

Working safely



Learner guide

Ready for work

Pre-employment skills

Working safely

Version 1.2

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Level 1, 464 St Kilda Road
MELBOURNE VIC 3004 AUSTRALIA
Phone: (03) 9820 1300

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Safety rules

In Australia, all workplaces must be safe. A workplace may be an office, café, building site or factory. There are lots of different workplaces.

Every workplace has safety rules. All workers must know the safety rules to keep themselves and other workers safe.

There are also laws for keeping workplaces safe. A law is a rule made by the government, which must be followed. Employers and workers must follow safety laws.

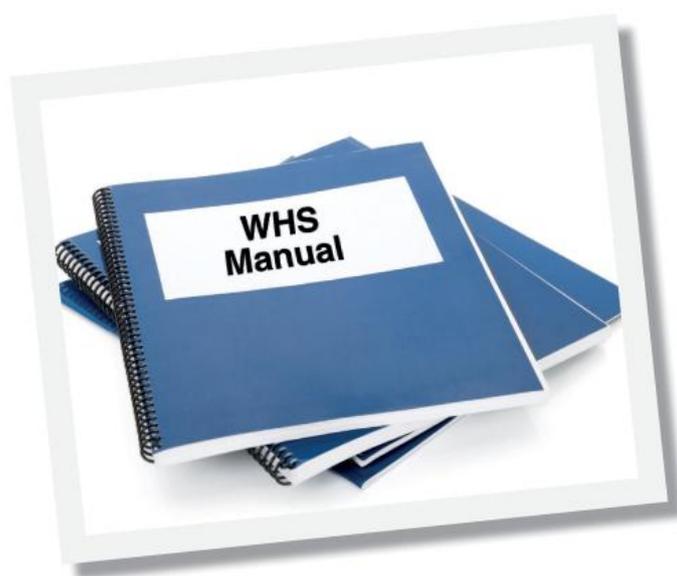


Safety in the workplace

When you start a job, someone will talk to you about the safety rules. They may give you a book about safety. This book is called a 'WHS manual'. WHS means work health and safety. A manual is a book with information or instructions.

People may say 'WHS' when they talk to you about workplace safety and safety rules.

Here is what a WHS manual may look like.



Workplaces have a worker who is in charge of safety. This person is the work health and safety (WHS) officer. Always ask the WHS officer or your supervisor if you are not sure about safety rules.

Safety and clothing

Some workplaces have rules about the clothing workers must wear to keep them safe. This clothing is called personal protective equipment or PPE.

Your supervisor or manager will tell you what safety clothing you must wear to do your job safely.

Here are some examples of personal protective equipment and clothing.

Personal protective equipment and clothing

Ear protection is used to protect your hearing. For example, in a factory with noisy machines the workers must wear earmuffs or earplugs. The ear protection keeps the workers' ears safe from loud noises.

What it looks like



Gloves are used to protect your hands. For example, a cleaner wears gloves while cleaning a kitchen. The gloves keep the workers safe from getting cleaning products on their skin.



Personal protective equipment and clothing

A hard hat is used to protect your head. For example, workers on a building site must wear hard hats. The hat keeps the workers safe if something falls on their head.

What it looks like



Boots are used to protect your feet. For example, workers on a building site must wear work boots. The boots keep the workers safe if something falls on their feet or they step on something sharp.



Think about ...

When you visit a business or workplace, see if the workers are wearing safety clothing. You may buy food from a café or visit a hospital or building site.

Do you think the workers should be wearing protective clothing? Are they wearing it? If the workers are not wearing protective clothing they may be breaking the law. They may also be putting themselves and others in danger.

Safety and hazards

A hazard is something that may cause harm to a person or their property.

A cord across the floor is a hazard; someone may trip on it. A broken or frayed electrical cord is a hazard; someone may get an electric shock from it. Smoking is also a hazard; a cigarette that has not been put out properly could cause a fire.

Any hazards you find must be fixed or removed (taken away). If they can't be removed, place a sign next to the hazard to warn others.

You must tell the WHS Officer if you see any hazards in your workplace.



Activity 1

Find **two** examples of safety rules in the place where you work. (If you don't have a job, use the place where you are studying this subject instead.) Write these down.

[Click to complete Activity 1](#)

Safety signs

A safety sign warns you about things that can hurt you or someone else. Some signs have a special colour. A safety sign may tell you what you must do, or it may tell you not to do something.

Here are some examples of safety signs and what they look like.

Safety sign	What it looks like
<p>A sign with a red circle and a line through it means you should not do something. This safety sign tells you what not to do. You must not smoke here.</p>	 <p>SMOKING PROHIBITED</p>
<p>A yellow sign with a triangle warns you about a danger. This safety sign warns you that the floor is slippery when it is wet and you may fall. You should walk carefully when you see this sign.</p>	 <p>SLIPPERY WHEN WET</p>
<p>This sign tells you how to put a fire out using a fire extinguisher. It has words that tell you what to do and pictures that show you how to do it.</p>	
<p>This sign tells you where there is a door so that you can get out of your building or workplace in a hurry. It is called an exit sign. If there is a fire, you need to follow the arrow on the exit sign to go out of the building.</p>	

Activity 2

Find **two** examples of safety signs in the place where you work.
Write down what they mean.

[Click to complete Activity 2](#)

First aid

First aid means helping someone who is hurt or injured. If you or someone else is hurt at work, you should tell your supervisor straight away.

All workplaces should have first aid supplies. The supplies will be in a kit (a box) or a cupboard. These are usually marked by a picture of a white cross on a green square. They will have things like bandaids, bandages, eye wash and tweezers.

Some workplaces have a first aid officer. This is a person who has been trained to provide first aid. You should go to the first aid officer or your supervisor if you are hurt or injured.



First aid reports

Most workplaces will also have a record book for first aid treatment. All injuries (when a person is hurt) must be written in the book.

By law, workplaces must report serious injuries to the government. Examples of a serious injury are when someone breaks their arm, falls off a roof or is badly burned.



Activity 3

1. The place where you work or study must have a first aid cabinet. Where is it? Ask your supervisor or trainer if you don't know.

2. List five things in the first aid cabinet.

[Click to complete Activity 3](#)

Story

Jan works in an office for a company called Quick Printing Works. One day she is looking in a filing cabinet. Someone walks past and accidentally bumps Jan. The drawer shuts on Jan's finger, which starts bleeding.

Jan tells Tony what has happened. Tony is the first aid officer at the company. Tony goes to the first aid cupboard. He cleans Jan's finger and places a bandaid on it.

Here is what Tony writes in the first aid record book.

First aid record book			
Date	Name of person injured	What happened	First aid provided
31 March 2017	Jan Tuttle	Jan's finger was cut by the filing drawer	Cleaned Jan's finger and covered it with a bandaid

Safety in an emergency

An emergency is when something dangerous happens suddenly or unexpectedly. An emergency may be a fire, gas leak or bomb threat. It could even be a person being injured.

To be safe, you must know what to do in an emergency. Workplaces have instructions for what to do in an emergency. These instructions are often written on a big notice on the wall. The instructions tell you what to do in steps, including what to do if you hear an alarm or if you need to leave the workplace quickly.

An evacuation is when all workers must leave the workplace immediately.

In an evacuation there is a person in charge. This person is called the fire warden. They wear a yellow or red hard hat. The fire warden makes sure every worker leaves the building. They check off every person's name at the meeting place. They also tell the workers when it is safe to return to the building.

Story

James has just started working at Quick Printing Works. Today all the staff are practising an emergency evacuation. James's supervisor tells him they must follow the evacuation plan so they know what to do if there is a real emergency.

Here is the evacuation plan for Quick Printing Works.

Evacuation plan

1. Walk to the nearest exit.
2. Walk down the stairs carefully.
3. Don't run or take the lift.
4. Meet on the corner of Brown Street and High Street.

What you have learnt

Put a ✓ in the box when you have learnt the following things.

- All Australian workplaces have safety rules.
- The government makes workplace safety laws.
- Every person in a workplace must know how to work safely.
- WHS means work health and safety.
- The work health and safety officer is in charge of safety.
- Some workers must wear safety clothing such as earmuffs or gloves.
- A hazard is something that may cause harm to a person or their property.
- All workers must obey safety signs.
- If a person is hurt or injured, you can apply first aid or go to the first aid officer.
- All workers must know what to do in an emergency.

Check your learning

To do this activity you must choose a workplace.

- If you have had a job before, you might choose that workplace.
- If you can visit the workplace of a friend or family member, you might choose that workplace.
- If you can't do either of those things, choose the place where you are studying this subject (for example, a TAFE, employment service or school).

Answer these questions.

1. Who must work safely in this workplace?

2. Does anyone in this workplace have to wear safety clothing? If they do, what do they have to wear and why?

3. Can you find any hazards in this workplace? If so, list them.

4. Find any safety signs in the workplace (for example, an exit sign). Write what the signs say or draw them.

5. Where is the first aid kit or cupboard in this workplace?

6. What would you have to do if there was an emergency evacuation in this workplace?

Click to complete

Answers

Answers to activities

Activity 1

Answers will vary. Here are some examples:

- Use safe lifting methods.
- Don't block emergency exits.
- Wear oven gloves when taking things in and out of the oven.
- Wear closed-toe shoes that cover your whole foot.

Activity 2

Answers will vary. Here are some examples:

- Wet floor – don't slip
- Exit
- Fire extinguisher

Activity 3

Answer to Question 1

Answers will vary. An example is in the break room.

Answer to Question 2

Answers will vary. Examples include:

- bandaids
- bandages
- scissors
- antiseptic cream
- tweezers
- cotton balls.

Answers to check your learning

Answer to Question 1

Everyone – employers and workers.

Answer to Question 2

Answers will vary according to the type of workplace. Learners should show that they understand what PPE/safety clothing is and how it protects workers. For example, waiting staff must wear closed-toe shoes to protect their feet.

Answer to Question 3

Answers will vary according to the type of workplace. Learners should show that they understand what a hazard is. For example, the hazards in a kitchen are:

- knives
- stove
- boiling water.

Answer to Question 4

Answers will vary according to the type of workplace. Learners should show that they understand what a safety sign is. For example:

- Caution! Boiling water
- Fire extinguisher

Answer to Question 5

Answers will vary. For example, in the staffroom where workers keep their personal items.

Answer to Question 6

Answers should include the following key points:

- Follow the emergency evacuation plan.
- Listen to the fire warden and follow their instructions.
- Stay calm.