans
- instructions issued by authorised organisational or external personnel
- labels
- manufacturer specifications and instructions
- memos
- MSDS
- organisation work specifications and requirements
- plans and specifications
- regulatory and legislative requirements, such as Acts, regulations and codes of practice
- relevant Australian standards
- reports of near misses or accidents
- safe work procedures or equivalent documentation
- safety meeting minutes
- signage
- verbal or written and graphical instructions
- work bulletins
- work schedules.

Hazardous materials include:

- ACM
- cleaning chemicals, including those in pressurised containers
- glues
- insulation materials

RANGE STATEMENT

- solvents
- treated timber products.

RANGE STATEMENT

Measures for controlling risk or minimising hazards in accordance with the hierarchy of control include:

- elimination
- substitution
- isolation
- engineering control
- administrative control
- personal protective equipment.

Signs and symbols include:

- emergency information signs (exits, equipment, first aid)
- fire signs (location of fire alarms and firefighting equipment)
- hazard identification, facility or location signs
- regulatory signs (e.g. prohibition, mandatory and limitation or restriction), such as hazard signs (danger and warning)
- safety tags and lockout (danger tags, out of service tags)
- site safety, directional, traffic and warning signs and symbols.

Asbestos-containing materials are identified:

- includes recognising common types of ACM that may be found in construction materials and buildings
- covers asbestos rope/fabrics, asbestos cement sheeting, asbestos cement piping and lagging on pipes, bituminous waterproof membrane, fire doors, electrical switchboards, millboard, and sheeting under ceramic or vinyl floor tiles in wet areas.

Asbestos-containing materials are **reported** to:

- person in control of the workplace as set out in the relevant Asbestos Management Code.

Personal protective equipment is to include:

- aprons
- arm guards
- caps
- dust mask/respirators
- ear muffs/plugs
- gloves
- hard hats
- high visibility retro reflective vests
- jackets
- overalls
- safety glasses/goggles
- steel capped boots

RANGE STATEMENT

- UV protective clothing and sunscreen.

RANGE STATEMENT

- Tools and equipment*** include:
- firefighting equipment
 - first aid kit
 - ladders and work platforms
 - personal protective equipment.
- Materials*** include:
- first aid materials suitable for emergency first aid treatment of minor injuries.
- Prohibited tools and equipment*** that cannot be used near identified ACM include:
- high-speed abrasive power and pneumatic tools, high pressure water cleaners, compressed air or abrasive blasting
 - any vacuum cleaning equipment not specifically designed for safe work with asbestos.
- Environmental requirements*** are to cover workplace quality management and include:
- clean-up protection
 - stormwater protection
 - waste management.
- Types of fire*** includes:
- electrical, chemical, gas, mechanical, paper, wood or natural fire.
- Fire equipment*** includes:
- breathing apparatus
 - fire extinguishers
 - fire hydrant and hoses
 - fire reel
 - fire truck
 - manual firefighting instruments, such as fire blankets.
- Emergency response and evacuation procedures*** include:
- emergencies, such as fire, toxic and/or flammable vapours emission, vehicle/mobile plant accident, structural collapse, chemical spill and injury to personnel
 - extinguishing fires, organisational first aid requirements and evacuation.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area