

PARTICIPATE IN WHS PROCESSES



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PUBLICATION NOTES

BHP Billiton Iron Ore is proud to support Greening Australia to provide valuable conservation and land management training to communities throughout the Pilbara through the Indigenous Training Program.

This Learning Guide series has been developed as part of our partnership of the program.

Gavin Price, Head of Environment, BHP Billiton Iron Ore

Greening Australia is proud to produce and provide the comprehensive suite of new ALEP Learning Guides. The guides are compatible with the new horticulture and conservation industries training package and suited to developing skills in Indigenous communities within remote areas of the country where employment opportunities are limited. We would like to thank BHPBIO for their generous support in the development of the guides.

Brendan Foran, National CEO Greening Australia

The second series of ALEP Guides is aligned with a number of units of competence from the *Training Package AHC10 – Agriculture, Horticulture and Conservation and Land Management* (Release 8.0). The units selected are frequently used within Certificates I to III in Horticulture and Conservation and Land Management. As such they cover, where possible, the elements, performance criteria and required skills and knowledge of each unit.

The principal goal of these resources is to support the learning process; the learning activities may complement a trainer's assessment plan. The intent is that they will be used in an interactive manner with learners rather than as self-paced study guides. The structure and sequence have been designed to follow the logical steps of the practical tasks wherever possible. Concepts are introduced and then consolidated with discussion and/or practical activities.

The writers consider that these guides can provide a sound technical foundation but also strongly encourage trainers to complement the guides with additional, authentic resources from relevant industry texts and websites. The guides can be used in part or in their entirety but should always be linked to practical activities to strengthen the teaching and learning.

Genuine consideration was given to the level of language used in the guides. The goal has been to find a balance between simplifying the language to an accessible level and ensuring that the vocational concepts are addressed. The writers contend that with appropriate support these texts can provide an opportunity for students to strengthen their language, literacy and numeracy skills, which may be required for pathway progression.

A number of Aboriginal people have been involved in developing this ALEP Guide, which is considered suitable for use within a program based on Aboriginal pedagogies.

INTRODUCTION

Welcome to *Participate in WHS processes* (Work Health and Safety). This learning guide introduces the basic concepts of safety in the workplace. You will learn how to recognise hazards, assess risk and work to reduce the risk of injury. Safety is an important part of all aspects of conservation and land management (CLM) and horticulture work.

The learning guide can only present the broad ideas about WHS. This knowledge needs to be used in practice as you carry out your everyday duties in the field. Ideally, assessment of this unit can be clustered with other practical tasks from other units of your qualification.

EQUIPMENT REQUIRED

To complete this training you will need the following:

1. Access to your workplace safety policy and procedures
2. Access to the WorkSafe website for your state
3. Appropriate Personal Protective Equipment (PPE)
4. Safety equipment for field work, such as first aid kit, maps and water

NB: If there are no workplace safety documents, then all activities based around these should focus on suggestions for information to include in such documents.



Much of the training for this unit should be completed on the job.

LEARNING ACTIVITIES

There are three kinds of activities to complete. These activities may go toward your final assessment.

| SECTION | ACTIVITY | SATISFACTORY (Y/N) | DATE |
|------------------------------|--|--------------------|------|
| PRACTICAL ACTIVITIES | | | |
| 8.2 | Chainsaw pre-start check | | |
| 8.2 | Vehicle pre-start check | | |
| 8.3 | Tag out defective equipment | | |
| 8.4 and 8.5 | Inventory of hazardous substances; manual handling | | |
| DISCUSSION ACTIVITIES | | | |
| 4 | Common hazards in CLM and horticulture | | |
| 8.4 | Workplace procedures for hazardous substances | | |
| 8.5 | Manual handling injuries | | |
| 8.5 | Manual handling risk management | | |
| 9 | Identify hazards for a JSA | | |
| 9 | Contribute to a JSA | | |
| WORKBOOK ACTIVITIES | | | |
| Throughout | Written responses to workbook questions (Conducted verbally where appropriate) | | |

1

WHAT IS WHS?

There are several ways of talking about the same thing when it comes to keeping safe and healthy at work.

- **WHS** – Work Health and Safety
- **OSH** – Occupational Safety and Health
- **OHS** – Occupational Health and Safety
- **HSE** – Health Safety and Environment



Safety is probably the most important part of any job you do. Working safely means that you will be:

- A responsible worker
- Healthy to enjoy time with your family when you're not at work

The main things we think about in safety are:

- Hazards – what are the dangers in our workplace?
- Assessing risk – How likely is it that we will be injured and how badly?
- Reducing risk – What can we do to make the workplace less dangerous?

HAZARDS

| | | | |
|---|--|---|--|
| TRIP HAZARDS Can cause: Injury from falling over | | WORKING WITH SOIL Can cause: Soil-borne diseases | |
| NOISY EQUIPMENT Can cause: Damage to hearing | | WET, SLIPPERY AREAS Can cause: Injury from slipping over | |
| USE OF POWER TOOLS Can cause: Injury or electrocution | | USE OF CHEMICALS Can cause: Poisoning or skin/eye irritation | |
| MANUAL HANDLING Can cause: Injury to muscles or bones through strain or crushing | | WORKING WITH WIRE Can cause: Cuts and eye injuries | |
| SUN EXPOSURE Can cause: Dehydration and sunburn | | ROAD TRAVEL Can cause: Injury in vehicle accident | |



2

WHS LEGISLATION



Work Health and Safety Act 2011

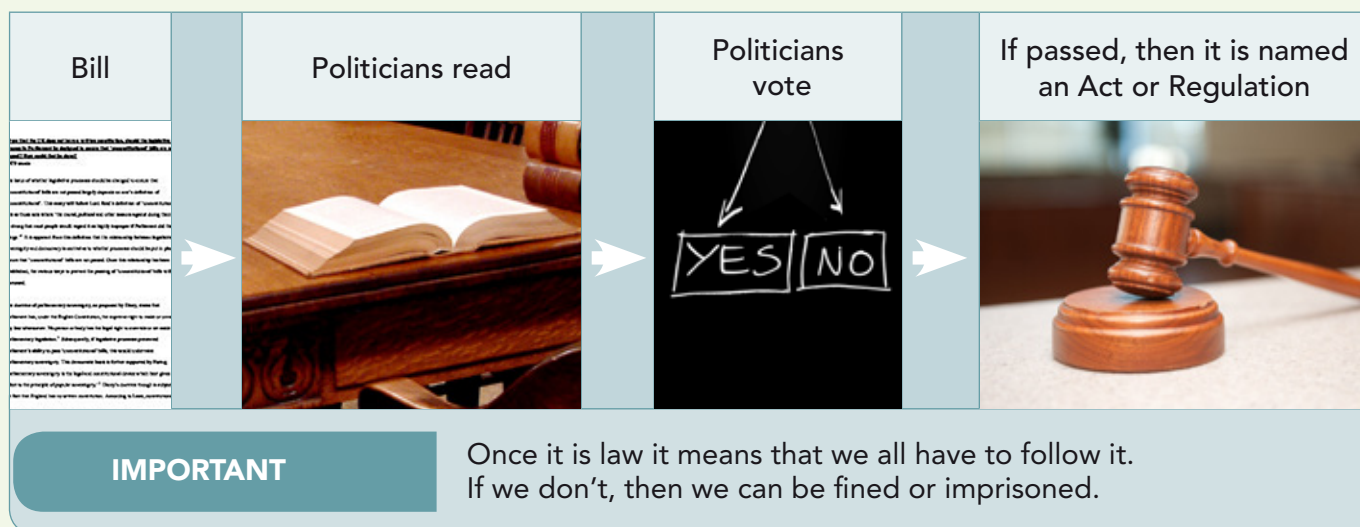
No. 137, 2011

An Act relating to work health and safety, and for related purposes

HOW ARE LAWS MADE?

In very general terms, a Bill, which is a set of documents, is put forward to become law. The members of parliament (the politicians) read the documents and decide if they think the Bill should be made law. They all vote, and if a majority of people agree with it then it is 'passed'. When it is passed it becomes the law.

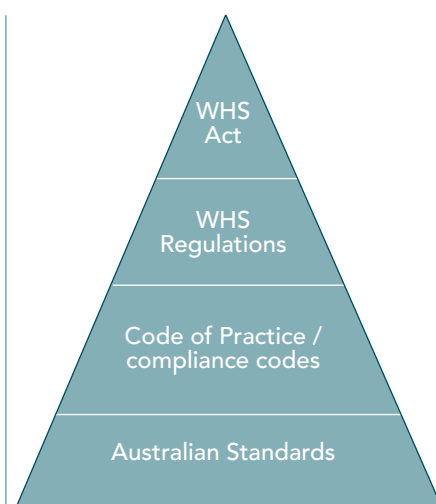
All the documents together can be called the legislation. When they have been passed, the legislation is named as an Act and/or Regulations.



THE LAWS FOR YOUR STATE

There is one WHS Act for the whole of Australia and more Acts for each state. Tick the laws that are relevant to you.

| TICK HERE | JURISDICTION | LEGISLATION |
|-----------|--------------------|---|
| | Commonwealth | Work Health and Safety Act 2011 |
| | ACT | Work Health and Safety Act 2011 |
| | New South Wales | Work Health and Safety Act 2011 |
| | Northern Territory | Work Health and Safety (National Uniform Legislation) Act |
| | Queensland | Work Health and Safety Act 2011 |
| | South Australia | Work Health and Safety Act 2012 (SA) |
| | Tasmania | Work Health and Safety Act 2012 |
| | Victoria | Occupational Health and Safety Act 2004 |
| | Western Australia | Occupational Safety and Health Act 1984 |



WHS legislation lets the employer (boss) and employees (workers) know what their responsibilities are.

EMPLOYER RESPONSIBILITIES

The key responsibility of an employer is to show a duty of care toward their employees. They do this by:

- Providing a safe workplace that is free from unnecessary hazards
- Supplying the required PPE and safety equipment for all employees working with hazards
- Delivering the appropriate training for all employees who need to work with hazards
- Listening to and acting on feedback from employees

POLICIES & PROCEDURES

Policies and procedures are documents written by employers. They describe everything employers and employees are required to do. This helps in a few ways:

- It proves they have a system in place to manage safety
- It helps employees understand what is required of them

EMPLOYEE RESPONSIBILITIES

The key responsibility of employees is to show a duty of care to themselves and others. They do this by:

- Completing the training provided by the employer and following the processes learnt
- Using and looking after PPE and safety equipment as directed
- Following the workplace policies and procedures
- Following manufacturers' safety instructions on equipment and substances
- Making suggestions as to how to reduce risks in the workplace

Legislation can include:

- Acts
- Regulations
- Codes of Practice
- Compliance codes
- Standards

NOTE

'Duty' means a legal obligation – something you must do. So 'duty of care' means that legally you must care for yourself and those around you.