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WHITECARD ESSENTIALS

PRACTICAL SAFETY KNOWLEDGE FOR WORKING ON CONSTRUCTION SITES

BELIEVE . ACHIEVE . SUCCEED

Chapter 1: Introduction to Construction Induction (White Card)

What Is a White Card

The White Card is a mandatory construction induction requirement in Victoria. It shows that a person has completed basic work health and safety training and understands how to work safely on a construction site.
Anyone who enters a construction site must hold a valid White Card.

Why Construction Induction Is Important

Construction sites contain many hazards that can cause serious injury or death. Construction induction helps workers recognise risks, follow safety procedures, and understand their responsibilities before starting work.
Safety on site starts with awareness.

Who Needs a White Card

A White Card is required for:

- Workers
- Contractors
- Apprentices and trainees
- Supervisors and managers
- Visitors entering construction sites

No one is exempt from safety requirements.

What the White Card Covers

Construction induction training introduces:
Basic work health and safety principles
Common construction hazards
Risk management processes
Roles and responsibilities on site
Emergency procedures
This knowledge helps reduce accidents and injuries.

Your Responsibility on Site

Holding a White Card means you agree to follow safety instructions, use controls provided, and report hazards. Everyone on site has a role in maintaining a safe work environment.
Safety is a shared responsibility.

Key Message

Construction work can be dangerous. The White Card provides the foundation for working safely and responsibly on construction sites.

Important Notice

This resource is provided to support learning and assessment. It does not replace formal construction induction training or site-specific instruction.

Chapter 2: Health and Safety Legislation and WorkSafe Victoria

Why Health and Safety Laws Exist

Health and safety laws exist to protect workers and others from injury and harm in the workplace. In construction, these laws help set clear standards for safe work practices and responsibilities.
Everyone on site has legal duties.

Work Health and Safety in Victoria

In Victoria, workplace health and safety is governed by legislation designed to reduce risks and prevent accidents. These laws apply to all construction sites, regardless of size.
Compliance with health and safety laws is mandatory.

WorkSafe Victoria

WorkSafe Victoria is the authority responsible for enforcing health and safety laws in the workplace. WorkSafe provides guidance, education, and enforcement to improve safety standards across industries, including construction.
WorkSafe inspectors may visit construction sites to monitor compliance.

Responsibilities Under the Law

Health and safety legislation outlines responsibilities for employers, employees, and others on site.
These responsibilities include:
Providing a safe work environment
Following safety instructions
Using controls provided
Reporting hazards and incidents
Failure to follow safety laws can result in serious consequences.

Why Understanding the Law Matters

Understanding health and safety legislation helps workers recognise their rights and responsibilities. Knowing the law supports safer decision making and encourages early reporting of hazards.
Safety is both a legal and moral responsibility.

Key Message

Health and safety laws exist to protect everyone on a construction site. Understanding your responsibilities and following safety requirements helps prevent injuries and saves lives.

Chapter 3: Duty of Care, Employers and Employees

What Is Duty of Care

Duty of care means taking reasonable steps to protect yourself and others from harm in the workplace. On a construction site, everyone has a duty of care to work safely and avoid actions that could cause injury.
Safety is a shared responsibility.

Employer Responsibilities

Employers have a legal responsibility to provide a safe work environment.

This includes:
Providing safe systems of work
Supplying appropriate tools and equipment
Providing information, training, and supervision
Managing risks and hazards
Ensuring safety procedures are followed
Employers must take reasonable steps to protect workers.

Employee Responsibilities

Employees also have responsibilities under health and safety laws.

Workers must:
Follow safety instructions and procedures
Use equipment and PPE correctly
Take reasonable care for their own safety
Take reasonable care for the safety of others
Report hazards, incidents, or unsafe conditions
Ignoring safety rules can place others at risk.

Working Together on Safety

Safety works best when employers and employees cooperate. Communication, reporting hazards, and following procedures help prevent accidents and injuries.
Everyone on site plays a role in maintaining safety.

Consequences of Not Following Duty of Care

Failing to meet duty of care obligations can result in serious injury, legal consequences, and loss of work opportunities. Safety laws exist to protect people, not to punish them.
Prevention is always better than response.

Key Message

Duty of care means working safely and looking out for others. When employers and employees meet their responsibilities, construction sites become safer for everyone.

Chapter 4: Roles on Site and Safety Representatives

Why Roles on Site Matter

Construction sites involve many workers and activities. Clear roles help ensure safety responsibilities are understood and followed. Knowing who is responsible for what supports communication and safer work practices.
Everyone should know who to speak to about safety.

Site Supervisor

The site supervisor oversees daily activities on a construction site.
Their responsibilities include:
Coordinating work activities
Ensuring safety procedures are followed
Providing instructions to workers
Responding to safety concerns
Supervisors play a key role in maintaining site safety.

Health and Safety Representative, HSR

A Health and Safety Representative represents workers on health and safety matters.
The HSR may:
Raise safety concerns with management
Consult with workers about hazards
Support workers to report issues
Participate in safety discussions
The HSR helps give workers a voice on safety.

Health and Safety Committee, HSC

A Health and Safety Committee brings together workers and management to discuss health and safety issues. The committee helps review incidents, hazards, and safety improvements. Not all sites have a committee, but where present, it supports consultation.

First Aid Officer

A First Aid Officer is responsible for providing first aid on site.

Workers should know:

- Who the First Aid Officer is
- Where first aid kits are located
- How to access emergency assistance

Prompt first aid response can reduce injury severity.

Knowing Who to Contact

Understanding site roles helps workers respond quickly to safety concerns, incidents, or emergencies. Always follow site instructions and ask if unsure.

Key Message

Knowing the roles on a construction site helps keep everyone safe. Clear communication and understanding responsibilities supports a safer workplace.

Chapter 5: Workplace Policies, Procedures, and Instructions

Why Workplace Procedures Matter

Workplace policies and procedures provide clear instructions on how work should be carried out safely. On a construction site, following procedures helps reduce risks, prevent injuries, and ensure work is completed correctly.
Procedures exist to protect everyone on site.

Workplace Policies

Workplace policies set expectations for behaviour, safety, and responsibilities. These policies apply to all workers, contractors, and visitors on site.
Policies may include:
Health and safety requirements
Code of conduct
Drug and alcohol policies
Incident reporting requirements
Everyone is expected to comply with site policies.

Safe Work Procedures

Safe work procedures explain how tasks should be performed safely.
These procedures are designed to control risks associated with specific tasks or activities. Workers must follow safe work procedures at all times.

Following Instructions on Site

Instructions may be provided verbally, in writing, or through signage.

Workers must:

- Follow supervisor instructions
- Follow signage and safety notices
- Ask questions if instructions are unclear
- Never carry out tasks they are not trained for

Ignoring instructions can increase the risk of injury.

Site-Specific Requirements

Each construction site may have different rules and requirements. Site inductions explain these expectations and must be followed at all times.
Always work according to site-specific procedures.

Key Message

Workplace policies, procedures, and instructions provide the framework for working safely. Following them helps prevent accidents and ensures everyone goes home safe.

Chapter 6: Identifying Hazards in the Construction Environment

What Is a Hazard

A hazard is anything in the workplace that has the potential to cause harm or injury. On construction sites, hazards are common due to changing environments, equipment, and activities. Identifying hazards early helps prevent accidents.

Common Construction Hazards

Construction sites may contain many hazards, including:

- Slips, trips, and falls
- Moving plant and vehicles
- Working at heights
- Manual handling tasks
- Electrical hazards
- Noise and dust
- Hazardous substances

Hazards can change throughout the day.

Where Hazards Are Found

Hazards may be found:

- On the ground or walkways
- Near machinery or equipment
- In work areas under construction
- When weather conditions change
- When tasks or work methods change

Always stay alert to your surroundings.

Identifying Hazards on Site

Workers should actively look for hazards before and during work.

This includes:

- Observing the work area
- Checking equipment before use
- Watching how tasks are carried out
- Listening to safety instructions and updates

If something looks unsafe, it probably is.

Reporting Hazards

Hazards must be reported as soon as they are identified.

Workers should:

- Report hazards to a supervisor or HSR
- Follow site reporting procedures
- Never ignore unsafe conditions

Reporting hazards helps protect everyone.

Key Message

Hazards are present on construction sites every day. Identifying and reporting hazards early is essential for preventing injuries and keeping the site safe.

Chapter 7: Risk Assessment and Risk Management Process

What Is Risk

Risk refers to the likelihood that a hazard will cause harm and how serious that harm could be. On construction sites, risks can change as work activities, equipment, or conditions change. Managing risk helps prevent injuries.

Why Risk Assessment Is Important

Risk assessment helps identify how hazards could cause harm and what needs to be done to control them. Assessing risks before work begins reduces the chance of accidents and unsafe situations.

Risk assessment should be ongoing.

The Risk Management Process

The risk management process involves:

- Identifying hazards
- Assessing the level of risk
- Controlling the risk
- Reviewing controls regularly

This process helps ensure hazards are managed effectively.

Assessing Risk on Site

When assessing risk, workers should consider:

- How likely the hazard is to cause harm
- How serious the injury could be
- Who may be affected

Higher risks require stronger controls.

Reviewing and Monitoring Risks

Risk controls must be reviewed to ensure they remain effective. Changes in tasks, equipment, or conditions may introduce new risks.

If a control is not working, it must be reviewed and improved.

Everyone's Role in Managing Risk

Risk management is not only the responsibility of supervisors.

Workers must follow controls in place and report hazards or unsafe conditions.

Working together improves site safety.

Key Message

Managing risk is an ongoing process. Identifying hazards, assessing risks, and applying controls helps create a safer construction site for everyone.

Chapter 8: Hierarchy of Controls

What Is the Hierarchy of Controls

The hierarchy of controls is a system used to manage risks by selecting the most effective control measures. It ranks controls from most effective to least effective.
The goal is to reduce or eliminate hazards where possible.

Why the Hierarchy of Controls Is Important

Not all controls provide the same level of protection.
Using the hierarchy helps ensure risks are managed effectively and reliance on less effective controls is minimised.
Higher-level controls provide greater protection.

Levels of the Hierarchy of Controls

The hierarchy of controls includes:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment, PPE

Controls should be applied in this order wherever possible.

Applying the Hierarchy on Site

When managing a hazard, the highest possible control should be used. If elimination is not possible, lower-level controls may be used in combination.
Relying only on PPE is not best practice.

Worker Responsibilities

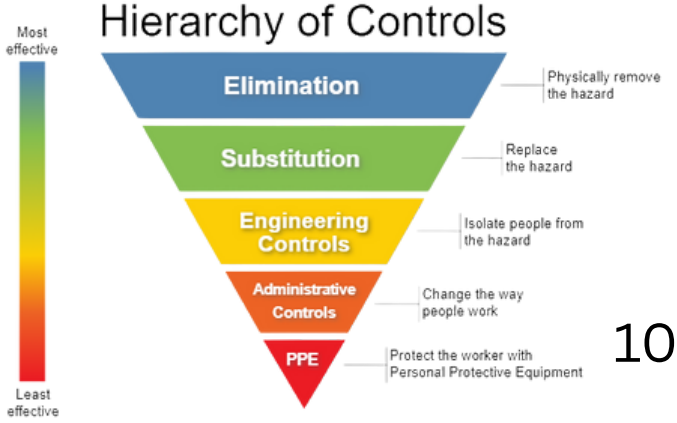
Workers must follow the controls put in place and use equipment and PPE correctly. If controls are not effective, this must be reported to a supervisor.
Everyone plays a role in managing risk.

Reviewing Control Measures

Controls must be reviewed regularly to ensure they remain effective. Changes in tasks, equipment, or site conditions may require new controls.
Effective controls reduce injuries.

Key Message

Using the hierarchy of controls helps manage risks safely.
Always aim to use the highest level of control to protect workers and reduce hazards on construction sites.



Chapter 9: Specific Construction Hazards and Controls

Common Construction Hazards

Construction sites contain specific hazards that can cause serious injury if not controlled.
These hazards may be present at different stages of work and can change throughout the day.
Recognising these hazards is essential for working safely.

Working at Heights

Working at heights includes tasks performed above ground level.

Controls may include:

- Guardrails or edge protection
- Scaffolding or elevated work platforms
- Fall arrest systems
- Safe access and egress

Falls from height are a leading cause of injury on construction sites.

Mobile Plant and Vehicles

Construction sites often involve moving plant and vehicles such as forklifts, trucks, and excavators.

Controls may include:

- Traffic management plans
- Exclusion zones
- Spotters or traffic controllers
- High visibility clothing

Never assume operators can see you.

Electrical Hazards

Electrical hazards may include exposed wiring, power tools, or overhead services.

Controls may include:

- Using tested and tagged equipment
- Isolating power sources
- Maintaining safe distances from overhead lines
- Following lock-out procedures

Electricity can cause serious injury or death.

Manual Handling

Manual handling involves lifting, carrying, pushing, or pulling loads.

Controls may include:

- Using mechanical aids
- Team lifting
- Correct lifting techniques
- Reducing load weight

Poor manual handling can cause long-term injuries.

Hazardous Substances

Construction sites may use chemicals, fuels, or other hazardous substances.
Controls may include:
Using Safety Data Sheets, SDS
Correct storage and labelling
Using appropriate PPE
Following handling instructions
Always follow safety information.

Key Message

Construction hazards can cause serious harm if not controlled. Identifying specific hazards and following control measures helps keep everyone safe on site.

Chapter 10: Personal Protective Equipment, PPE

What Is PPE

Personal Protective Equipment, PPE, is equipment worn to reduce the risk of injury when hazards cannot be eliminated or fully controlled. PPE is an important part of safety on construction sites.

PPE is the last line of defence.

Common Types of PPE

Common PPE used on construction sites may include:

- Hard hats
- High visibility clothing
- Safety footwear
- Eye protection
- Hearing protection
- Gloves
- Respiratory protection

The type of PPE required depends on the task and site conditions.

When PPE Must Be Used

PPE must be worn whenever required by:

- Workplace procedures
- Site rules
- Risk assessments
- Supervisor instructions

Failure to wear PPE can result in injury or removal from site.

Correct Use of PPE

PPE must be:

- Worn correctly
- Fitted properly
- Maintained in good condition
- Used only for its intended purpose

Damaged or faulty PPE must not be used.

Worker Responsibilities

Workers are responsible for using PPE as instructed and reporting damaged or missing PPE.
PPE must never be removed in hazardous areas without approval.
PPE does not replace safe work practices.

Limitations of PPE

PPE does not remove hazards. It only reduces exposure to risk. PPE should always be used alongside other control measures.
Higher-level controls should be used where possible.

Key Message

PPE helps protect workers from injury when risks remain.
Wearing the correct PPE correctly is essential for working safely on construction sites.

The following images show common types of personal protective equipment used on construction sites. PPE helps reduce the risk of injury when hazards cannot be eliminated.

Personal Protection Equipment (PPE) for Construction Workers

Chapter 11: High Risk Construction Work and Permits

What Is High Risk Construction Work

High risk construction work involves tasks that have an increased risk of serious injury or death. These activities require additional planning, controls, and supervision to ensure safety.
High risk work must be managed carefully.

Examples of High Risk Construction Work

High risk construction work may include:

- Working at heights
- Work near or over water
- Work involving demolition
- Work near live electrical installations
- Work in confined spaces
- Work involving moving plant or powered mobile machinery

These activities require strict safety controls.

Permits and Authorisations

Some high risk activities require permits or authorisations before work can begin. Permits help ensure hazards are identified and controls are in place.

Permits may be required for:

- Hot work
- Confined space entry
- Excavation
- Electrical work
- Work must not begin until permits are approved.

Worker Responsibilities

Workers involved in high risk construction work must:

- Follow permit conditions
- Use required controls and PPE
- Only perform tasks they are trained and authorised for
- Follow supervisor instructions

Unauthorised work is unsafe and not permitted.

Supervision and Planning

High risk work requires effective supervision and planning. This may include briefings, safe work procedures, and ongoing monitoring during the task.
Good planning reduces risk.

Reporting Concerns

Any safety concerns related to high risk work must be reported immediately to a supervisor or site manager. Work should stop if conditions become unsafe.
Safety comes first.

Key Message

High risk construction work requires careful planning, permits, and supervision.
Following procedures and authorisations helps prevent serious injuries and saves lives.

Chapter 12: Safe Work Method Statements, SWMS, JSA, and SDS

What These Documents Are

SWMS, JSA, and SDS are safety documents used on construction sites to manage risk and keep workers informed. They explain hazards, controls, and safe ways to complete tasks.
These documents support safe decision making.

Safe Work Method Statements, SWMS

A SWMS is required for high risk construction work. It outlines how the work will be done safely.

A SWMS includes:

- Work activities
- Identified hazards
- Control measures
- Responsibilities

Workers must follow the SWMS at all times.

Job Safety Analysis, JSA

A JSA breaks down a task into steps and identifies hazards for each step. It helps workers plan how to complete tasks safely.
JSAs may be used for non–high risk tasks.

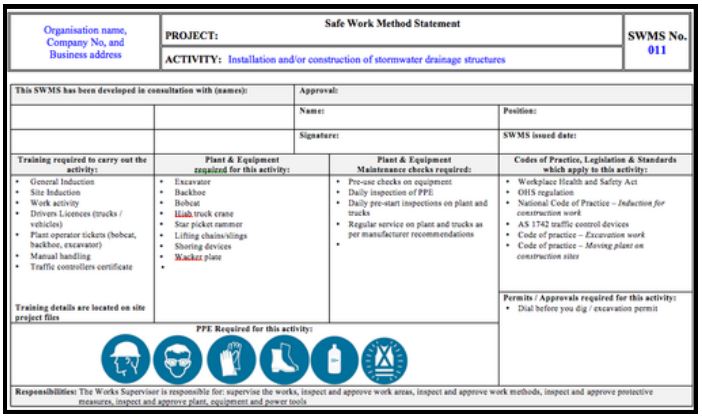
Safety Data Sheets, SDS

An SDS provides safety information about hazardous substances used on site.

An SDS includes:

- Handling instructions
- Health effects
- First aid information
- Emergency procedures

SDS must be followed when using chemicals.



Organisation name, Company No, and Business address

Safe Work Method Statement

PROJECT:

ACTIVITY: Installation and/or construction of stormwater drainage structures

SWMS No. 011

This SWMS has been developed in consultation with (names):

Approval:

Name:

Position:

Signature:

SWMS issued date:

Training required to carry out the activity:
- General Induction
- Site Induction
- Work activity
- Drivers Licences (trucks / vehicles)
- Plant operator tickets (bobcat, backhoe, excavator)
- Manual handling
- Traffic controllers certificate

Training details are located on site project files

Plant & Equipment required for this activity:
- Excavator
- Backhoe
- Bobcat
- Hiab truck crane
- Star picket rammer
- Lifting chains/slings
- Shoring devices
- Wacker plate

Plant & Equipment Maintenance checks required:
- Pre-use checks on equipment
- Daily inspection of PPE
- Daily pre-start inspections on plant and trucks
- Regular service on plant and trucks as per manufacturer recommendations

Codes of Practice, Legislation & Standards which apply to this activity:
- Workplace Health and Safety Act
- OHS regulation
- National Code of Practice – *Induction for construction work*
- AS 1742 traffic control devices
- Code of practice – *Excavation work*
- Code of practice – *Moving plant on construction sites*

Permits / Approvals required for this activity:
- Dial before you dig / excavation permit

PPE Required for this activity:

Responsibilities: The Works Supervisor is responsible for: supervise the works, inspect and approve work areas, inspect and approve work methods, inspect and approve protective measures, inspect and approve plant, equipment and power tools

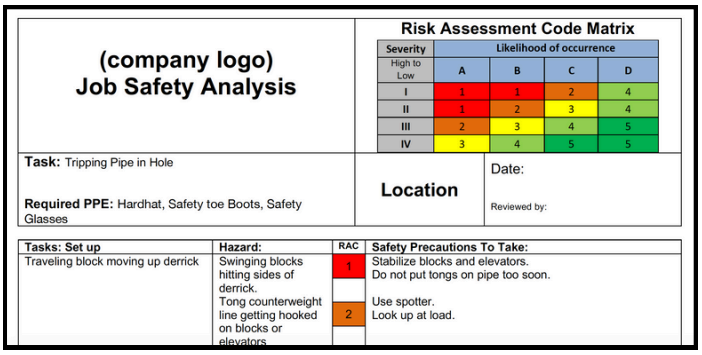
Worker Responsibilities

Workers must:

Read and follow SWMS, JSA, and SDS

- Ask questions if unsure
- Follow control measures
- Report unsafe conditions

Ignoring safety documents increases risk.



(company logo)
Job Safety Analysis

Risk Assessment Code Matrix

Severity (High to Low)	Likelihood of occurrence A	B	C	D
I	1	1	2	4
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

Task: Tripping Pipe in Hole

Required PPE: Hardhat, Safety toe Boots, Safety Glasses

Location

Date:

Reviewed by:

Tasks: Set up	Hazard:	RAC	Safety Precautions To Take:
Traveling block moving up derrick	Swinging blocks hitting sides of derrick.	1	Stabilize blocks and elevators. Do not put tongs on pipe too soon.
	Tong counterweight line getting hooked on blocks or elevators	2	Use spotter. Look up at load.

Key Message

SWMS, JSA, and SDS help manage hazards and protect workers.
Understanding and following these documents is essential for working safely on construction sites.

Chapter 13: Reporting Hazards, Incidents, and Near Misses

Why Reporting Matters

Reporting hazards, incidents, and near misses helps prevent injuries and improves safety on construction sites. Early reporting allows issues to be fixed before someone gets hurt.
Reporting supports a safer workplace for everyone.

What Is a Hazard

A hazard is anything that could cause harm. Hazards may be physical, environmental, or related to work practices.
Hazards should be reported as soon as they are identified.

What Is an Incident

An incident is an event that causes injury, illness, or damage. All incidents must be reported according to workplace procedures.
Prompt reporting ensures the correct response.

What Is a Near Miss

A near miss is an event that could have caused injury or damage but did not. Near misses are warning signs and should always be reported.
Learning from near misses prevents future incidents.

How to Report

Workers should:

- Report hazards and incidents to a supervisor or HSR
- Follow site reporting procedures
- Complete required reports when requested
- Provide accurate information

Never ignore unsafe situations.

Protection When Reporting

Workers have the right to report safety concerns without fear of punishment. Reporting safety issues is encouraged and supported.
Safety concerns must be taken seriously.

Key Message

Reporting hazards, incidents, and near misses helps prevent injuries and saves lives. Speaking up about safety protects everyone on site.

Chapter 14: Workplace Behaviour, Fatigue, and Bullying

Professional Behaviour on Site

Professional behaviour supports safety, teamwork, and respect on construction sites. Workers are expected to act responsibly, follow site rules, and treat others with respect.
Unsafe behaviour increases risk.

Fatigue in the Workplace

Fatigue occurs when a worker is physically or mentally tired. Fatigue can affect concentration, reaction time, and decision making.

Common causes of fatigue include:

- Long working hours
- Poor sleep
- Physical demands
- Stress

Fatigue increases the risk of accidents.

Managing Fatigue

Workers should:

- Take breaks as required
- Report fatigue concerns
- Follow working hour limits
- Avoid working when unfit

Supervisors should manage workloads to reduce fatigue risks.

Workplace Bullying

Workplace bullying includes repeated behaviour that intimidates, offends, or harms others.
Bullying is not acceptable on construction sites.

Examples may include:

- Verbal abuse
- Threatening behaviour
- Exclusion or intimidation

Bullying affects mental health and safety.

Reporting Behaviour Concerns

Unacceptable behaviour, including bullying or harassment, should be reported to a supervisor or manager. Workplace procedures must be followed.
Everyone deserves a safe and respectful workplace.

Key Message

Safe behaviour, managing fatigue, and preventing bullying help create a respectful and safe construction site. Speaking up supports wellbeing and safety for everyone.

Chapter 15: Emergency Procedures and Construction Emergencies

Why Emergency Procedures Matter

Construction sites can change quickly, and emergencies can occur without warning. Knowing emergency procedures helps workers respond safely and reduce harm. Preparation saves lives.

Types of Construction Emergencies

Emergencies on construction sites may include:

- Serious injury or illness
- Fire or explosion
- Structural collapse
- Chemical spills
- Electrical incidents
- Extreme weather events

All emergencies must be taken seriously.

Emergency Procedures on Site

Each construction site has specific emergency procedures.

Workers must:

- Know emergency exits and assembly points
- Follow instructions from supervisors or wardens
- Stop work when instructed
- Remain calm and follow procedures

Always follow site-specific emergency plans.

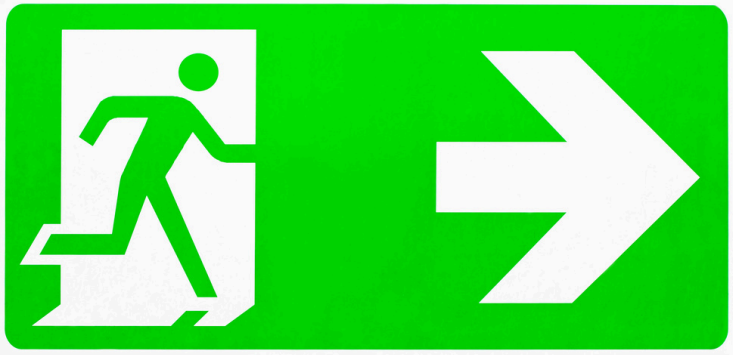
Raising the Alarm

In an emergency, workers should:

- Raise the alarm immediately
- Call 000 when required
- Notify a supervisor or site manager
- Follow emergency instructions

Do not assume someone else has reported the emergency.

Evacuation



If evacuation is required:

- Stop work safely
- Leave the area immediately
- Go to the designated assembly point
- Do not re-enter the site until authorised

Accountability is important during evacuation.

After an Emergency

- After an emergency, workers may be required to:
- Provide information
- Participate in incident reporting
- Follow return-to-work instructions

Learning from emergencies helps improve safety.

Chapter 16: Fire Safety, RACE, and Fire Equipment

Why Fire Safety Matters

Fire on a construction site can spread quickly and cause serious injury or damage.
Understanding fire safety procedures helps workers respond quickly and safely.
Early action reduces risk.

Fire Safety on Construction Sites

Common fire risks on construction sites include:

- Hot work
- Electrical equipment
- Flammable materials
- Poor housekeeping

Fire risks must be controlled and reported.

The RACE Procedure

RACE is used to guide safe response during a fire.
R – Remove people from immediate danger
A – Alarm raise the alarm and notify others
C – Contain the fire if safe to do so
E – Evacuate the area and follow site procedures
Always follow site-specific emergency plans.

Fire Fighting Equipment

Fire equipment may include:

- Fire extinguishers
- Fire blankets
- Fire hoses

Different fire types require different extinguishers. Fire equipment should only be used if safe and if the worker is trained.

Using Fire Equipment Safely

Workers must:

- Know the location of fire equipment
- Use equipment only if trained
- Never put themselves at risk
- Evacuate if the fire cannot be controlled

Life safety always comes first.

Reporting Fire Hazards

Fire hazards or damaged equipment must be reported immediately to a supervisor. Fire exits and equipment must never be blocked.
Prevention is critical.

Key Message

Understanding fire safety procedures, RACE, and fire equipment helps protect lives and property. Always act quickly, follow instructions, and prioritise safety.

Image courtesy of Checkpoint Group. Provided for learning support.
Click image to access additional information on their website.

In an emergency, knowing which fire extinguisher to use can be the difference between a controlled situation and a major incident. Each extinguisher is designed for specific fire types, and using the wrong one can be dangerous. In Australia, fire extinguishers are marked with a coloured band that indicates their contents and intended use.

This guide explains what each colour means and where each extinguisher should (and shouldn't) be used, helping you stay compliant and, more importantly, safe.

Here's a guide to common Australian fire extinguisher colour codes:

RED BAND

- **Contents:** Water (also known as Stored Pressure Water or SPW).
- **How it works:** Great at putting out ordinary fires caused by combustible materials. Doesn't leave behind chemical residue.
- **Suitable for:** Class A Fires – involving normal combustible materials like wood, paper, cloth, plastic, or rubber products.
- **Not suitable for:** Class B (flammable liquids), Class C (combustible gases), Class D (combustible metals), Class E (electrical equipment – **NEVER use on live electrical equipment**), Class F (cooking oils and fats).

The **Water-Type Fire Extinguisher Identification Sign** is a critical safety feature designed to comply with Australian Standards AS2444. This sign ensures water-based fire extinguishers are easily identifiable, enabling prompt and effective responses.

BLACK BAND

- **Contents:** Carbon Dioxide (CO_2).
- **How it works:** Offer excellent protection against flammable liquids and electrical fires. They work by displacing the oxygen around the fire. CO_2 is very clean and doesn't leave a mess.
- **Suitable for:** Class B Fires – involving combustible liquids such as petrol, oil paint, and solvents, and Class E Fires – where the ignition source contains electrical equipment such as motors, switchboards, and electrical appliances.
- **Not suitable for:** Class C (combustible gases), Class D (combustible metals), Class F (cooking oils and fats).

The **CO_2 Fire Extinguisher Identification Sign** is an essential safety feature designed to comply with Australian Standards AS2444. It must be displayed above all CO_2 fire extinguishers to ensure easy identification in emergencies.

WHITE BAND

- **Contents:** Powder AB(E).
- **How it works:** Dry Chemical Powder ABE extinguishers provide excellent protection against wood, paper, liquid, and electrical fires. Their wide range of applications makes them extremely versatile.
- **Suitable for:** Class A Fires (ordinary combustible materials), Class B Fires (combustible liquids), and Class E Fires (electrical equipment).
- **Not suitable for:** Class C (combustible gases) and Class D (combustible metals).

The **ABE (Powder) Fire Extinguisher Identification Sign** is an essential component of fire safety protocols, designed to comply with Australian Standards AS2444. This sign ensures that ABE powder fire extinguishers are easily identifiable during emergencies.

BLUE BAND

- **Contents:** Foam.
- **How it works:** Emanate a film that rapidly smothers the fire's oxygen supply, knocking down its flames.
- **Suitable for:** Class A Fires – involving normal combustible materials, and Class B Fires – involving combustible liquids like petrol, oil paint, and solvents.
- **Not suitable for:** Class C (combustible gases), Class D (combustible metals), Class E (electrical equipment), Class F (cooking oils and fats).

The **Foam Fire Extinguisher Identification Sign** is a vital safety component designed to comply with Australian Standards AS2444. This sign ensures foam fire extinguishers are easily identifiable, facilitating prompt and appropriate responses.

Image courtesy of Checkpoint Group. Provided for learning support.
Click image to access additional information on their website.

OATMEAL BAND

- **Contents:** Wet Chemical.
- **How it works:** Designed to extinguish fires on kitchen ranges caused by cooking oils and fats. Contains a liquid agent that becomes soapy when discharged, sealing the surface and preventing re-ignition.
- **Suitable for:** Class A Fires (ordinary combustible materials) and Class F Fires – involving cooking oils and fats.
- **Not suitable for:** Class E (electrical equipment).

The **Wet Chemical Fire Extinguisher – Sign Kit** includes a Wet Chemical Identification Poly Sign. Clear, bold signage is designed to meet regulatory standards, enhancing safety compliance and offering clear guidance in locating and utilising Wet Chemical extinguishers effectively.

Chapter 17: Safety Signs, Tags, and Lock-Out Systems

Why Safety Signs and Tags Matter

Safety signs and tags provide clear warnings and instructions on construction sites. They help workers identify hazards, follow procedures, and avoid unsafe areas.
Signs must be followed at all times.

Types of Safety Signs

Safety signs are used to communicate important information.

Common types include:

- Warning signs
- Mandatory signs
- Prohibition signs
- Emergency information signs

Each sign uses colours and symbols to convey meaning quickly.

Safety Tags

Safety tags are used to identify hazards, equipment status, or restrictions.

Tags may indicate:

- Out of service equipment
- Hazard warnings
- Inspection or maintenance information

Tags must never be ignored or removed without authorisation.

Lock-Out Systems

Lock-out systems are used to isolate energy sources so equipment cannot be started accidentally. Lock-out helps protect workers during maintenance or repair work.
Only authorised persons may apply or remove lock-out devices.

Worker Responsibilities

Workers must:

- Follow safety signs and tags
- Never operate tagged or locked equipment
- Report missing or damaged signs
- Follow lock-out procedures

Ignoring signs or tags can cause serious injury.

Additional Resources

Construction sites may display a range of safety signs. Refer to the additional resource pages for examples and explanations of common construction safety signs.

Key Message

Safety signs, tags, and lock-out systems protect workers from harm. Always follow instructions, respect warnings, and never bypass safety controls.

Construction safety signs communicate hazards, instructions, and emergency information. Workers must understand and follow these signs at all times.

Chapter 18: Accessing First Aid on a Construction Site

Why First Aid Matters

Construction sites involve hazards that can cause injury. Quick access to first aid can reduce the severity of injuries and support recovery until further help arrives.
Knowing how to access first aid is essential.

First Aid on Construction Sites

Construction sites must provide access to first aid appropriate to the level of risk. This may include trained first aid officers, first aid kits, and emergency procedures.
First aid arrangements are site-specific.

First Aid Officers

A First Aid Officer is a trained person responsible for providing first aid.
Workers should know:

- Who the First Aid Officer is
- How to contact them
- Where first aid kits are located

Ask during site induction if unsure.

First Aid Kits

First aid kits must be:

- **Accessible**
- **Clearly labelled**
- **Stocked and maintained**
- **Appropriate for site risks**

Do not remove items unless required for treatment.

What To Do in an Emergency

If a serious injury occurs:

- Call 000 immediately
- Notify a supervisor or site manager
- Follow site emergency procedures
- Do not leave the injured person alone

Early action can save lives.

Reporting Injuries

All injuries, even minor ones, must be reported according to workplace procedures. Reporting helps ensure follow-up care and prevents future incidents.
Never ignore an injury.

Key Message

Knowing how to access first aid on site helps protect workers. Always know who to contact, where kits are located, and what to do in an emergency.

Chapter 19: Reviewing Safety and Continuous Improvement

Why Reviewing Safety Matters

Safety on construction sites is not static. Conditions, tasks, and risks change over time.
Regularly reviewing safety helps identify what is working well and what needs improvement.
Reviewing safety prevents repeat incidents.

Learning From Incidents and Near Misses

Incidents and near misses provide valuable information. Reviewing these events helps identify hazards, weaknesses in controls, and opportunities to improve procedures.
Learning from experience strengthens safety systems.

Reviewing Controls and Procedures

Safety controls and procedures should be reviewed regularly to ensure they remain effective.
Changes to equipment, work methods, or site conditions may require updated controls.
If controls are not working, they must be improved.

Worker Involvement in Safety

Workers play an important role in improving safety. Providing feedback, reporting concerns, and participating in safety discussions helps create safer workplaces.
Everyone's input matters.

Continuous Improvement

Continuous improvement means making small, ongoing changes to improve safety over time.
This may include better planning, updated training, or improved communication.
Safer sites are built through continuous effort.

Key Message

Reviewing safety and seeking continuous improvement helps reduce risks and prevent injuries.
Learning from experience and working together supports safer construction sites.

Chapter 20: Working Safely on Site, Key Responsibilities

Working Safely on Construction Sites

Working safely on a construction site means following procedures, using controls, and making safe decisions every day. Safety is not a one-off task, it is part of how work is done.
Safe work protects everyone.

Your Key Responsibilities

All workers on site are responsible for:
Following site rules and procedures
Using tools, equipment, and PPE correctly
Identifying and reporting hazards
Following instructions and training
Looking out for the safety of others
Safety is everyone's responsibility.

Making Safe Decisions

Construction work often involves changing conditions. Workers must stay alert and stop work if something becomes unsafe.

If unsure:

- Stop
- Ask questions
- Seek guidance
- Do not take shortcuts
- Speaking up prevents injuries.

Working Together on Safety

Safe sites are created through teamwork. Communication, respect, and cooperation help reduce risks and improve outcomes.
Looking out for others is part of the job.

Your Right to a Safe Workplace

Workers have the right to a safe work environment. This includes the right to raise safety concerns and refuse unsafe work without fear of punishment.
Safety concerns must be taken seriously.

Taking Safety With You

The knowledge gained through construction induction applies beyond one site. Safe habits, awareness, and responsibility help protect you throughout your working life.
Safety skills are life skills.

Final Key Message

Working safely means taking responsibility for yourself and others. Following procedures, speaking up, and making safe choices helps ensure everyone goes home safe at the end of the day.

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