

Student-Course Information	
Registration details	Vocational Education and Training Accreditation Board (VETAB) Registered Training Organisation number 90909 and ABN 63 114 756 857
Contact details	Phone 1300 559 064
Course name and code	CPCCOHS1001A Work safely in the construction industry
What will I receive following the course	Face to Face students - On the day of training you will receive a Statement of Training (SOT). You will then be issued with a statement of attainment and a White Card from the relevant authorities via the mail after the course.
Type	<input type="checkbox"/> Qualification <input type="checkbox"/> Accredited Course <input checked="" type="checkbox"/> Unit of Competency
What Training Package does this course/unit come from	This unit is taken from the General Construction Training Package CPC08
Partial completion	CPCC10107 Certificate I in Construction
How long is the course	6 hours face to face training.
Proof of Identity	Please check the web site prior to the course as failure to produce the correct ID will stop you starting the course. Fees are not refundable if you fail to produce the correct ID prior to the face to face class. If you do not produce the correct proof of identity you can not start the class.
Is there a need to re-fresh this training on a yearly/three yearly cycle	No
Course purpose and Vocational outcomes of this course/unit	<p>This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry.</p> <p>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.</p>
CPD points	http://www.fairtrading.nsw.gov.au/Tradespeople/Builders_Continuing_Professional_Development/Simple_points_system.html 2 Points per hour for the six hour course (Category 2 training)
Is there a course/unit that I must complete prior to this training course? This is called a Pre-requisite.	No – but students must be over the age of 14 to undertake this training.

Course fees	This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the training is not arranged by the employer, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment
Where will the training be conducted?	The training required by the target group requires training either at the employer's workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment
Induction procedures	<p>A formal induction will be conducted at the start of your Course. The following is an outline of what is covered during this induction -</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Details of emergency procedures, emergency wardens, first aid, accident/injury reporting, security and occupational health and safety. <input checked="" type="checkbox"/> Discussion of building access <input checked="" type="checkbox"/> Assessment information <input checked="" type="checkbox"/> All students have a copy of or have sighted the Student Handbook <input checked="" type="checkbox"/> Framework of the program , outcomes <input checked="" type="checkbox"/> Outline of course information and course delivery <input checked="" type="checkbox"/> Provides information on break times <input checked="" type="checkbox"/> Role of trainers <input checked="" type="checkbox"/> Recognition of prior learning – what is it, how to apply, procedures undertaken <input checked="" type="checkbox"/> Completion time frames <input checked="" type="checkbox"/> Facilities and equipment, amenities, refreshment areas <input checked="" type="checkbox"/> Messages <input checked="" type="checkbox"/> Contacting trainers <input checked="" type="checkbox"/> Classroom behaviour

<p>Occupational health and safety of our students</p>	<p>Allens Training is committed to providing a safe and healthy work environment for its staff, students, contractors (such as trainers) and visitors. Allens encourages all workplace participants to regard accident prevention and working safely as a collective and individual responsibility.</p> <p>Allens Training recognises its corporate responsibility under the AOHS Acts and regulations. Students as well as trainers and assessors share a dual responsibility for ensuring the health and safety of staff, students, contractors and visitors. In fulfilling this responsibility, trainers have a duty to provide and maintain, as far as practicable, a learning environment that is safe and without risk to health. This includes to:</p> <ul style="list-style-type: none"> • Provide and maintain safe equipment and systems of work. • Provide, monitor and maintain systems for safe use, handling, storage and transportation of equipment and substances. • Maintain the workplace in a safe and healthy condition. • Provide adequate facilities to protect the welfare of all employees and students. • Provide information, training and supervision for all staff and contractors, helping them to integrate OHS into their work areas and roles. • Provide information, where relevant, to students, allowing them to learn in a safe and healthy manner. • Check OHS system compliance via ongoing auditing. • Integrate continuous improvement into the training - OHS performance. <p style="text-align: center;">Occupation Health & Safety Act can be found at www.legislation.nsw.gov.au</p>
<p>Who would be the target audience for this course?</p>	<p>The unit CPCCOHS1001A Work safely in the construction industry is designed to meet OHS regulatory authority requirements for OHS induction and must be achieved before access to any building and construction work site.</p> <p>The target group will be construction workers requiring training in safely working in construction sites.</p>

<p>What does reasonable adjustment mean to the student</p>	<p>If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p>Adjustments may include:</p> <ul style="list-style-type: none"> • Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. • Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. • Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. • Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person
<p>Physical disability</p>	<p>A person with a disability has the right to study at an educational institution in the same way as any other student.</p> <p>The <i>Disability Discrimination Act (DDA) 1992</i> makes it illegal for an educational authority to discriminate against persons with a disability. A registered training organisation (RTO) may not prejudice and must offer people with a disability the same educational opportunities as everyone else.</p> <p>The DDA protects people with a disability against discrimination in education, such as:</p> <p>Admission</p> <ul style="list-style-type: none"> • Refusal or failure to accept an application for admission from a person with a disability • Accepting a person with a disability as a student on less favourable terms or conditions than others. For example, asking a person with a disability to pay higher fees. <p>Access</p> <ul style="list-style-type: none"> • Denying or limiting access to people with a disability. For example, delivering lectures in an inaccessible format, inaccessible student facilities. • Subjecting a person with a disability to any other detriment such as discriminatory selection criteria
<p>Access to student support:</p>	<p>Our clinical advisor is available either by email, jim@allenstraining.com.au or by phoning 1300 559 064. Assistance can also be available by contacting your Instructor.</p>
<p>Academic and Vocational Counselling</p>	<p>Students may receive academic or vocational counselling from the trainer or other qualified person. The trainer monitors the student's progress and intervenes to provide counselling or support and where needed refers the student on to the general manager, program manager or other qualified person, depending on the nature of the problem.</p>

Personal Counselling	Any student showing signs of distress or discomfort is to be approached by the staff member who noticed and offered support. Support may take the form of advice, referral to the General Manager, or other qualified person, depending on the nature of the problem.
Language, Literacy and Numeracy Support	Students needing language, literacy and numeracy (LLN) support are identified on application. In most cases, LLN support can be provided. Where only a low level of support is needed, the program manager may arrange for the student to receive extra-curricular assistance from the trainer or other staff member. Where extensive support is needed, specialised LLN classes may be set up. This will attract a fee. Where an applicant's LLN deficiency will clearly inhibit achievement of learning outcomes and the applicant refuses LLN support, enrolment may be declined.
Where to go for additional support	<p>If you feel that you have any problems with literacy and numeracy, we can arrange contact support units are:</p> <p>The Adult Literacy Information Office (TAFE NSW) Phone 131601 or Centrelink Literacy & Numeracy Training Phone 132850 Community who have programs available in General Education for Adults, which is a literacy program for adults to gain skills for employment and further training opportunities. They offer one on one or small groups, with confidentiality assured.</p>
Appeals and complaints	<p>All students have the right to express a concern or problem they may be experiencing when undergoing training. If you have a concern and wish to lodge a complaint, initially make a formal or informal approach to your trainer/assessor, or to the Office Manager. At any time you may phone 1300 559 064 and press 4 and request assistance from the welfare officer.</p> <p>The complaint procedures are as follows:</p> <ol style="list-style-type: none"> 1. All complaints must be made in writing and addressed to the Complaint Officer – Complaints to be initially assessed by Manager who will then make the decision in regard to the response required and the personnel responsible for replying. 2. In cases where complaints require further consultation, or assessment, the complaint will be directed to the General Manager –All complaints must be responded to in writing within in 24 hours of receipt <p>All grievances will be treated with confidentiality and will in no way be detrimental to the initiator</p>
Refund policy	Following receipt of any pre course study material, there is a service charge for non attendance to the course. There are no exit fees for substitution of another date

Lost or damage certificates	<p>Lost Statement of attainment certificates can be replaced on request. Fees apply for this replacement, currently this fee is \$11. An application form is located on our web site for requesting a replacement. The link is http://www.allenstraining.com.au/Documents.aspx</p> <p>You should allow a minimum of 7 working days to receive the replacement certificate.</p> <p>For state cards issued by WorkCover NSW you should be directed to that department</p>
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What is in the course (course content)
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General induction training consists of the knowledge and skills described in the unit of competency "Work safely in the construction industry" (BCG03 General Construction Training Package).

The training does include the following health and safety topics:

- > Identify and understand roles, responsibilities and rights of duty holders:
 - Duty of care under common law
 - Rights, responsibilities and enforcement provisions under OHS legislation
- > Understand OHS communication and reporting processes:
 - Mechanisms for raising issues and reporting unsafe conditions
 - Role and function of OHS representatives, committees or other OHS consultation arrangements
- > Apply the principles of risk management: and Identify hazards and assess risks
 - Control risks (including the hierarchy of control)
 - Monitor and review
- > Identify common hazards and control measures:
 - Manual handling
 - Hazardous substances (including asbestos) and dangerous goods
 - Noise
 - Plant and equipment (including inspection, maintenance, licensing requirements)
 - UV radiation
 - Electrical safety
 - Traffic and mobile plant
 - Working at heights (including falling objects)
 - Excavations (including trenches)
 - Confined spaces
 - Unplanned collapse
 - Hot and cold working environments
 - Infectious diseases

> Interpret and apply safety information and documentation:

- OHS management plans

Work method statements, material safety data sheets, safety signs

> Use safe work practices:

-Drugs and alcohol, Amenities, Smoking, -Bullying/harassment, -Housekeeping, -Personal Protective Equipment (PPE), Respond to OHS incidents , -First-aid, -Accident & incident reporting , -Emergency procedures, -Workers' compensation and injury management,

How will I be assessed in this course

Group activities and questioning forms the basis of the formative assessment. eg oral questioning

Practical demonstrations

Written paper – comprising42 short answer/multiple choice questions revision questions. The pass mark will be 75%.

The following resources should be made available:

workplace location or simulated workplace

Based on group activities and practical demonstrations, your Trainer/assessor will determine whether you have acquired the following competencies:

Assessment methods may include more than one of the following:

- practical assessment
- oral questioning
- written test
- work-based activities
- simulated project based activity

The following assessments are conducted by way of practical demonstrations. They are critical aspects of assessments.

Knowledge of the OHS legislative and safety requirements for construction work including duty of care

Knowledge of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control

Knowledge of OHS communication processes, information and documentation including the role of OHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries

Knowledge of general procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE.

This is a short description of the training package and the fine detail concerning the course

Element and Performance Criteria	Range Statement	Requirements and advice
<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>	<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 <p>National Code of Practice for Induction Training for Construction Work</p> <ul style="list-style-type: none"> • national safety standards • OHS and welfare Acts and regulations • safety codes of practice. 	
<p>1. Identify OHS legislative requirements</p> <p>1.2. <i>Duty of care requirements</i> are identified.</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, manufacturers and suppliers, construction workers, subcontractors and inspectors 	

<p>1. Identify OHS legislative requirements</p> <p>1.3 Own responsibilities to comply with <i>safe work practices</i> are identified and explained.</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 • 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. 	
<p>2. Identify construction hazards and control measures.</p> <p>2.1 <i>Basic principles of risk management</i> are identified.</p>	<p>Risk relates to a likelihood of a hazard causing injury or harm</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>2. Identify construction hazards and control measures.</p> <p>2.2 <i>Common construction hazards</i> are identified and discussed.</p>	<p>Hazards relate to any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.</p>	
<p>2. Identify construction hazards and control measures.</p> <p>2.3 <i>Measures for controlling</i> hazards and risks are identified.</p>	<p>Common construction hazards relate to:</p> <ul style="list-style-type: none"> • confined spaces • electrical safety • excavations, including trenches • falling objects & working at heights • hazardous substances and dangerous goods • HIV and other infectious diseases • hot and cold working environments • manual handling and noise • plant and equipment • traffic and mobile plant 	<p><i>Measures for controlling</i> risk to eliminate or minimise hazards in accordance with the hierarchy of control include:</p> <ul style="list-style-type: none"> • elimination • substitution • isolation • engineering control • administrative control • personal protective

	<ul style="list-style-type: none"> • unplanned collapse • ultraviolet (UV) radiation 	equipment.
Element and Performance Criteria	Range Statement	Requirements and advice
<p>3. Identify OHS communication and reporting processes</p> <p>3.1 OHS <i>communication processes, information and documentation</i> are identified and discussed.</p>	<p>OHS information and documentation include:</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. 	
<p>3. Identify OHS communication and reporting processes</p> <p>3.2 Role of <i>designated OHS personnel</i> is identified and explained.</p>	<p>Designated OHS personnel include:</p> <ul style="list-style-type: none"> • first aid officers • OHS committee members • OHS representatives • supervisors. 	

<p>3. Identify OHS communication and reporting processes</p> <p>3.3 <i>Safety signs and symbols</i> are identified and explained.</p>	<p>Safety signs and symbols 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>safety tags and lockout (e.g. danger tags, out of service tags).</p>	<p>Signs include: caution, danger, noises protection, trips and falls, hot advice, confined space entry, safe lifting</p>
<p>3. Identify OHS communication and reporting processes</p> <p>3.4 Procedures and <i>relevant authorities</i> for reporting hazards, <i>incidents</i> and injuries are identified.</p>	<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 	
Element and Performance Criteria	Range Statement	Requirements and advice
<p>4. Identify OHS incident response procedures</p> <p>4.1 <i>General procedures</i> for responding to incidents and <i>emergencies</i> are identified and explained.</p>	<p><i>General procedures</i> for responding to incidents and emergencies include:</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) <p>referring to site emergency plans and documentation.</p> <p>Emergencies include:</p> <ul style="list-style-type: none"> • chemical spill • fire • injury to personnel • structural collapse • toxic and/or flammable vapours 	<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

	<p>emission</p> <ul style="list-style-type: none"> • vehicle/mobile plant accident. 	<p>than 1.5 metres deep (including any shoring)</p> <ul style="list-style-type: none"> ○ 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 <p>any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.</p>
<p>4. Identify OHS incident response procedures</p> <p>4.2 Procedures for accessing first aid are identified.</p>	<p>Procedures for accessing first aid are identified.</p>	
<p>4. Identify OHS incident response procedures</p> <p>4.3 Requirements for the selection and use of relevant <i>personal protective equipment</i> are identified and demonstrated.</p>	<p>Personal protective equipment include:</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 <p>UV protective clothing and sunscreen.</p>	<p>PPE covered in course includes: Safety helmet, Safety boots, Gloves or impervious gauntlets, Eye protection, hearing protection, Full body coveralls, respiratory protection</p> <p>Methods of identifying hazards include workplace reporting, inspections, reports, product information Assessing and controlling risk include: Eliminating risks, substitution of risks, controlling the risk, safe systems of work</p>

<p>4. Identify OHS incident response procedures</p> <p>4.4 <i>Fire safety equipment</i> is identified and discussed.</p>	<p>Fire safety equipment include:</p> <ul style="list-style-type: none">• breathing apparatus• fire blankets• firefighting equipment	
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