

# Apply Health and Safety to a Work Area

## Learner Guide

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NQF Level:	2
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## BEFORE YOU GET STARTED...

Dear Learner,

This Learner Guide contains all the information to acquire all the knowledge and skills leading to the unit standard:

Title: Apply Health and Safety to a Work Area

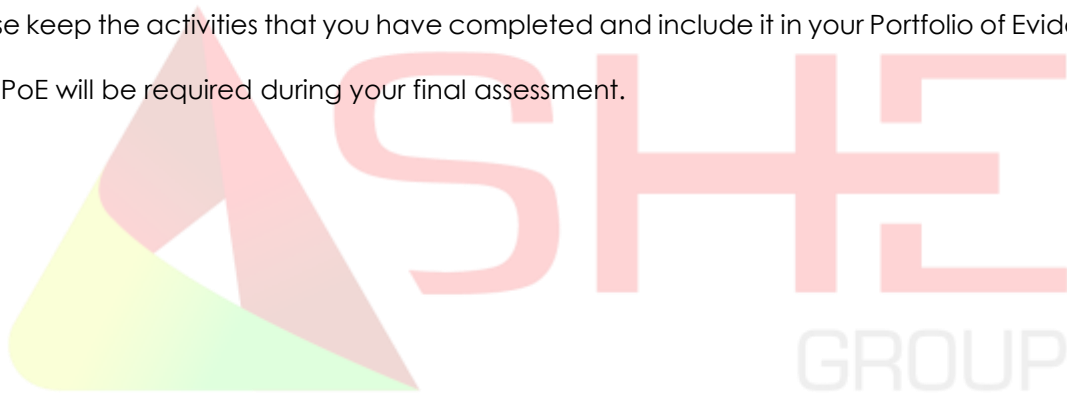
US No: 9964 NQF Level: 2 Credits: 3

The full unit standard is attached. Please read the unit standard at your own time. Whilst reading the unit standard, make a note of your questions and aspects that you do not understand, and discuss it with your facilitator.

This Learner Guide contains all the information, as well as the activities that you will be expected to do during the course of your study.

Please keep the activities that you have completed and include it in your Portfolio of Evidence.

Your PoE will be required during your final assessment.



## THE LEARNING EXPERIENCE...

**The Purpose:** This unit standard is intended to enable learners to apply basic health and safety legislation in the form of standards and procedures governing health and safety in the workplace, to ensure that they contribute to a safe, healthy environment for themselves and others.

**People credited with this unit standard are able to:**

- Identify potential hazards in the work area.
- Limit damage to persons or property in the case of an emergency.
- Follow procedures that apply to illness or injury in the work area.



## WHAT IS THE ASSESSMENT ALL ABOUT?

Assessment takes place at different intervals of the learning process and includes various activities. Some activities will be done before the commencement (Baseline) of the program whilst others will be done during programme (Formative) delivery and other after completion (Summative) of the program.

You will be assessed during the course of your study. This is called formative assessment.

You will also be assessed on completion of this unit standard. This is called summative assessment.

Before your assessment, your assessor will discuss the unit standard with you. The assessment experience should be user friendly, transparent and fair. Should you feel that you have been treated unfairly, you have the right to appeal. Please ask your Assessor about the appeals process and make your own notes.

Your activities must be handed in from time to time on request of the facilitator and the assessor. Sources of information to complete these activities should be identified by your facilitator.

**Please note** that all completed activities, tasks and other items on which you were assessed must be kept in good order as it becomes part of your Portfolio of Evidence for final assessment.

Enjoy this learning experience...

# MODULE 1 – ROLE OF THE SHE REP

Section 17 of the Occupational Health and Safety Act (Act 85 of 1993)

Construction Regulations 2014

## SHE Representative Responsibilities

According to Section 17 of the Occupational Health and Safety Act (Act 85 of 1993), employers who employ 20 or more workers on premises must appoint representatives to monitor health and safety conditions.

One of the key principals of the OHS Act is that work-related hazards, risks and dangers should be addressed through good communication between management and employees.

Appointed representatives represent workers regarding safety and health matters to management. Representative's forms part of an important link between management and the rest of the organisation's employees.

The appointment of health and safety representatives is a legal requirement; representatives need to be designated in writing, for a specified period of time. It is important to note that the appointment of representatives should be done in accordance with the agreement as contemplated in the General Administrative Regulations of the Occupational Health and Safety Act.

General Administrative Regulation 6 stipulates that after commencing business, the employer in any workplace where there must be a health and safety representative, must meet with the registered trade unions in order to enter into negotiations to conclude a collective agreement. Where there is no registered trade union, the employer must enter into consultation with all employee representatives of the workplace.

During these negotiations the following issues must be discussed in order to reach a collective agreement:

- Nomination or election of health and safety representatives
- Terms of office, circumstances and matter in which they can be removed
- Manner in which vacancies are to be filled
- Manner in which health and safety representatives must perform their functions in terms of the act
- Facilities, training and assistance that must be provided to a health and safety representative

## **Election And Nomination Of The SHE Representative**

- Representatives must be elected or nominated according to procedures. With their approval they may be appointed formally to perform their tasks.
- The same section stipulates that representatives should be full-time workers who are familiar with the workplace.
- Understand the dangers of exposure in that area of the workplace where to conduct inspections
- According to the Act, representation activities must be performed during ordinary working hours.

## **Functions Of Health, Safety And Environment Representatives (Section 18 Of The OHS Act)**

It is the employer's duty to ensure that representatives are properly empowered to perform their duties as health and safety representatives. Representatives are entitled to attend incident investigations and enquiries, inspect documents and participate in internal health and safety audits.

### **Representatives may:**

- Review effectiveness of health and safety measures
- Identify potential hazards and major incidents
- Examine causes of incidents
- Investigate complaints
- Advise the committee and the employer

### **Representatives shall be entitled to:**

- Visit incidents sites and attend inspections
- Attend any investigation or formal inquiry
- Inspect any document related to health and safety matters
- Accompany an inspector
- Be accompanied by technical advisor if approved by the employer
- Participate in internal audits

### **Liability:**

- A representative shall not incur any civil liability if he/she failed to do anything which he/she may do or is required to do.



## The Employers Duties

An employer must provide a reasonably safe working environment for his/her employees and according to Common law; the employer is delictual liable for any damages and injuries of an on-site or work-related accident.

- Provide time for inspections during working hours
- Provide SHE Representative training
- Keeps the SHE Representative informed regarding occupational hygiene and biological monitoring
- Inform the SHE Representative regarding inspections, investigations and SHE audits

## General Duties Of Employees

- Obey a lawful, reasonable order within the terms of the contract of employment,
- Serve faithfully
- Cooperate with the employer
- Perform duties with proper care and diligence
- Indemnify the employer in appropriate cases



**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**  
**HEALTH AND SAFETY REPRESENTATIVE APPOINTMENT**

**SECTION 17**

**(APPOINTEE'S NAME)**

I, **(Appointer's Full Name)** the **(CEO- Legislative reference of appointment)** appointee of **(Appointer's Area – .....)** hereby appoint you **(Appointee's Full Name)** in terms of Section 17 as Health and Safety Representative for **(Appointee's Area)**.

A) In terms of Section 18, the following are your functions:

1. **To represent your employee electorate's interests** in terms of occupational health and safety.
2. **Carry out health and safety inspections of your workplace** as designated above prior to the health and safety committee meeting.  
*(Inspections must be carried out every 30 days, or in consultation with your employer. You and your employer should agree on the number and type of inspection to be carried out.)*
3. **Serve on the appropriate health and safety committee.**
4. **Bring to the attention of your supervisor any deviations in respect to health and safety** that come to your attention.

B) You may also be entitled to:

1. **visit incident sites and attend inspections;**
2. **attend any investigation / formal inquiry;**
3. **inspect any document** (accept personal medical files);
4. **accompany an inspector;**
5. **be accompanied by technical advisor if approved by employer;** and
6. **Participate in internal audits.**

The committee will determine dates and times of health and safety committee meetings. Such meetings as determined by the committee should be attended.

You will be required to undergo Health and Safety Representative training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from **(Start Date)** to **(End Date)**

..... **(Date)**

**(Appointer's Signature)**

**ACCEPTANCE**

I, **(Appointee's Full Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

..... **(Date)**

**(Appointee's Signature)**

## MODULE 2 – IDENTIFY POTENTIAL HAZARDS IN THE WORKPLACE (SO1)

### Learning Outcomes

After completing this module, the learner would be able to:

- Correctly identify and remove, reduce or report potential hazards.
- Know implications of exposure to hazardous substances and hazards.
- Draw up a health and safety plan.
- Ensure protective clothing requirements are identified and protective clothing is used.
- Ensure all statutory requirements are being met.

### Potential Hazards are Correctly Identified, Removed, Reduced and Reported (SO1-AC1)

A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. Basically, a hazard can cause harm or adverse effects (to individuals as health effects or to organizations as property or equipment losses). Workplace hazards can come from a wide range of sources. General examples include any substance, material, process, practice, etc that has the ability to cause harm or adverse health effect to a person under certain conditions.

### Main Types of Workplace Hazards

There are four main types of workplace hazards:

Physical hazards are the most common hazards and are present in most workplaces at some time. Examples include frayed electrical cords, unguarded machinery, exposed moving parts, constant loud noise, vibrations, working from ladders, scaffolding or heights, spills, tripping hazards.

Ergonomic hazards occur when the type of work you do, your body position and/or your working conditions put a strain on your body. They are difficult to identify because you don't immediately recognize the harm they are doing to your health. Examples include poor lighting, improperly adjusted workstations and chairs, frequent lifting, repetitive or awkward movements.

Chemical hazards are present when you are exposed to any chemical preparation (solid, liquid or gas) in the workplace. Examples include cleaning products and solvents, vapours and fumes, carbon monoxide or other gases, gasoline or other flammable materials.

Biological hazards come from working with people, animals or infectious plant material. Examples include blood or other bodily fluids, bacteria and viruses, insect bites, animal and bird droppings.

The table below shows examples of workplace hazards

<b>Examples of Hazards and Their Effects</b>		
<b>Workplace Hazard</b>	<b>Example of Hazard</b>	<b>Example of Harm Caused</b>
Source of Energy	Electricity	Shock, electrocution
Condition	Wet floor	Slips, falls
Process	Welding	Metal fume fever

## **Hazard Control**

A control program consists of all steps necessary to protect workers from exposure to a substance or system, and the procedures required to monitor worker exposure and their health to hazards such as chemicals, materials or substance, or other types such as noise and vibration. A written workplace hazard control program should outline which methods are being used to control the exposure and how these controls will be monitored for effectiveness.

Selecting an appropriate control is not always easy. It often involves doing a risk assessment to evaluate and prioritize the hazards and risks. In addition, both "normal" and any potential or unusual situations must be studied. Each program should be specially designed to suit the needs of the individual workplace. Hence, no two programs will be exactly alike.

Choosing a control method may involve:

- evaluating and selecting temporary and permanent controls
- implementing temporary measures until permanent (engineering) controls can be put in place
- implementing permanent controls when reasonably practicable
- For example, in the case of a noise hazard, temporary measures might require workers to use hearing protection. Long term, permanent controls might use engineering methods to remove or isolate the noise source.

## Health And Safety Hazard Monitoring Plan - Example

Date of last review:					
Health and safety issue	Potential injury	Action	Assigned to	Report back by	Review
Kitchen floor. Slips and falls can occur if food or drink has been spilt.	Sprains/ fractures/ concussion.	Keep a mop and bucket in the kitchen. Instruct staff to clean up a spill. Reinforce verbal message with sign.	Moyo C	20-Jun-09	Quarterly
Noisy compressor in workshop.	Hearing Loss/ Serious Harm.	Provide all staff with earmuffs or ear plugs, and ensure they are using them correctly. Contract engineer to consider reduction solution such as relocation or enclosure of the compressor. Re-evaluate need for further controls depending upon contractor'	John B	15-Jul-09	01-Sep-09
Unguarded guillotine.	Finger laceration/ amputation.	Replace with a guillotine with a guard fitted.	Lerato B	01-Jul-09	01-Jan-10
Steps outside workshop. Slippery when wet.	Sprain/broken bones/bruising.	Paint with non-slip paint.	Moyo C	15-Jul-09	01-Sep-09
Stock falling off shelves in the warehouse.	Serious harm	Secure stock with strapping. Require staff to wear hard hats and boots in the warehouse area.	John B	01-Jul-09	01-Jan-10

## Why Should A Workplace Implement Hazard Controls?

Some hazards and their controls will be specifically outlined in legislation. In all cases, the employer has a duty of due diligence and is responsible for 'taking all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace'.

In situations where there is not a clear way to control a hazard, or if legislation does not impose a limit or guideline, you should seek guidance from occupational health professionals such as an occupational hygienist or safety professional about what is the "best practice" or "standard practice" when working in that situation.



**There is NOT a fine line  
between Safe and Unsafe**

## Main Ways in Which to Control Hazards

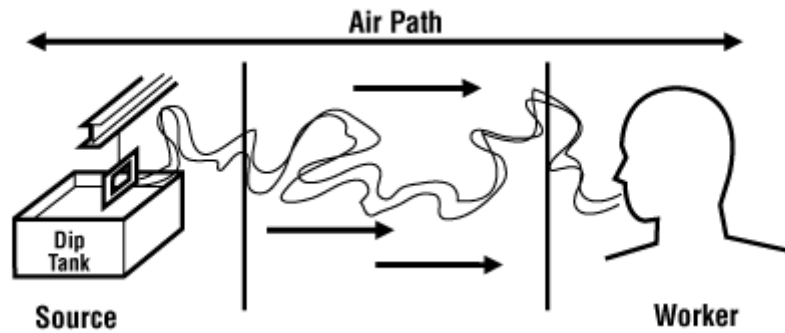
The main ways to control a hazard include:

1. Elimination (including substitution): remove the hazard from the workplace.
2. Engineering Controls: includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.
3. Administrative Controls: controls that alter the way the work is done, including timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
4. Personal Protective Equipment: equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

These methods are also known as the "hierarchy of control" because they should be considered in the order presented (it is always best to try to eliminate the hazard first, etc).

Controls are usually placed:

- At the source (where the hazard "comes from")
- Along the path (where the hazard "travels")
- At the worker



Control at the source and control along the path are sometimes also known as engineering controls.

## Elimination

Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

Substitution occurs when a new chemical or substance is used instead of another chemical. It is sometimes grouped with elimination because, in effect, you are removing the first substance or hazard from the workplace. The goal, obviously, is to choose a new chemical that is less hazardous than the original.

The table below provides some examples:

Instead Of:	Consider:
carbon tetrachloride (causes liver damage, cancer)	1,1,1-trichloroethane, dichloromethane
benzene (causes cancer)	toluene, cyclohexane, ketones
pesticides (causes various effects on body)	"natural" pesticides such as pyrethrins
organic solvents (causes various effects on body)	water-detergent solutions
leaded glazes, paints, pigments (causes various effects on body)	versions that do not contain lead
sandstone grinding wheels (causes severe respiratory illness due to silica)	synthetic grinding wheels such as aluminium oxide

Remember, however, that you need to make sure the substitute chemical or substance is not causing any harmful effects, and to control and monitor exposures to make sure the replacement chemical or substance is below occupational exposure limits.

Another type of substitution includes using the same chemical but to use it in a different form. For example, a dry, dusty powder may be a significant inhalation hazard but if this material can be purchased and used as pellets or crystals, there may be less dust in the air and therefore less exposure.

## **Engineering Controls**

Engineering controls are methods that are built into the design of a plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly. The basic types of engineering controls are:

- Process control,
- Enclosure and/or isolation of emission source, and
- Ventilation.

### **Process Control**

Process control involves changing the way a job activity or process is done to reduce the risk. Monitoring should be done before and as well as after the change is implemented to make sure the changes did result in lower exposures.

Examples of process changes include to:

- Use wet methods rather than dry when drilling or grinding. "Wet method" means that water is sprayed over a dusty surface to keep dust levels down or material is mixed with water to prevent dust from being created.
- Use an appropriate vacuum or "wet method" instead of dry sweeping (e.g. with a broom) to control dust and reduce the inhalation hazard. Note: Never use a regular "household" vacuum cleaner, especially when cleaning toxic material such as lead, or asbestos. Use a vacuum specifically designed for industrial workplaces and be sure to use appropriate filters, etc.
- Use steam cleaning instead of solvent degreasing (but be sure to evaluate the potential high temperature hazard being introduced such as heat stress).
- Use electric motors rather than diesel ones to eliminate diesel exhaust emissions.
- Float "balls" on open-surface tanks that contain solvents (e.g. degreasing operations) to reduce solvent surface area and to lower solvent loss.
- Instead of conventional spray painting, try to dip, paint with a brush, or use "airless" spray paint methods. These methods will reduce the amount of paint that is released into the air.



- Decrease the temperature of a process so that less vapour is released.
- Use automation - the less workers have to handle or use the materials, the less potential there is for exposure.
- Use mechanical transportation rather than manual methods.

### **Enclosure and Isolation**

These methods aim to keep the chemical "in" and the worker "out" (or vice versa).

An enclosure keeps a selected hazard "physically" away from the worker. Enclosed equipment, for example, is tightly sealed and it is typically only opened for cleaning or maintenance. Other examples include "glove boxes" (where a chemical is in a ventilated and enclosed space and the employee works with the material by using gloves that are built in), abrasive blasting cabinets, or remote-control devices. Care must be taken when the enclosure is opened for maintenance as exposure could occur if adequate precautions are not taken. The enclosure itself must be well maintained to prevent leaks.

Isolation places the hazardous process "geographically" away from the majority of the workers. Common isolation techniques are to create a contaminant-free booth either around the equipment or around the employee workstations.

### **Ventilation**

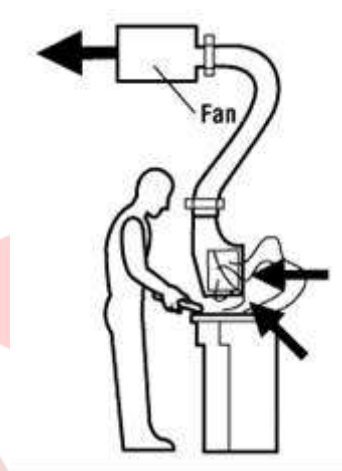
Ventilation is a method of control that strategically "adds" and "removes" air in the work environment. Ventilation can remove or dilute an air contaminant if designed properly. Local exhaust ventilation is very adaptable to almost all chemicals and operations. It removes the contaminant at the source so it cannot disperse into the workspace and it generally uses lower exhaust rates than general ventilation (general ventilation usually exchanges air in the entire room).

Local exhaust ventilation is an effective means of controlling workplace exposures but should be used when other methods (such as elimination or substitution) are not possible.

A local exhaust ventilation system consists of these basic parts:

- A hood that captures the contaminated air at the source;
- Ductwork that carries the contaminated air away from the source;
- A fan which draws the air from the hood into the ducts and removes the air from the workspace.
- Air cleaning devices may also be present that can remove contaminants such as dust (particulates), gases and vapours from the air before it is discharged or exhausted into the environment (outside air), depending on the material(s) being used in the hood.

The design of a ventilation system is very important and must match the particular process and chemical or contaminant in use. Expert guidance should be sought. It is a very effective control measure but only if it is designed and maintained properly.



Because contaminants are exhausted to the outdoors, you should also check with your local environment ministry or municipality for any environmental air regulations or bylaws that may apply in your area.

### **Administrative Controls**

Administrative controls limit workers' exposures by scheduling shorter work times in contaminant areas or by implementing other "rules". These control measures have many limitations because the hazard itself is not actually removed or reduced. Administrative controls are not generally favoured because they can be difficult to implement, maintain and are not a reliable way to reduce exposure. When necessary, methods of administrative control include:

- Scheduling maintenance and other high exposure operations for times when few workers are present (such as evenings, weekends).
- Using job-rotation schedules that limit the amount of time an individual worker is exposed to a substance.
- Using a work-rest schedule that limits the length of time a worker is exposure to a hazard.

## **Work Practices**

Work practices are also a form of administrative controls. In most workplaces, even if there are well designed and well-maintained engineering controls present, safe work practices are very important. Some elements of safe work practices include:

- Developing and implementing standard operating procedures.
- Training and education of employees about the operating procedures as well as another necessary workplace training (including SDS – Safety Data Sheets)
- Establishing and maintaining good housekeeping programs.
- Keeping equipment well maintained.
- Preparing and training for emergency response for incidents such as spills, fire or employee injury.

## **Education and Training**

Education and training provide employers, managers, supervisors, and workers with knowledge and skills needed to do their work safely and avoid creating hazards that could place themselves or others at risk. The employee who receives the necessary training is more able to perform in their job safely. A training program allows you to strengthen those skills that each employee needs to improve. A development program brings all employees to a higher **level**, so they all have similar skills and knowledge.

## **Good Housekeeping**

Good housekeeping is essential to prevent the accumulation of hazardous or toxic materials (e.g., build-up of dust or contaminant on ledges, or beams), or hazardous conditions (e.g., poor stockpiling).

## **PPE**

PPE is only one element in a complete hazard control program that would use a variety of strategies to maintain a safe and healthy environment. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection.

## **Monitoring Hazard Control Programmes**

It is important to monitor both the hazard and the control method to make sure that the control is working effectively and that exposure to the hazard is reduced or eliminated.

Some tools include physical inspection, testing, exposure assessment, observations, injury and illness tracking, employee feedback/input, occupational health assessment and other methods.

Be sure to answer the following questions:

- Have the controls solved the problem?

- Is the risk posed by the original hazard contained?
- Have any new hazards been created?
- Are new hazards appropriately controlled?
- Are monitoring processes adequate?
- Have workers been adequately informed about the situation?
- Have orientation and training programs been modified to deal with the new situation?
- Are any other measures required?
- Has the effectiveness of hazard controls been documented in your committee minutes?
- What else can be done?

A review will identify areas that may need more improvement or refinement. It is important to know if all workplace hazards are identified, assessed and appropriately controlled. Communication about the hazards and how to control them must be done for all employees of the organization.

### Reporting Hazards

All hazards and risks should be noted on a checklist and reported to employer, although hazards needing quick action should verbally be reported immediately. Health and safety legislation require employees to report hazards to their supervisor.

The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

Hazards can be reported verbally or by filling a simple form available at bulletin boards or other conspicuous places. The following is an example of such a form.

<b>Hazard Report Form - Example</b>	
Name:	Date:
Location:	
Equipment:	
Description of the hazard:	
Suggested corrective action:	

Signature:	
Supervisor's remarks:	
Corrective action taken:	
Signature of Supervisor:	Date:

## Implications of Exposure to Hazards Substance and Hazards are Known (SO1-AC2)

Most workplace health hazards target a particular part of the body such as the lungs, skin or liver. A large number of workplace diseases and disease agents are recognized. Virtually any part of the body can be affected in some way by some workplace health hazard. An important consideration is how exposure occurs.

For some hazards, there can be one type of effect from a single, high exposure (an acute effect) and a quite different result when exposure is at a low level but repeated regularly over a prolonged time period (chronic effect). Acute effects depend on the degree of exposure.

It is therefore relatively easy to control exposure (keep it at a low enough level) to avoid acute effects. Or, to put it another way, if workers are experiencing acute effects, they know exposure to the hazard is not being properly controlled. With chronic effects there is no immediate warning. Where long-term exposure is known to cause disease without any warning of the hazard, it may be necessary to control worker exposure through regulations that prescribe occupational exposure limits (OELs).

## A Health and Safety Plan is Drawn Up (SO1-AC3)

The plan is intended to minimize loss and meet regulatory compliance requirements. We will strive to continually improve the effectiveness of the health and safety. The Safety Plan will be communicated back to the work force through their safety representatives, and proof thereof should be available in the company HSE System. Personnel and visitors shall undergo induction training carried out by the site.

The plan must include the documented specification of all health and safety requirements pertaining to the associated work(s) on a construction site

There are some key workplace health and safety areas which must form an integral part of the workplace health and safety plan:

- Safe Manual Handling
- First Aid
- Emergency Procedures
- Evacuation Procedures
- Handling Dangerous Goods
- Hazard Identification,
- Stress Management
- Reporting Procedures

Effective health and safety management systems result from management leadership and commitment. Everyone has a duty to work safely and report hazards.

What a health and safety plan seek to achieve:

- Systematically manage health and safety in the workplace
- Include staff in developing workplace health, safety and environment measures
- Maintain an accident and incident register
- Identify hazards then eliminate, isolate, or minimize them.



## Steps in Developing a Health and Safety Plan

An effective occupational safety and health plan will include the following four main elements: management commitment and employee involvement, worksite analysis, hazard prevention and control, and safety and health training.

OSHA recommends that each written plan include the following basic elements:

- Policy or goals statement
- List of responsible persons
- Hazard identification
- Hazard controls and safe practices
- Emergency and accident response
- Employee training and communication
- Recordkeeping



## Protective Clothing Requirements Are Identified And Protective Clothing Is Used



Personal Protective Equipment (PPE) and (PPC) Personal Protective Clothing is used as temporary (until more effective hazard control techniques can be used) or last line of protection for workers against hazards. The PPE you use will depend on the work environment, the work conditions, and the process being performed.

Each piece of PPE has a specific use and may be made of specialized materials appropriate for one use, but not appropriate for another. For example, thick natural rubber gloves will protect the wearer from strong solutions of bleach for an 8 hour working day, but it will not protect them from ammonia hydroxide as effectively which is used as a cleaning agent and sanitizer in many household and industrial cleaners.

It is also important to remember that wearing the right PPE is important. PPE does not reduce the workplace hazard nor does it guarantee permanent or total protection for the wearer. Simply having Personal Protective Equipment (PPE) available is not enough. In order to ensure the required level of protection:

- PPE should be selected considering the type of hazard and the degree of protection required.
- PPE should be useable in the presence of other workplace hazards.
- Users should be trained in proper use and fit of the PPE.
- PPE should be properly stored and maintained.
- If PPE is found to be defective, it should be discarded and replaced.

Wherever people work, there may be a need for PPE. This slide shows some typical jobs, hazards and PPE requirements for various jobs.



## PPE and PPC when Working with Chemicals

When working with chemicals, personal protective equipment is worn by workers to reduce or eliminate the exposure. The SDSs for chemicals in the workplace will list the right PPE to wear. Not all types of PPE will protect against all hazards, so it is important to always check the SDS first before using both the chemical and the PPE.

PPE commonly used when working with chemicals includes:

PPE	Protects	Hazards
Safety Glasses	eyes	chemical liquid splashes, dust
Hard Hat	head	falling material
Ear Protection	hearing	excessive noise
Gloves	hands	corrosives, toxic materials
Respirator	lungs	toxic gases, vapours, fumes or dust
Clothing	skin	toxic or corrosive materials
Footwear	feet	corrosive, toxic materials

## PPE for Industrial Construction Workplaces

Safety footwear, eye protection and head protection are minimum requirements for most jobs. Commonly used types of PPE in industrial and construction workplaces include:

- head protection (hard hats) for protection against falling objects;
- safety glasses for protection against intense light, UV rays, infra-red rays (radiation from hot objects) and flying objects, such as wood chips, dust particles and metal pieces;
- earplugs or earmuffs for protection against noise;
- safety footwear for protection against crushing of toes;
- safety gloves for protection against contact with toxic chemicals and electric wires; and
- fall protection equipment for protection from falls from heights.

Job-specific personal protective equipment may be needed for jobs such as for welding, working with kilns or molten metals, and working with sharp tools.

## All Statutory Requirements are Being Met (SO1-AC5)

### SOUTH AFRICAN LEGISLATION AND THE CONSTRUCTION REGULATIONS, 2014

The primary Acts that impact on construction H&S in South Africa are the Occupational Health and Safety Act No. 85 of 1993 (OH&S Act) and the complementary Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (COID Act) and Construction Regulations - 2014

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable provision for securing that safety, health and welfare of persons at work, for protecting others against risks to safety or health in connection with the activities of persons at work. Where this is not possible, the employer must inform workers of dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

The Act is based on the principle that dangers in the workplace must be addressed by communication and cooperation between the workers and the employer. The workers and the employer must share the responsibility for health and safety in the workplace. Both parties must pro-actively identify dangers and develop control measures to make the workplace safe.

In this way, the employer and the workers are involved in a system where health and safety representatives may inspect the workplace regularly and then report to a health and safety committee, who in turn may submit recommendations to the employer. To ensure that this system works, every worker must know his or her rights and duties as contained in the Act.

## MODULE 3 – LIMIT DAMAGE TO PERSONS OR PROPERTY IN THE CASE OF AN EMERGENCY

### Learning Outcomes

After completing this module, the learner would be able to:

- Know the location of fire extinguishers, hoses and alarms.
- Correctly identify and use different fire extinguishers correctly.
- Know procedures for the identification of emergencies are known and follow them promptly and correctly.
- Report injuries involving individuals promptly to the relevant persons.

### The Location of Fire Extinguishers (SO2-AC1)

Workplaces have to be more cautious and conduct surveys to ascertain the number and type of extinguishers required and establishes the of fire extinguishing capacity necessary for given premises. Extinguisher ratings should be used to calculate the number and type of extinguishers needed.

Extinguishers should normally be sited on escape routes and in similar locations on all floors to create 'fire points', but they should always be within easy reach. The best place is near a door leading to a place of safety, on an escape route, or next to a known risk. They should be fixed where they are clearly visible; placing them inside cupboards or behind doors will only waste valuable time in a fire emergency. They should never be placed over cookers or heaters or in places of extreme temperatures, either hot or cold.

Extinguishers should be fixed in an elevated position, so that the carrying handle is 1 metre from the floor for heavier units and 1.5 metres for smaller units. For specific risks, they should be placed adjacent to the risk, but not too close to prevent use in the event of fire.

- They should be fixed near the door, and away from extremes of temperature.
- The distance from a fire to an extinguisher should be no more than 30 metres.
- The method of operation should be similar for all extinguishers, where possible.
- Building occupants should be capable of handling all types and sizes recommended.
- Where different types of extinguishers for different risk types are sited together, they must be properly labelled to avoid confusion.
- Extinguishers should be fitted with appropriate jet or spray nozzles or flexible hoses depending on the risk involved.

## Location and Mounting of Fire Hose Reels

Each hose reel shall be located in a readily accessible position and its location shall be clearly indicated. They shall not be installed in fire-isolated exits unless approval is obtained from the Regulatory Authority.

The space and area around any Fire extinguisher and hose reel MUST be kept free and clear of any obstruction hazard or hindrance of whatever nature permitting easy access with a clear unobstructed path to and from the fire extinguisher and or hose reel. This immediate area should be 1m x 1m square in front of the fire extinguishing unit and identified by 50 mm wide red and white striped hazard marking painted on the floor with a 100 mm solid white or yellow barrier line around it, this hazard marking may also be extended up the wall. Nothing may by law be packed or stacked within this area or block the path to the area.

The hose reel assembly shall be mounted so that the full diameter of the drum is facing the access point.

The hose reel assembly shall be suitably mounted at a spindle height of between 1.5 m and 2.4 m above floor level. The valve shall be mounted at 1 + 0.1 m above floor level. (NOTE: The recommended mounting height of the centre of the hose reel is 1.5 m above floor level).

The stop valve assembly and operating instructions (located on front disc) shall be visible and readily accessible when the hose reel is installed and shall be not more than 2 m from the spindle of the hose reel assembly. A clearance of not less than 100 mm shall be provided around the valve hand wheel.

Wherever the hose reel is mounted, there shall be a minimum radial clearance of 100 mm between the reel rim and any obstructions which do not form part of the hose assembly.

The hose reel shall be mounted and installed so that there is no interference with the running out of the hose in any direction.

## Different Fire Extinguishers are Identified and Used Correctly (SO2-AC2)

Fire extinguishers are divided into four categories, based on different types of fires. Each fire extinguisher also has a numerical rating that serves as a guide for the amount of fire the extinguisher can handle. The higher the number, the more fire-fighting power. The following is a quick guide to help choose the right type of extinguisher.

### Types of Fire Extinguisher

**Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish.

**Class B** fires involve flammable or combustible liquids such as fuel, paraffin, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish.

**Class C** fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.

**Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only.

### **Most Common Types of Fire Extinguishers**

**Water extinguishers or APW 9 (air-pressurised water)** extinguishers (air-pressurized water) are suitable for class A fires only. Never use a water extinguisher on grease fires, electrical fires or class D fires - the flames will spread and make the fire bigger!

**Dry chemical** extinguishers come in a variety of types and are suitable for a combination of class A, B and C fires. These are filled with foam or powder and pressurized with nitrogen. This is the regular type of dry chemical extinguisher. It is filled with sodium bicarbonate or potassium bicarbonate.

It is vital to know what type of extinguisher you are using. Using the wrong type of extinguisher for the wrong type of fire can be life-threatening.

Look for the fire class symbols. Every manufacturer uses symbols that tell you at a glance which classes of fire the extinguisher is rated for. They appear on the label as either the class letter inside an icon.



## Procedures For The Identification Of Emergencies Are Known And Followed Promptly And Correctly (SO2-AC3)

A workplace emergency is an unforeseen situation that threatens your employees, customers or the public. It may disrupt or shut down your operations. It may cause physical or environmental damage. Emergencies may be natural or manmade.

You may have processes or materials at your workplace which can prevent very specific hazards. The following questions are designed to identify those hazards:

- What type of accident or emergency could result if employees failed to follow specific safe work procedures or rules you established? Look at each rule, guideline, and practice which you have implemented. If any or all employees failed to follow your directions, list the possible outcomes. Are any special outcomes identified beyond a fire or accident requiring first aid? If so, list those.
- Do you have any chemicals, materials, or processes in your workplace that could lead to other types of emergency situations? For example, do you have any radioactive materials, or chemicals, which are hazardous if accidentally mixed together, such as acid and cyanide? Or do you have any processes which could cause explosions, releases of chemicals, etc.? To identify these hazards types you should look at manufacturers' directions and specifications, and information on Safety Data Sheets.

By answering all the above questions as completely and thoroughly as possible, you should now have a list, specific to your workplace of hazards that could cause an emergency. You can now use it as a basis for planning your response to each kind of emergency and for training your employees to respond properly. Emergency assistance personnel such as fire fighters should also keep this information readily available for use.

When the Fire Alarm sounds, act immediately to ensure your safety:

The Fire Alarm is an early warning to allow you to safely exit the building during an emergency situation.

- Never ignore or assume the alarm is false or the result of a test.
- Shut down equipment
- Lock and secure cash drawers and valuables
- Close (but do not lock) office doors, and
- Proceed to the nearest marked emergency exit on each floor.
- Never use an elevator to exit during fire alarm activation.
- Once outside the building, move away from the building. Assemble across the street or along the sidewalk of the adjacent building.
- Do not obstruct the front of the building; this is where the fire fighters and fire trucks will be operating from.

- Once outside, never re-enter the building until the area has been declared safe to enter.

## **Injuries Involving Individuals Are Reported Promptly To The Relevant Persons(SO2-AC4)**

The Occupational Health and Safety Act (OHS Act) is minimum standard legislation providing among others for the health and safety of persons at work, and for the health and safety of persons in connection with the use of plant and machinery. The Act could be described as a pro-active attempt by government to avoid or prevent work related incidents, illness and diseases. Unfortunately, due to a number of reasons work related incidents may still occur. The reporting; recording and investigation of work-related incidents are therefore strictly regulated and should form an essential part of any occupational health and safety program.

Section 24(1) stipulates that certain types of incidents, occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which persons are involved must be reported to the provincial director.

Reportable incidents include events where any person:

- dies;
- becomes unconscious;
- suffers the loss of a limb or part of a limb; or
- is otherwise injured or becomes ill to such a degree that he is likely either to die; or
- suffer a permanent physical defect; or
- is likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed.

### **Procedure for Reporting Injuries**

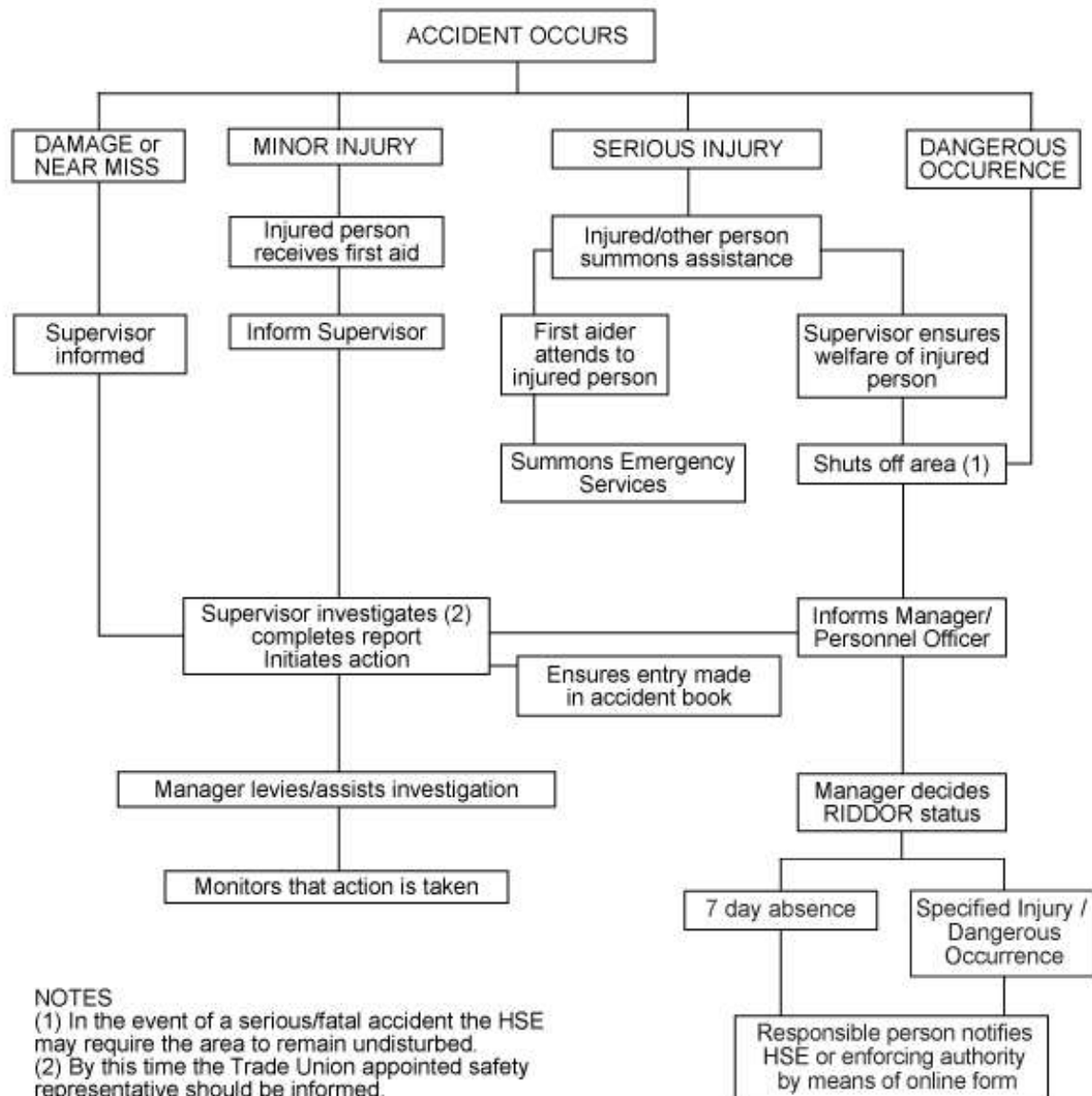
Section 14.4 of the OHS Act describes the responsibility of employees and employers in reporting injuries on duty. In Section 14.1 the act dictates that every employee shall at work 'take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions. In section 14.4 the act states that 'employees shall report any unsafe or unhealthy situation as soon as practicable to the employer or a health and safety representative, who shall then report it to the employer'. And in section 14.5 it adds that an employee should 'report any incident which may affect his health or has caused an injury to himself, to his employer or the health and safety representative. Reporting is therefore not on discretion but required by law.

The COID Act, Compensation for Occupational Injuries and Diseases Act 130 of 1993 on the other hand governs issues related to injuries on duty and occupational diseases. This Act entails the reporting, investigation recording, claiming and all procedures and documentation that

needs to be submitted before payment is made. Being compliant with requirements of the COID Act is therefor also mandatory.

All employers should therefor ensure that the procedure for reporting injuries on duty is clear to all employees. Putting up posters or training employees on the procedure is required.

An example of such procedure can be seen in the graph below.





## MODULE 4 – FOLLOW PROCEDURES THAT APPLY TO ILLNESS OR INJURY IN THE WORK AREA

### Learning Outcomes

After completing this module, the learner would be able to:

- Demonstrate procedures for reporting and recording.
- Follow procedures to be followed if an injury may lead to a claim against workman's compensation.
- Write and deliver a brief incident report to the relevant authority.

### Procedure for Reporting and Recording Illness/Injury are Demonstrated (SO3-AC1)

#### Occupational Injury vs Occupational Disease

##### *Occupational Injury*

It is an occurrence of which the date, time and place can be determined that arises out of and in the course of an employee's employment and resulting in a personal injury.

All occupational injuries or alleged occupational injuries that entail medical expenses and/or absence from work for more than three days must be reported within seven days in the prescribed manner to the provincial director.

##### *Occupational Diseases*

An occupational disease is a disease that is caused by the work or working conditions.

This means that the disease must have developed due to exposures in the workplace.

An occupational disease normally can be identified in that:

- There is a causal relationship between exposure in a specific working environment or work activity and a specific disease; and,
- The disease occurs among the group of exposed persons with a higher frequency rate than in the rest of the population, or in other worker populations.

### Procedure for Reporting Injuries

Having a process in place for handling a workplace injury can provide peace of mind, ensuring things are managed as smoothly and safely as possible.

### **1. Get Medical Treatment Immediately**

When an employee is injured on the job, it's important they receive medical care quickly. For emergency situations, call emergency services (EMS – Ambulance). Less serious injuries may simply require first aid treatment, or with the medical doctor. Always call your appointed first aid officer to assist.

### **2. Report the Injury ASAP**

As soon as your employee is safe and being cared for, it's time to report the injury. Follow agreed internal procedure for reporting the incident internally. Notify the manager/supervisor responsible for the employee who was injured.

### **3. Not Reporting the Injury to Authorities**

Not reporting an accident/incident is a criminal offence. The Commissioner may impose a penalty on the employer.

## **Reporting Injuries to the Commissioner (SO3-AC2)**

### **Report Occupational Injuries To The Compensation Commission**

Based on Legislation in Section 38 and Section 39 of the Compensation for Occupational Injuries and Diseases Act

All employers must report any accidents that result in medical expenses and/or a worker's absence from work for longer than 3 days by submitting the required documents to the Compensation Fund within 7 days. Employers who delay in reporting an accident are guilty of a criminal offence and will have to pay a penalty.

Employers must fill in the required forms and submit them to the Compensation Commissioner within 14 days.

An occupational disease is a disease caused by a worker's job. See Schedule 3 of the Act for the list of occupational diseases.

### **Procedures To Claim Against Workman's Compensation**

The Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993, is the governing Act that deals with occupational injuries and diseases.

The aim of the COIDA is to provide for Compensation in the case of disablement caused by occupational injuries or diseases, sustained or contracted by employees in the course of their employment, or death resulting from such injuries or disease; and to provide for matters

connected therewith. The COIDA basically prevents employees covered by the Act from suing their employers for damages in terms of common law.

Anyone who employs one or more workers must register with the Compensation Fund and pay annual assessment fees. Claims for employees employed in the mining and building industries must be referred to the relevant mutual associations. Claims by employees working for individually liable employers (the state, parliament, the provincial authorities and local authorities which have been exempted from making payments to the compensation fund) must be referred to the employer. The following steps should be followed when reporting to and claiming from the Compensation Fund.

**Step 1:** An accident must be reported when an employee meets with an accident arising out of and in the course of employment resulting in a personal injury for which medical treatment is required.

Written or verbal notice of an injury at work is to be given to the employer before the completion of the shift. Good practice on the side of the employer will be to make a list of all witnesses of the accident for the investigation of the incident. The official form that needs to be completed is W.Cl 2 - Notice of Accident and Claim for Compensation. It is the employer's duty to submit the W.Cl 2 within a period of 7 days to the Compensation Commissioner.

**Step 2:** After the completion of the form, send the form with a certified copy of the employees' ID and the first medical report (W.Cl 4) to Compensation Commissioner. The doctor should complete the W.Cl 4 form, stating how serious the injury was and how long the employee is likely to be off work. This is sent to the employer who sends it to the Commissioner.

Employees are not responsible for the payment of medical cost. If an employee requests a second doctor's opinion, he/she will be responsible for the payment of medical cost for the second opinion.

**Step 3:** After receiving and registering the claim, the Compensation Commissioners office should forward a postcard (W.Cl.55) to the employer. A claim number (reference number) is provided on the postcard (W.Cl.55). This number should be used for all paperwork relating to a claim. When the first doctor's report has been submitted with the accident report, the Compensation Commissioner will consider the claim and make a decision.

**Step 4:** After the Compensation Commissioner has considered the claim a postcard (W.Cl.56) be sent to the employer. The W.Cl.56 will only be used by the Commissioner when liability is accepted for payment of the claim. Where a W.Cl.56 is not issued, it normally indicates that the Compensation Commissioner has not accepted liability for any payment. If the worker disagrees with the decision, they can appeal the decision within 90 days by submitting form W929 to the Commissioner.

**Step 5:** If the injury continues for a long time (prolonged absence), the medical practitioner must send a Progress Medical Report (W.Cl 5) to the Commissioner. The progress report should be submitted on a monthly basis until the condition is fully stabilised. This informs the Commissioner of how long the employee is off work.

**Step 6:** Once the medical practitioner handling the case is satisfied that the employee is fit for duty, the practitioner will issue a Final Medical Report (W.Cl 5), which must be sent to the Compensation Commissioner. In this report the doctor states either that the worker is fit to go back to work or that the worker is permanently disabled. The practitioner must send this form to the employer who sends it to the Commissioner. Please note that the Progress Report and Final Medical Report are on the same form (W.Cl 5).

**Step 7:** When the employee resumes work, a Resumption Report (W.Cl 6) must be completed and submitted to the Commissioner. Only after every one of these forms has been submitted will the Compensation Commissioner make all of the payments and close the case.

**Step 8:** The worker and the employer should keep copies of all the forms.

## **A Brief Incident Report is Written and Delivered to the Relevant Authority(SO3-AC3)**

Formal reporting of an injury on duty are done on the standard W.Cl2 and WCL4 forms as discussed earlier.

The following occurrences must also be reported to the Provincial Director. When lives were endangered by:

- Dangerous spilled substances
- Uncontrolled release of a substance under pressure
- Flying, falling, uncontrolled moving object
- Machinery that ran out of control

Below is a sample incident report that must be delivered to the Provincial Director.

Please print clearly and tick the correct box.

**Status:**         Employee     Contractor     Other

**Outcome:**     Near miss     Injury

### 1. DETAILS OF INJURED PERSON

Name: \_\_\_\_\_ Phone: (Cell) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_ Sex:  M  F

\_\_\_\_\_ Date of birth: \_\_\_\_\_

\_\_\_\_\_ Position: \_\_\_\_\_

Experience in the job: \_\_\_\_\_ (years/months)

Start time of work: \_\_\_\_\_  am     pm

Work arrangement:     Casual     Full-time     Part-time     Other

### 2. DETAILS OF INCIDENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Describe what happened and how: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. DETAILS OF WITNESSES

Name: \_\_\_\_\_ Phone: (Cell) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### 4. DETAILS OF INJURY

Description of injury (e.g. burn, cut, sprain) \_\_\_\_\_

What cause the injury (e.g. fall, slip, trip) \_\_\_\_\_

Place on body injured (e.g. back, left forearm) \_\_\_\_\_

Was First Aid given     Yes     No

First Aider name: \_\_\_\_\_

What first aid treatment did he/she received: \_\_\_\_\_

**SECTION 6-9 MUST BE COMPLETED BY EMPLOYER**

**6. DID THE INJURED PERSON STOP WORK ?**

Yes     No    If yes, state date: \_\_\_\_\_ Time: \_\_\_\_\_

Treated by doctor     Hospitalised     Workers compensation claim

**7. INCIDENT INVESTIGATION (root causes):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**8. ACTIONS TO PREVENT RECURRENCE**

Action	By whom	By when	Date completed

**9. ACTIONS COMPLETED**

Signed (Manager): \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Feedback to person involved

Date: \_\_\_\_\_

**10. REVIEW COMMENTS**

OHS committee comments: \_\_\_\_\_

Reviewed by Manager (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Health & Safety Rep.(signed): \_\_\_\_\_ Date: \_\_\_\_\_



# UNIT STANDARD

## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### REGISTERED UNIT STANDARD:

Apply health and safety to a work area

SAQA US ID	UNIT STANDARD TITLE			
9964	Apply health and safety to a work area			
ORIGINATOR				
SGB Building Construction				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
-				
FIELD			SUBFIELD	
Field 12 - Physical Planning and Construction			Building Construction	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	NQF Level 02	3
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER	
Reregistered	2015-07-01	2018-06-30	SAQA 10105/14	
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2019-06-30		2022-06-30		

*In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.*

This unit standard does not replace any other unit standard and is not replaced by any other unit standard.

#### PURPOSE OF THE UNIT STANDARD

The purpose of this Unit Standard is to enable learners to apply basic health and safety legislation in the form of standards and procedures governing health and safety in the workplace, to ensure that they contribute to a safe, healthy environment for themselves and others.

#### LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

GETC NQF Level 1 literacy and numeracy competencies.



## **UNIT STANDARD RANGE**

1. Implications of exposure to hazardous substances and hazards include reference to a possible chain of events that could result from not removing, reducing or reporting a hazard.
2. A health and safety program includes hazard identification, risk assessment and a health and safety plan.
3. Statutory requirements include current national regulations applicable to construction, including acts and regulations, ordinances, by-laws, directives, standards, guidelines, and codes, issued by a legislative body such as parliament, provincial administrations, local authorities and other bodies so empowered by any of the former.
4. Regarding Acts and Regulations, all pertinent national legislation is included.

### **Specific Outcomes and Assessment Criteria:**

#### **SPECIFIC OUTCOME 1**

Identify potential hazards in the work area.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

1. Potential hazards are correctly identified and removed, reduced or reported.

##### **ASSESSMENT CRITERION 2**

2. Implications of exposure to hazardous substances and hazards are known.

##### **ASSESSMENT CRITERION 3**

3. A health and safety plan is drawn up.

##### **ASSESSMENT CRITERION 4**

4. Protective clothing requirements are identified and protective clothing is used.

##### **ASSESSMENT CRITERION 5**

5. All statutory requirements are being met.

#### **SPECIFIC OUTCOME 2**

Limit damage to persons or property in the case of an emergency.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

1. The location of fire extinguishers, hoses and alarms is known.

##### **ASSESSMENT CRITERION 2**

2. Different fire extinguishers are identified and used correctly.

##### **ASSESSMENT CRITERION 3**

3. Procedures for the identification of emergencies are known and followed promptly and correctly.

**ASSESSMENT CRITERION 4**

4. Injuries involving individuals are reported promptly to the relevant persons.

**SPECIFIC OUTCOME 3**

Follow procedures that apply to illness or injury in the work area.

**ASSESSMENT CRITERIA**

**ASSESSMENT CRITERION 1**

1. Procedures for reporting and recording are demonstrated.

**ASSESSMENT CRITERION 2**

2. Procedures to be followed if an injury may lead to a claim against workman's compensation are followed.

**ASSESSMENT CRITERION 3**

3. A brief incident report is written and delivered to the relevant authority.

