

OHS Risk Management

for

Outdoor Media

Installation Supervisors



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Version Control

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WorkCover Disclaimer

Assistance and funding for this material has been provided by WorkCover NSW through the WorkCover Assist Program. Any views expressed are not necessarily those of WorkCover NSW.

Instructions

This manual is designed to accompany the DVD titled Risk Management for Supervisors in the Production and Installation of Outdoor Media, and its development is funded under a WorkCover NSW Assist grant.

The DVD is in three modules:

Module A – Safety at Work is a generic introductory module that can be used by both target groups, and discusses consultation and risk management.

Module B – Workplace Safety for Outdoor Media Installation and Servicing discusses and contextualizes particular hazards and conditions of work encountered by this group. These are working at heights, personal protective equipment (PPE), manual handling and hazardous materials.

Module C – Workplace Safety for Outdoor Media Production Facilities discusses and contextualizes particular hazards and conditions of work encountered by this group. These are personal protective equipment (PPE), manual handling and hazardous materials.

This Workbook follows the flow of the DVD modules.

Trainers whose groups are comprised of installation staff should show Modules A and B.

Trainers whose groups comprise production staff should show Modules A and C.

Each Module contains prompts to show a section of video, discussion points, direct questions to ask the group, activities to check participants' understanding of the information, and summaries to share.

There is an exam at the end of this workbook to check that all participants have comprehended the information. This exam should be marked during the session (answers are given) and any incorrect answers explained. Completed exams should be retained by the trainer.

The workbook is designed to be used with the DVD but can be stand alone. If using the DVD a classroom setting is recommended.

Before you begin:

Before you begin you should:

- ✓ Check you have copies of all handouts used (**sample MSDS**)
- ✓ Check you have all props used. (**Harness and lanyard/s**)
- ✓ Introduce yourself to your trainees, and explain your experience and qualifications to be a supervisor
- ✓ Check you have all equipment to demonstrate, if necessary.

Icons used in this manual

For quick reference, icons are used to indicate common instructions and tasks throughout this manual. Below is an explanation of each icon.



This is the '**ask a question**' icon. It's used whenever you are to ask a direct question of the group. Answers that should be elicited from the group are also given.



This is the '**play video**' icon, and appears to prompt you to play a section of the DVD.



This is the '**discuss**' icon which appears whenever discussion points are given.



This is the '**activity**' icon. Whenever you see this it indicates an activity for the group follows.



This is the '**summary**' icon that appears at the end of each module, and indicates that the information in the module is to be summarized for the group.

Module A – Safety At Work

1. Introduction

Timing: 10 minutes



Introduce the course and topics you will be discussing today. Ensure participants understand their role as supervisors, and that workplace safety is everyone's responsibility.

Discuss the program's objectives which are to:

1. Improve the competency of supervisors in risk management principles,
2. Educate supervisors working within the industry how to better communicate and consult with employees in identifying and controlling identified hazards and risks,
3. Improve accuracy levels of risk assessments, allowing for improved documentation of risk controls, and
4. Create an ongoing resource that addresses language and literacy barriers for employees working in high risk situations.



Ask the participants their understanding of risk management.

Break the term into two words **risk** and **management**, and discuss each. Discuss how everyday risks, such as crossing the road, having a shower, making a cup of coffee, etc, are managed.



Show the DVD introduction.

Pause the video at 'Consultation'.

2. Consultation

Timing: 15 minutes



What is Consultation?

Answers: talking, discussions, needs to be two way, an exchange of opinions, etc

How does consultation occur in the workplace?

Answers: employees talking amongst themselves about a task, a supervisor giving tips to employees, discussing safe work methods, etc



Workplace safety is everyone's responsibility. Part of your role as a supervisor is to oversee your fellow workers and train them in safe working habits, particularly in the management of everyday risks.

Consultation means to talk, to listen and to work together with all people involved in your workgroup.

As a Supervisor, one of the best ways to deal with safety issues is to involve all your fellow workers in the job, and to openly discuss what safety controls are in place, or could be introduced to make the workplace safer.

Ensuring consultation occurs between workers, is a practical way to raise awareness of specific problems on site and assists to remind workers that health and safety are an important part of the working day.

The most common way we make formal consultation happen is by conducting a Toolbox Talk / Risk Assessment of the work area to identify hazards and assess and control any risks.



Show the DVD module **Consultation**

Pause the video on the graphic 'Duties of a Supervisor'



Discuss how the video shows consultation in action in the workplace; ensuring the class openly discuss what they think are some benefits of being able to talk about safety in the workplace.



Ask does it help being able to discuss their workplace hazards?
 Why is it important to put your opinion across?
 How can safety be improved by being able to discuss it openly?
 Have consultation and safety meetings improved conditions at your workplace?



Sum up the discussion, emphasising the key points of what consultation is, how it occurs, and its value in improving workplace safety.
 Answers need to include that consultation is sharing of information, allowing workers the chance to put forward their ideas to make the workplace safer.



Discuss the key points on the graphic.

Duties of a Supervisor

- ✓ **Consulting with workers**
- ✓ **Raising awareness of safety issues**
- ✓ **Risk Management - Identifying hazards**
 - **Assessing risks**
 - **Controlling risks**
- ✓ **Conducting risk assessments**
- ✓ **Always planning tasks with safety in mind**

Introduce the following exercise.



In the activity below, divide the group into sub groups of 3, and nominate one to be the supervisor. The team need to nominate the hazards inherent in the job.

The discussions should be recorded on the following Toolbox Talk Form.

Job:

Installing a billboard banner on a busy road with members of the public walking near the work area on a very hot day, it also looks like there might be a storm brewing.

Ensure the supervisor leads the discussion. Typical questions include:

- How busy is the work area with the public around it? For example, do we need to put up barriers or witches hats? Do we need to put on any hi visibility clothing? Do we need to have someone act as a spotter during the work?
- What will we do about the weather? How close is the storm? Do we attempt to start the job or do we monitor the storm direction and speed for 5 minutes first? Do we call management to let them know or should we let the storm pass?
- Dealing with heat and the sun- has everyone got sunscreen and fresh water? Do we take rest periods in very hot weather? Do we work in the shade where possible?

Toolbox Talk Form

DATE _____ **LOCATION** _____ **SUPERVISOR** _____

NAME IN FULL	SIGNATURE	NAME IN FULL	SIGNATURE
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

Toolbox Talk – Topics to discuss				
<u>Additional discussion points</u> ✓ Any safety issues that need discussing ✓ What is the weather doing today? ✓ Does everyone have sunscreen and water to drink? ✓ Who has any safety concerns to raise?	Pre work questions	Yes	No	N/A
	<ul style="list-style-type: none"> Work party have all S.W.M.S required for the shift 			
	<ul style="list-style-type: none"> Fully stocked First Aid Kit 			
	<ul style="list-style-type: none"> Current and up to date Hazardous Substance Register + required M.S.D.S 			
	<ul style="list-style-type: none"> Up to date Electrical Tagging and Testing Register (if leads and power tools used) 			
	<ul style="list-style-type: none"> Any permits required. 			
	<ul style="list-style-type: none"> At least one team member has functioning mobile phone 			
	<ul style="list-style-type: none"> Are all workers free from any drugs and alcohol in their system? 			
	<ul style="list-style-type: none"> Are all workers alert, fit and able to work and free from fatigue? 			
	Write discussion points here and names of any employees asking questions- Other points or issues raised (include names of persons raising the points)			



3. Identifying Hazards, Assessing Risks and Implementing Controls

Timing: 30 minutes



There are three main steps to the risk management process. These steps, when put together can help you, as supervisors make on the spot decisions. Using all three steps also assists to control any possible unsafe activities, conditions or situations that you or your workers may encounter. You probably use these steps every day, both at home and at work.



Ask if anyone knows what these steps are.
Answers are to identify hazards, assess risks, and implement controls.



Discuss the steps one at a time, emphasising that all three comprise **risk management**.

Initially, let's talk about **hazards**.



Ask, what is a hazard?
Answer is to include something that could harm you or a member of your team or anyone else in or near your workplace.

Ask the participants to list the hazards shown in the video. Discuss that it could be an object, a bad procedure, or an unsafe method of working.

Ask for examples of hazards at the workplace or at home.
Answers could include a slippery floor, or something you might trip over.



Show video, commencing with, 'What is a Hazard?'

Pause at 'What is a Risk?'

Introduce the following exercise.



What common hazards occur in your workplace? List 5.

1. e.g. Broken glass on the ground _____
2. _____
3. _____
4. _____
5. _____



Summarise a hazard as something that could harm you or a member of your team or anyone else in or near your workplace.



So now let's talk about the next step in risk management – **assessing risk**.



Ask, What is Risk?

Answers should include the likelihood of something happening, and the consequences of it happening.



Discuss that different circumstances produce different risks – they can be high risk, medium risk, or low risk.

Risk is a combination of the likelihood of a hazard occurring, and the consequences if it does.

The seriousness of the consequence is what signifies the level of risk.



Show the DVD.

Pause on the Risk Matrix

How severely could it hurt someone? or How ill could it make someone?	How likely is it to be that bad?			
	Very likely could happen anytime	Likely could happen sometime	Unlikely could happen but very rarely	Very unlikely could happen but probably never will
Kill or cause permanent disability or ill health	1	2	3	4
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
<p>The numbers show you how important it is to do something:</p> <p>1: top priority: do something immediately</p> <p>6: low priority: do something when possible</p>				



Discuss the risk matrix table.
Introduce the following exercise.



Using the 5 hazards identified on **page 11**, complete the following table.

"Identifying and assessing the hazards"

Hazard Identified	How severe are the consequences?	How likely is it to injure someone?	What is the Score <i>Where do the 2 meet in the matrix?</i>
1. Broken glass on the ground in the main work area	First Aid needed	Likely Could happen sometime	4



Summarise that risk is a combination of how likely a hazard is to occur and injure someone, and the possible consequences of it occurring.



So we now have the first two steps in risk management. Introduce the third – **risk control**.



Ask, so what do you think risk control is?
Answers needs to include steps and measures taken to eliminate risks or lessen them.

Ask for examples of risk control in the workplace or elsewhere?
Answers could include wearing seatbelts in cars, using hard hats on the job site, wearing sunglasses or sunscreen, erecting barriers around work, MORE.



Discuss that the most serious risks – those that are most likely to occur and cause the most serious consequences – must be controlled first.

Each risk must be controlled, and the highest level of control able to be achieved is the best.

There are six levels of controls available, starting from the highest level, which is eliminating the risk, and finishing on the lowest level, which is wearing personal protective equipment. It is always best to eliminate every risk, where possible.

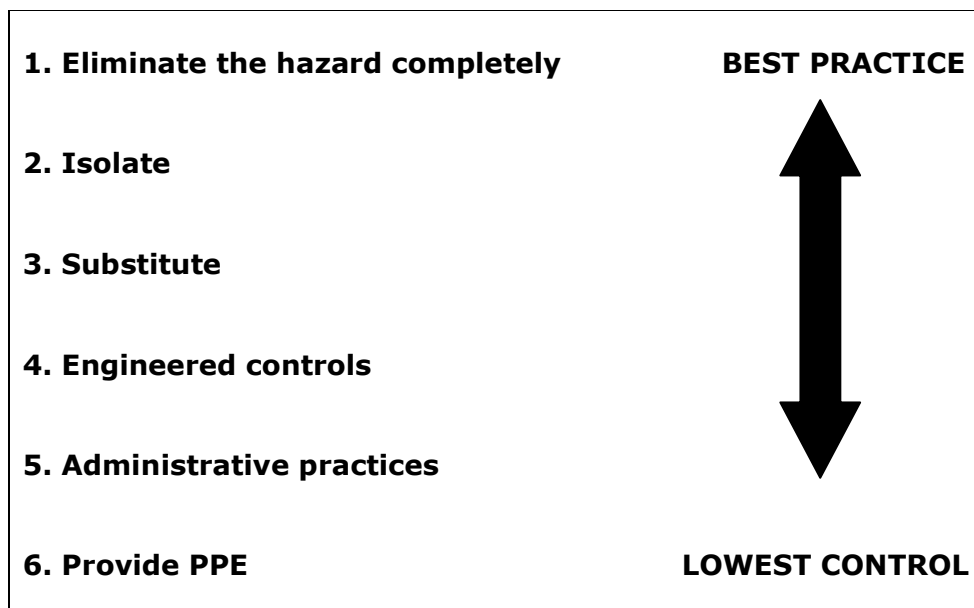


Show DVD content

Pause on second graphic of Hierarchy of Control



Discuss the Hierarchy of Control



Ask participants for examples of controls they use at work.



Introduce the following exercise.

Using one item from the list above name each type of control being used.

Barriers placed around an open hole	
A scaffold or elevated work platform instead of a step ladder	
Remove a piece of sharp steel from the area that the workers you are supervising are working	
Using a harness near a roof edge	
Making a guard for a machine that stops the workers you are supervising putting their hand into the moving parts	
Having a training session and going through the safe work method statement for a new piece of work equipment	



Show DVD graphic – 'Risk Control'



Discuss the summary of risk control:

- ✓ Each risk must be assessed
- ✓ Each risk must be controlled
- ✓ Always try to eliminate a hazard
- ✓ Use highest possible control on hierarchy of control



Let's see how it all fits together.

Now finish off the **Identifying** and **assessing** the **hazards exercise** from **page 13**. List the hazard and what the risk score was and now plan how to

"Control the Risk"

Identify the hazard	Risk score 1-6	Controls - what do you think would be the best way to eliminate or control the risks?	Risk score 1-6 After controls	What type of <u>Hierarchy of Control</u> is it?
1. Broken glass on the ground in the main work area	4	<ul style="list-style-type: none"> Put on safety gloves Remove the glass from the work area, Place in a bin away from any further harm 	6	Eliminate – removed the glass PPE – put on gloves

Remember to use the Risk Matrix and Hierarchy of Control

How severely could it hurt someone? or How ill could it make someone?	How likely is it to be that bad?			
	Very likely could happen anytime	Likely could happen sometime	Unlikely could happen but very rarely	Very unlikely could happen but probably never will
Kill or cause permanent disability or ill health	1	2	3	4
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

The numbers show you how important it is to do something:
 1- top priority: do something immediately
 6- low priority: do something when possible

1. Eliminate the hazard completely **BEST PRACTICE**
 2. Isolate
 3. Substitute
 4. Engineered controls
 5. Administrative practices
 6. Provide PPE **LOWEST CONTROL**
-



1. Personal Protective Equipment (PPE)

Timing: 30 minutes



Ask, what is PPE?

Answers to include protective equipment to assist avoiding injury or harm.

Ask, Why do we need PPE? Ask, what types of PPE do you wear at work and / or at home?

Answers should include harnesses, gloves, hard hats, steel capped boots (at work), gloves, oven mits, (at home)



Discuss that PPE is last on the hierarchy of control, so not a perfect way of controlling risks, but a vital safety tool used to reduce risk, when used in conjunction with another control.

PPE must be suitable for each task and all employees need to be trained and supervised to ensure the equipment is used correctly.

As a supervisor, you must make sure your team understands that it is both yours and their responsibility to wear the correct PPE.

It is the supervisor's responsibility to ensure PPE is available and works properly. As you assess risks with your team, decide what PPE will be needed.

Your Safe Work Method Statement (SWMS) will state whether PPE is necessary.



List the different types of PPE used in your workplace.



Show PPE video

Pause on graphic of PPE key points



How many types of PPE were shown in the video?

Answers to include hard hats, protective eye glasses, high visibility clothing, protective gloves and work boots, sunscreen.

What are supervisor's responsibilities regarding PPE?

Answers to include that correct PPE is used, that all PPE is in good condition, correctly fitted, etc.



In these scenes from the video, nominate the correct PPE being used.



Match the task with correct PPE. Note, there may be more than one correct answer.

Task	Draw a line between the 2 that match	Correct PPE
Unloading a truck in the loading area of the factory		Safety glasses
Drilling metal		Gloves and mask if there is fumes
Painting		Wet weather gear
Working outdoors in wet weather		Safety glasses, gloves and ear protection
Using an angle grinder		High visibility clothing and steel capped boots



Discuss the PPE key points graphic:

- ✓ Must be suitable for each task
- ✓ Employees must be trained and supervised in using equipment correctly
- ✓ Supervisor and staff responsibility to use correct PPE
- ✓ Supervisor responsibility to ensure PPE is available and works properly
- ✓ PPE is last on hierarchy of control

Summarise PPE, that it is a protective measure that should be worn whenever there is a risk of injury or exposure to a hazard.

Reinforce that PPE is lowest on the HoC.

Ask, What is PPE? Personal Protective Equipment is safety gear worn to reduce the chance of injury arising from work activities.

Ask, When do you use it? Whenever there is a risk of injury, if it is stated in your S.W.M.S or if you are asked by a supervisor.

Ask, Who is responsible for making sure PPE is worn? Both the individual doing the task and the supervisor responsible for your workers safety.

Ask, In the Hierarchy of Control, is PPE the best or least effective control? LEAST.

2. Working Safely at Heights

Timing: 60 minutes



Ask, What is the most important step in working with heights?
Answers must include to do a thorough risk assessment of every job.



Discuss why this is important, and briefly recap the modules on hazard identification, risk assessment and control. Remind participants of the hierarchy of control.

Discuss that working with heights has its own hierarchy of control.



Play the video.

Pause on the Hierarchy of Control for Working at Heights



Discuss the hierarchy of control for working at heights:

Level 1 controls – the work be from a solid construction, such as a permanent catwalk with guard railing.

Level 2 controls – undertake the work using a passive falls prevention device such as an elevated work platform.

Level 3 controls – includes industrial rope access systems used by trained and competent abseilers.

Level 4 controls – fall arrest system such as full body harnesses and static lines.

Level 5 controls – include the use of ladders, as the lowest form of safety control. Level 5 also includes administrative controls such as training and understanding of safe work method statements, consultation between workers and displaying safety signage appropriate for the job. This level of safety control should only be used in conjunction with other controls to increase the safety of the job.



Ask, does anyone know at what height fall protection must be used?
Answer should include 2m.



Discuss that under the guidelines set by WorkCover N.S.W that when working at height in excess of 2 metres, appropriate fall protection must be used. This fall protection must be risk assessed as suitable for the work and should be able to safely arrest a fall if required.

These fall protection options can be picked using the options available in the Hierarchy of control for Working at Height



Ask, When working around the public what other safety control should be used?
Answer should include barricades and a spotter if working above ground.



Discuss that working around the public barricades must always be used to separate the public from the workzone.
In the first risk chapter we discussed this risk control as **isolation**



Ask, What's the most common form of control used in your workplace?

Ask, Why do you think this is the most common type?

Ask, What PPE do you use?



List the level of least preferred control next to its type below.

Control Type	Hierarchy level
Elevated work platform	
Catwalk with a guard rail	
Height safety training	
Abseiler	
Group consultation	
Full body harness and static lines	



Resume the video, and pause on the graphic of 'Working Safely at Heights'



Discuss the key points on the graphic:

- √ Own hierarchy of control
- √ Always do a risk assessment of the task and equipment before commencing
- √ All team members must be involved in risk assessment
- √ Each person must understand their role
- √ Contact management if you believe the task cannot be done safely

Summarize to reinforce the importance of completing a risk assessment before each job, and the use of the hierarchy of control for heights. Reinforce that the risk assessment extends to the equipment you are using.

Ladder Safety



Ask, What are the two most common types of ladders?
Answers should include extension and step.

Ask, What is the correct ratio for using a ladder?
Answers must include 4:1. (For every 4 meters up it must be 1 meter out.)

Ask, How far above the roof line must a ladder extend?
Answers must include at least one metre to assist with stepping on and off the ladder.

Ask, How many points of attachment must someone using a ladder have?
Answers must include 3 – at least one hand and both feet.

Ask, What should you always look out for before using any ladder?
Answers must include to always look for hazards like live power lines before set up and work on any type ladder.



Play the video.

Pause on graphic of of Working Safely at Heights: Ladders



Discuss the following key points for the use of extension ladders:

Always check for any damage to the extension ladder prior to use, such as cracks or bending stiles or rungs. Also, if the ladder has a rope and pulley system check that these components are running smoothly and do not jam on use

Always make sure the ratio of height to distance is at least 4:1.

The ladder should be secured at the top and bottom.

The ladder should be set at a minimum of 1 meter above the roof line

The person using the ladder must always have three points of attachment.



Discuss the following key points for the use of step ladders:

Always check for any damage to the step ladder prior to use, such as cracks or bending stiles or rungs, and the locking arms are not bent or loose and can lock into position with ease

Do not stand above the third rung from the top of the ladder. (Your knees can lean against the top of the ladder and your arms are able to easily reach the top of the ladder for balance. Any higher and you cannot do either and can easily become unbalanced).

Do not walk the ladder – this means trying to move the ladder while you are working on it

Stepladders should only be used in the fully open position.

The ladder should be positioned on a stable surface, so that there is no tendency to wobble.

The ladder should be made as rigid as possible by the use of side braces and / or cross braces.



Name three safety checks or controls that can be used when working with ladders?



Name the ratio being used in the picture below:



Discuss the key points on the graphic:

- ✓ Check the ladder for faults
- ✓ Is it securely footed, and conform to 4:1 triangle
- ✓ Can it be secured at the top and bottom
- ✓ Must extend a minimum of one metre past the roof line
- ✓ Person using ladder must have three points of attachment
- ✓ Never stand above third rung

Summarise and reinforce the above information, focussing on the key points when using ladders:

The safe ratio for an extension ladder is 4:1
 Always look for hazards, including power lines before commencing work.
 The highest safe rung for a step ladder is third from the top.



Ask, what do you think are the important points to keep in mind when using a harness and static line?

Answers must include to continuously check for hazards and assess the risks, to learn how to check that each person's harness is fitted correctly, and to always keep close supervision.



So, what type of checks should you do to make sure the harness is in good condition?

Answers must include the points below.



Discuss the following key checks that must be performed to ensure the harness is in good condition.

Check all D rings and housing are in good order.

Check all stitching and webbing for signs of fraying.

Ensure no chemicals or paint have been spilled on the gear.

Check all fixings are tight and secured.

Check lanyards and double yorks for excessive wear.

Check all safety clips and hooks for bending, cracks or stress fractures.

Check that the fall arrest section is intact and not disturbed.



OK, now we know how to make sure the harness is in good condition, what is the next most important point?

Answer should include that the harness is fitted correctly. Refer to the key points below.



Discuss the key points when fitting a harness:

The harness should be fitted so that you can fit your open hand through your legings but you cannot fit your closed fist through the same area.

If you can put your fist through the legings it is too loose and may cause serious injury if you need to be restrained in a fall.

The harness should be snug, but not too tight. You should be able to bend down and move around without it pinching or restricting your movement in the groin and shoulders.

All buckles are attached securely.

The lanyard, when not in use, is out of the way and cannot trip you when walking.



Name 5 items you would be looking at when performing safety checks on your harness before each use



Demonstrate how to fit the harness. Have each person fit the harness onto themselves, and another worker check that its fitted correctly.



Sum up height safety with the following key points from the next graphic:

- ✓ Must be fitted correctly
- ✓ Team members must cross check each other
- ✓ Supervisor responsible for ensuring each team member is working safely
- ✓ Always keep a close eye on your team
- ✓ Also wear PPE

Always carry out a risk assessment prior to commencement of work and discuss the work and safety controls with all fellow workers.

If there is any danger to people below the work area use appropriate barricades and warning signs to restrict movement.

When working at heights in excess of 2 metres make sure that appropriate fall protection is in place.

Make sure that the workers you are supervising understand their protection system. Make certain you know the capabilities of the fall protection equipment being used.

Ensure you know what anchor points are available and visually inspect them prior to each use.

Do not wrap the lanyards and/or rope around beams, girders, pipes, etc.

Follow the buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.

Always be aware of roof skylights and brittle fragile roofs, treat all roofs as fragile until you are aware of the roofs condition.

3. Manual Handling

Timing: 30 minutes



Ask, What is manual handling?

Answers should include tasks that involve lifting, lowering, pushing, pulling, carrying, holding, moving, restraining any load.

Ask, What tasks do you perform at work and at home that involve manual handling?

Ask, What do you do if you feel a load is too heavy?

Answers should include asking someone to assist you.



Discuss that installing outdoor media often involves lifting, carrying, pulling or pushing awkward loads of skins, so supervisors need to ensure that safe manual handling is practiced.

Discuss that working safely when performing tasks that involve manual handling includes planning the lift and planning for the lift.



Ask, What does 'planning for the lift' mean?

Answer should include ensuring that loads needed for your first job should be the last to be loaded. Similarly, loads needed for your last job should be the first loaded.

Ask, What does 'planning the lift' mean?

Answer should include making an assessment of the size, shape, position and destination of the load so you can determine if assistance is needed, if there are hazards in the way, etc.



Ask, What parts of our body are involved in manual handling?

Answers should include your back, spine, muscles, joints, nerves.

Ask, What is correct posture?

Answer should include maintaining the s curve of your back.



Show manual handling video

Pause on graphic 'The Principles of Manual Handling'



Discuss the principles of manual handling

- ✓ Stand straight to the load, legs apart, and feet close to the load
- ✓ Bend your knees, keeping your back straight
- ✓ Grip the load firmly
- ✓ Brace your stomach
- ✓ Lift using your legs
- ✓ Keep the load close to your body

Never over-reach – it puts a strain on the spine, joints and muscles.

Do not twist, instead step into position.

Before lifting, check the load and work area for any hazards.

When lifting, grip the load firmly, make sure your legs are apart, your feet are close to the load and your back is straight. Your arms should be close to your body. Brace your stomach and bend your knees.

Lift slowly and smoothly, without jerking.

Good posture is vital – always lift using your legs to power the lift.

Keep the load as close to your body as possible.

Lift with your legs, not your back.

There is no maximum load a person is safe to lift – its what the person feels comfortable with.



Ask, What mechanical means can assist in manual handling?
Answers should include a trolley or forklift of crane.

Ask, As a supervisor, what are your responsibilities in supervising tasks involving manual handling?
Answers must include the points below.



You must ensure that your workers:-

Stop and assess the load and seek advice if too heavy

Plan the lift. Estimate the load and know exactly where it is to be placed prior to lifting

Avoid lifting heavy loads without help and plan the lift together

Wherever possible use mechanical means, e.g. a forklift, winch or crane

Avoid placing objects on the ground if they have to be picked up at a later date

Make sure they are capable of lifting and their body is warm and flexible especially when weather is cold

Avoid reaching out. Do not reach out to pick up any object

Handle heavy objects close to the body

Keep in good physical shape with proper exercise and diet.



Activity

List five ways to reduce manual handling.

1. _____
2. _____
3. _____
4. _____
5. _____

Answers could include using a trolley, sharing the load, asking for assistance, moving the truck closer to the load, and working in teams.



Summarise manual handling by covering the following key points:

There is no maximum load limit set for safe manual handling – each should be assessed individually.

Always maintain the natural s curve of your back

Always lift with your legs, not your back

Stop and ask for assistance if you feel a load is too heavy.

Module B – Safety At Work
For Outdoor Media Installation and Servicing Supervisors

4. Working with Chemical and Other Hazardous Substances

Timing: 30 Minutes



Discuss that working with chemicals and hazardous materials is a part of working in the outdoor sign industry. Your duties will most likely include cleaning graffiti off signs, using other cleaning products.



So, how do we work safely with chemicals and other hazardous substances at work and at home?

Answers to include using PPE, following instructions on material safety data sheets (MSDS), being careful, taking precautions, keep locked away.



Discuss that working with hazardous materials requires that you take precautions both for yourself and the workers you may be supervising.

Material safety data sheets (MSDS) help you and your team understand what controls will be needed before, during and after using the product.

MSDS give advice on how to safely handle, use and store the product along with important information on how the product may affect your health both in the short and long term.

Introduce the video.



Show Working with Chemical and Other Hazardous Substances video.

Pause on key points summary



Divide your group into sub groups of two or three, and distribute the sample MSDS. Ask each group to study the MSDS and then answer the following questions.

1. What is the product's name?	
2. What is it used for?	
3. Is it hazardous or non hazardous?	
4. Who gave it the hazardous/non hazardous rating?	
5. What is the short term effect on the skin?	
6. What is the long term effect on the lungs?	
7. What PPE is recommended?	
8. Do you need to wear PPE at all times when using the product?	
9. What should you do if there is a spill?	
10. What should you do if you get it in your eyes?	
11. Does it give you advice about if it is flammable or explosive?	



Ask, Where are the chemicals and other hazardous materials kept at your workplace?

Answers should include in a locked cupboard, elsewhere secured.



Discuss that a register of hazardous materials should be kept with the materials, explain that the register is important to be able to quickly identify what products and MSDS are used and stored by the company and also which products are hazardous and need extra care and precautions taken when handling them.



Ask, what information should be on the register?

Answers should include the name of the chemical, what it is used for, if it is poisonous, what to do if poisoning occurs, what PPE is required to handle the chemical, etc



Exercise – use the MSDS supplied to complete the following information –

Trade Name	Quantity	Is the M.S.D.S less than 5 years old? Yes/No	Is Substance Hazardous? Yes/No	Is Container Labeled? Yes/No	Uses of Substance	What PPE is required?



Discuss that there are some important points to remember before, during and after using hazardous materials:

Prior to using hazardous chemicals

Ensure the workers you are supervising are using the right product for the work.

Assess if an environmentally friendly alternative is available, ask your employer to look into this.

The MSDS should be reviewed prior to using the chemical.

Never mix chemicals unless the instructions for the chemical advise you to do so.

Do not decant the substance; always keep it in its correct container.

Make sure you have the correct PPE for the task.

Never eat, drink or smoke when using hazardous chemicals.

Make sure the work area is well lit, clean and clear of waste or debris.

Make sure the area is well ventilated.

Make sure both you and the workers you are supervising know where the nearest fire fighting equipment and first aid equipment are located.

Only use the product for its intended purpose.

Any spillages must immediately be cleaned up. Do not allow the spill to enter any drains or waterways.

After using hazardous chemicals

Always wash your hands.

If required, throw away any contaminated clothing or PPE.

Storage of chemicals or substances

Must always be in accordance with the MSDS specifications.

All hazardous substances must be stored in their original containers with the label clear and readable at all times. Do not allow any substance to be stored in an unmarked container.

Hazardous substances of any quantity should not be stored in meal rooms; container sheds offices or general work areas.



Discuss the 'What to Look for on an MSDS' graphic

- ✓ The name of the substance -What is it?
- ✓ Its classification – Hazardous or Non Hazardous
- ✓ Short and long term health effects on the person using the substance
- ✓ PPE requirements for persons working with the product
- ✓ When was it issued? How old is it



Ask, Are all chemicals hazardous? **No.**

Ask, What health information an MSDS provides and why? It gives valuable information on the short and long term health issues that may occur through improper use of the product.



Show the 'Working with Hazardous Materials' key points graphic, and discuss the following points:

- ✓ Always perform a risk assessment before undertaking the task
- ✓ Always keep in the original container
- ✓ Label must be in good condition
- ✓ Use appropriate PPE - it must be suitable for the task
- ✓ Workers must be able to read and understand MSDS
- ✓ Cross check substances with MSDS and hazardous substances register

Action Planning

Use the spaces below to plan strategies to more effectively supervise your staff, work more safely, and how to implement them.

Things I can do to more effectively supervise workers:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 4. _____

Things I can do to work more safely:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Steps I can take to achieve the above:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____



Post course questionnaire

1. What is a hazard?

A hazard is something that could harm you or a member of your team or anyone else in or near your workplace

2. What is risk?

Risk is a combination of the likelihood of the hazard causing harm and the consequences if it does so.

3. What is the best way to control a hazard?

To eliminate it.

4. Complete the following – identify, assess and????? all risks in the workplace.

Control

5. Name 4 different control measures from the hierarchy of controls and list them in order of effectiveness.

1 Elimination

2 Substitution

3 Isolation

4 Engineering

5 Administrative

6 PPE

6. For each control list what level on the Hierarchy of Control it is

Elimination	<i>1</i>
Substitution	<i>3</i>
Isolation	<i>2</i>
Engineering	<i>4</i>
Administrative	<i>5</i>
PPE	<i>6</i>

7. Using one item from the list above for each control below, pick which one is correct.

Barriers placed around an open hole	Isolation
A scaffold or elevated work platform instead of a step ladder	Substitution
Remove a piece of sharp steel from the area that the workers you are supervising are working	Elimination
Using a harness near a roof edge	PPE
Making a guard for a machine that stops The workers you are supervising putting their hand into the moving parts	Engineering controls
Having a training session and going through the safe work method statement for a new piece of work equipment	Administrative controls

8. Name 4 different types of PPE used in your job?

Gloves, safety glasses, ear plugs, ear muffs, face mask, knee pads, respirator, dust mask, safety boots, hi visibility clothing of any form, sunscreen, also harnesses and any associated components such as lanyards

9. Match PPE with the task. ** Note there may be more than one correct answer

Task	PPE needed for task
Unloading a truck in the loading area of the factory	<i>Hi visibility clothing and steel capped boots</i>
Drilling metal	<i>Safety glasses, and/or tying loose hair back</i>
Working outdoors in wet weather	<i>Wet weather gear to include raincoats and hoods (hi visibility of needed) and water resistant footwear</i>
Using an angle grinder	<i>As a minimum, ear plugs, safety glasses or face shield. Optional extras include gloves, fire resistant clothing and dust masks. This will depend on the type of material being grinded and the duration of the work</i>

10. In the Hierarchy of Control – is PPE the best or least effective control
Least

11. Who is responsible for making sure PPE is worn?

Both the individual doing the task, and the supervisor, are responsible for the workers' safety.

12. How often should PPE be checked?

Before every use

13. State 3 principles of manual handling

Stand straight to the load, legs apart, and feet close to the load
 Bend your knees, keeping your back straight
 Grip the load firmly
 Brace your stomach
 Lift using your legs
 Keep the load close to your body
 Never over-reach – it puts a strain on the spine, joints and muscles.
 Do not twist, instead step into position.
 Check the load and work area for any hazards.

Q13 answers continued:

When lifting, grip the load firmly, make sure your legs are apart, your feet are close to the load and your back is straight. Your arms should be close to your body. Brace your stomach and bend your knees.

Lift slowly and smoothly, without jerking.

Good posture is vital – always lift using your legs to power the lift.

Keep the load as close to your body as possible.

Lift with your legs, not your back.

14. What is the natural shape of your back

S shape

15. Should you assess every new load each time you lift

Yes

16. Should you lift with your legs or back

Always lift with your legs

17. If you feel a load is too heavy what should you do

Stop and ask for assistance

18. Circle the correct answer**You have to lift a big awkward shaped box? What would you do**

- i. *Assess the load. If needed, call for help, and/or use a trolley*
- ii. *Drag it along the ground*
- iii. *See if it is lunch time yet maybe someone else will move it*
- iv. *Just do it, no one likes to be bothered in here*

19. What is the maximum weight an adult male can lift?

There is no maximum, you are responsible for assessing the lift

20. It is important to make sure you, or your fellow workers that you supervise, keep your back straight when lifting?

True

21. Who is responsible for watching over your fellow workers and making sure they are lifting in a correct and safe manner

The supervisor

22. Are all chemicals hazardous

No

23. What health information does an M.S.D.S give you and why?

An MSDS provides valuable information regarding the short and long term health effects of improper use of the product

24. Who is responsible for supplying M.S.D.S in the workplace?

Your employer

25. Do you need to have M.S.D.S wherever the hazardous substances are used?

Yes

26. What is the benefit of keeping a hazardous materials register?

A hazardous materials register gives a summary of all the chemicals in the workplace and if they are hazardous or not

- 27. What is the highest rung you are allowed to climb to and work from on a step ladder**

The third rung from the top

- 28. what is the recommended distance past the roof line an extension ladder should extend**

one meter

- 29. How many points of attachment should the workers you are supervising have when working on a ladder**

3 points

- 30. What is the safe ratio for placing and using a ladder? (Circle one)**

3:1

5:1

4:1

6:1

- 31. Ladders, including step ladders, shall be placed so that each side rail (or stile) is on a level and firm footing and so that the ladder is rigid, stable and secure**

True / False

- 32. When tying off a ladder you should always: (Circle one)**

A: tie it around the rungs, hoping not to bend or damage them

B: tie it securely around the stiles (upright side arms of the ladder) and back to a firm point on the structure

- 33. I should always be aware and remind the workers I am supervising to look up and around for electrical power before I attempt to set a ladder up or take it off the work vehicle**

True

- 34. Name 3 basic harness and lanyard checks**

Check all D rings and housing are in good order

Check all stitching and webbing for signs of fraying

Ensure no chemicals or paint have been spilled on your gear

Check all fixings are tight and secured

Check lanyards and double yolks for excessive wear

Check all safety clips and hooks for bending, cracks or stress fractures

Check that the fall arrest section is intact and not disturbed

OHS Risk Management

for

Supervisors



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Version Control

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WorkCover Disclaimer

This material was developed by Outdoor Media Association as part of a project funded under the WorkCover NSW WorkCover Assist Program.

Any views expressed are not necessarily those of WorkCover NSW.



Icons used in this manual

For quick reference, icons are used to indicate common instructions and tasks throughout this manual. Below is an explanation of each icon.



This is the '**ask a question**' icon. It's used whenever you are to ask a direct question of the group. Answers that should be elicited from the group are also given.



This is the '**play video**' icon, and appears to prompt you to play a section of the DVD.



This is the '**discuss**' icon which appears whenever discussion points are given.



This is the '**activity**' icon. Whenever you see this it indicates an activity for the group follows.



This is the '**summary**' icon that appears at the end of each module, and indicates that the information in the module is to be summarized for the group.

1. Introduction

Timing: 10 minutes



Introduce the course and topics you will be discussing today. Ensure participants understand their role as supervisors, and that workplace safety is everyone's responsibility.

Discuss the program's objectives which are to:

1. Improve the competency of supervisors in risk management principles,
2. Educate supervisors working within the industry how to better communicate and consult with employees in identifying and controlling identified hazards and risks,
3. Give instruction and training in specific areas of work identified as industry specific to the target audience; and
4. Create an ongoing resource that addresses language and literacy barriers for employees working in high risk situations.

2. Fatigue

Timing: 15 minutes



Ask: What is fatigue? How does it make you feel?

Answers should include:

Fatigue is a feeling of general exhaustion. Fatigue can make you feel very tired or sleepy.



Ask: How can being affected by fatigue make your work unsafe?

Answers: by not being focused on your work, not being alert enough to assess risks, not paying attention to tasks you are doing, taking risks.



Show the DVD module **Fatigue**

Pause on graphic of **Fatigue** key points



Discuss:

It is important that everyone is fit and alert for work. It is the individual's responsibility to make sure they get enough rest between work shifts.

Everyone should make sure they are allowing enough time to rest between work shifts.

Understanding or being able to identify fatigue will help you make sure that you and your fellow workers are able to perform at your best, without risking your health or safety due to fatigue.

Fatigue can occur due to any of the following

- Lack of sleep,
- Ongoing physical or mental exertion,
- Poor eating habits,
- Emotional stress,
- Long work hours;
- Insufficient rest between shifts,
- Life style & work arrangements.



Discuss: the DVD discussed that not having enough rest between work shifts can add to the risk of fatigue.

Remind trainees that they have a responsibility to let their employer know if they or a member of their team may be fatigued, and unable to safely or competently complete their work.



Discuss: other signs of fatigue can be any, or a combination of several of the following.

Signs of fatigue may include:

- Loss of appetite,
- Lack of motivation,
- The feeling of weak, sore or aching muscles,
- Slowed reflexes and responses,
- Impaired decision-making and judgement,
- Irritability,
- Blurred vision,
- Reduced productivity / performance,
- Short-term memory problems; and
- Poor concentration.



Exercise: Separate into groups and have one supervisor read the following, then, as a group work through the exercise questions.

- It is Thursday 10am. Jim is driving and starts to feel the lanes are all merging into one. He has had to get up early a few mornings this week and has not felt like breakfast and just had a couple of cups of coffee only.
- Jim and Robert are working together today and have a few kilometres to travel between job sites. After the 1st job at around 12.30pm Robert asks Jim where they should stop for lunch as he was hungry.
- Jim says he is not really hungry and is happy to fit in another job before lunch. Robert does not think he can wait that long so they stop for lunch and Jim has a soft drink as he is still not hungry. Jim is impatient while Robert finishes his lunch.
- On the next job Robert notices Jim is holding his back and makes a few small mistakes which meant they were longer at the site for that particular job.
- Robert offers to drive to the last job of the day and Jim has a sleep on the way.
- Jim feels a little better when they arrive at the site. He unpacks the tools required and heads up the ladder without his hard hat.
- Robert notices Jim does not have his hard hat on and reminds him he must wear it.
- When the job is finished Robert drives back to the workshop and Jim tells him his plans for Thursday night.

A. List at least 4 possible signs of fatigue

1. e.g Jim makes a few small mistakes

2. _____

3. _____

4. _____

B. What should Jim do to avoid fatigue?

C. How has Robert assisted his work mate Jim?



Discuss the key points on the DVD graphic.

Fatigue is a major safety risk.

It can be caused by illness, overwork, being unfit, sleeping problems, and partying too hard.

Fatigue can impair vision, concentration, memory, strength, driving and reaction times.

Consult with your team, and make sure everyone is fit for work.

Plan work carefully, especially during busy periods.

Sum up the discussion, emphasising the key points of what fatigue is, how it occurs, and how it can be avoided by good rest.

Remind everyone to look out for fellow workers showing symptoms of fatigue.

Also remind the participants that as supervisors, they have a responsibility to alert management if they consider that they or their fellow workers may be showing signs of fatigue in the workplace.

Finally, remind the participants that the best way to eliminate fatigue is to get a good night's sleep.

3. Traffic & Pedestrians

Timing: 30 minutes



Ask: What are some of the issues of working near pedestrians?

Answers should include: The public entering your work area, working around the public or having tools & material laid out on the footpath, and trip and slips caused by your work.



Ask: What are some of the issues of working near traffic?

Answers should include: Risk of being hit by vehicles, possibly making the pedestrians move closer to the road / kerb, traffic noise, and being alert for traffic.



Show video,
Pause on graphic of Traffic & Pedestrians key points



Discuss that it is important to always perform a risk assessment of your work area; you need to identify and discuss what sort of issues are present if you are working near or around members of the public, especially the elderly or people with a disability or impairment.



Discuss that as a supervisor you need to be sure that your fellow workers are not exposed to danger from passing traffic, and that your work activities do not create a risk to the public by making them move around your work, closer to the road.

Be sure that as part of your risk assessment you discuss what controls are needed with your fellow workers.



Ask: What are some controls you might use to minimise the risks associated with working around traffic and pedestrians?



Discuss the following controls.

- Do you need a road closure for the work?
- Where are you going to set up safety cones, barriers or tape?
- Has your team made sure that pedestrians are not forced near or onto the road to get around your work area?
- Are the barriers enough protection from the passing traffic for the area you are in?
- Do you need to have someone acting as a spotter to direct people around your work area?
- Does the work need to be planned to avoid the busy times?
- Is there enough lighting and are the workers wearing hi visibility clothing?
- If a team member needs to cross the road they will need to cross at the traffic lights?
-



Ask: What would you do if someone enters your work area?

Answers should include: stop work until they leave, ask them politely to leave.



Discuss:

Not everyone sees warning signs or barriers, or some people may just decide to ignore them. It is important that you always remain calm and polite when dealing with the public.

Be aware that elderly or disabled people may become confused, and need to be treated with kindness, patience and respect. Always stop work while you escort them out of the work area.

If people are regularly entering your work area, you may need to look at improving your controls with better barriers. This should be recorded on your risk assessment and discussed with your management.



Ask: What other types of pedestrian behaviours could be a hazard?



Discuss: Some people may be drunk or aggressive. As a supervisor, you should regularly remind your workers that it is unacceptable to argue with any member of the public, and you must always act in a calm and non aggressive manner.

In these situations always have your fellow workers stay together and do not commence work until you are all sure the aggressive or drunk persons have left the area.

If needed do not hesitate to call the police.

Remember: Everybody has the right to a safe work environment. This includes freedom from violence and intimidation.



Questions

1. If the public regularly enter your work area you may need to put up more barriers and a sign keep out **True or False**
2. If a member of the public starts to abuse and threaten you with violence, you should call the police and then management **True or False**



From information in this section of the workbook fill in the blanks

- a) Do you need a _____ closure for the work?
- b) Where are you going to set up witches' hats, _____ or tape?
- c) Has your team made sure that _____ are not forced near or onto the _____ to get around your work area?
- d) Is the _____ enough protection from the passing traffic for the area you are in?
- e) Do you need to have someone acting as a _____ to direct people around your work area?
- f) Does the work need to be planned to avoid the _____ times?
- g) Is there enough _____ and are the workers wearing _____ clothing?



Discuss the key points on the graphics.

You have a duty of care to pedestrians, motorists, your team and yourself.

Protect pedestrians from injury – keep them away from your work area.

Keep watch for people with special needs.

Make sure motorists can see your team and your workplace.

Workplace violence, harassment and bullying are unlawful.

Back away from threatening behaviour.

When driving, take regular breaks.

Sum up the discussion; refresh everyone on how important it is to always conduct a risk assessment prior to conducting any work.

Working near traffic has risks that need appropriate controls. If the supervisors feel that the controls they have at their disposal are not enough to eliminate the risks, they must stop work and contact management

As supervisors, you have a duty of care to make sure your fellow workers and all members of the public are considered when assessing the work location.

You should always avoid confrontation and never add fuel to a fire when dealing with aggression.

Remember that **WorkCover** can be called on **13 10 50** if anyone would like any further advice, on this topic or any topic relating to their health and safety at work

4. Working Outdoors

Timing: 50 minutes



Ask, what are some hazards that you would be exposed to working outdoors?

Answers should include: wind, rain, heat, sunburn, lightning, storms, floods, dangerous driving conditions, bushfires.



Discuss that in Australia we can experience many environmental hazards that we need to regularly monitor and assess.

As supervisors working outdoors, daily and ongoing risk assessments are essential to help make sure your fellow workers have discussed what the weather may bring, and are prepared for any change that may come.



Ask: What Personal Protective Equipment (P.P.E) can help protect your fellow workers from exposure to environmental hazards.

Answers should include: sunscreen, hats or brims for your hard hats, covered short or long sleeve shirts, wet weather gear and sunglasses.



Discuss that P.P.E should always be appropriate for the work environment and made available when required. This means that as you are often on the road, P.P.E should always be available in your work vehicles.

Part of your team's daily risk assessment should also be to check all P.P.E required is available, including readily available sunscreen.

Remember to remind your fellow workers to reapply sunscreen 10 – 15 minutes before going outside, and then re apply often, but at least every two hours as a minimum.

Appropriate clothing should always be worn. No one should be allowed to work shirtless or in singlets. Comfortable clothing that covers the neck and shoulders should be considered a minimum when working outdoors.



List 4 items of PPE appropriate to help protect you from environmental hazards

1. e.g. Collared shirt with sleeves
2. _____
3. _____
4. _____



Show video Working Outdoors

Pause on graphic of Working Outdoors key points:

Australia's environment can be hazardous, with storms, extremes in temperatures, wind, lightning, and heavy rain.

Protect yourself and your team from environmental hazards.

In hot conditions, try to work in the shade and during the cooler times of the day.

Wear protective clothing such as a hat, sunglasses and sunscreen even when working in the shade.

Re-apply sunscreen often.

Stay hydrated – drink plenty of water.



Introduce discussion on the above key points.

Discuss that lightning can, and does, strike many miles away from the thunderstorm cloud itself.

As a supervisor, you are the front line defence in assessing when to react to thunder and lightning storms. Remember that at certain times of the year storms can develop very quickly and you need to be ready to react.



Ask: What are some ways we can tell if there is bad weather coming?

Answers: Observations, the radio reports, newspaper forecasts, the Bureau of Meteorology website.



Discuss one immediate control you have is to call management and have someone look at the weather warning alerts on the **Bureau of Meteorology** website where they can even look at the storm cell and monitor its path and speed.

Always treat lightning with great respect. The work you perform with your fellow workers involves being near and around metal structures and often these structures are high or the only raised object around you. Lightning is naturally attracted to metal and always tries to find the closet way to the ground. Make sure your team are safe and secure in a building or shelter if an electrical storm is around.



Ask: What do you do if you are caught outside in the middle of an electrical storm?

Answers should include take cover, get away from metal or tall objects, and crouch low to the ground.



Discuss what to do if you are caught in an electrical storm:

- Do not touch metal surfaces or objects
- Don't stand near the outdoor signs you are installing on, or near tall objects like trees or light poles.
- Always try to go inside a building.
- If no other cover is available find a low area. Make sure that it is not near flowing water.



List 5 hazards you will come across working outdoors

1. e.g. Strong winds _____
2. _____
3. _____
4. _____
5. _____



Ask: What are some risks of working in the sun?

Answers should include sunburn, heat illness and stress, dehydration from sweating and skin cancer.



Discuss that working outdoors in the heat and sun can cause harm to our bodies both inside and out. Dehydration and heat illness through to skin cancers are caused from working outdoors if care is not taken.



Ask: What is sunburn?

Answers should include: sore, red burnt skin from being in the sun too long.



Discuss that the skin is affected by UVA and UVB from the sun's harmful rays.

When we are exposed to UVB and get sunburnt the top layers of our skin release chemicals that cause our blood vessels to expand and leak fluids, causing inflammation, pain and redness – this is what sunburn is.

It can occur in as little as 15 minutes and will continue to develop for 24 to 72 hours after exposure to the sun.

UVA penetrates deeper into the skin, affecting the living skin cells that lie under our skin's surface. It is these rays that cause longer-term damage like wrinkles, blotchiness, sagging and discoloration while also laying the ground work for future cases of skin cancer.



Ask: Why can we get sunburnt on cloudy days?

Answers should be the UV rays pass through cloud and cause us to be burnt even on an overcast day.



Discuss that even on cloudy days supervisors should be aware that it is possible to get sunburnt and they should remind workers to reapply sunscreen often.



Ask: What is Skin Cancer?

Answers should include: Skin cancer is a disease of the body's skin cells caused by overexposure to ultraviolet radiation or 'UV'.



Discuss that although skin cancer is one of the most deadly cancers, it is also ***one that is most easily cured if there is early discovery***

Everyone should regularly self check their body, and have regular screening by their doctor.



List 4 risks of working in the sun

1. e.g. Heat Stress _____
2. _____
3. _____
4. _____



Ask: What is dehydration and how can it make you feel?

Answers should include not having enough water in our bodies, being thirsty or having a dry mouth.



Discuss that dehydration is the body's lack of water.

The human body can last for weeks without food unless a medical condition exists, but it can only last for a few days without water. By the time you feel thirsty, you are already dehydrated.

As a supervisor you should be aware of any signs that you or your fellow workers are dehydrated.

If these signs are ignored they can lead to a serious and possibly fatal outcome.

Some early signs of dehydration can include:

- thirst,
- impatience,
- fatigue; and
- lack of concentration.

Some serious signs of dehydration starting to lead to more serious and potential fatal results may include;

- increased pulse and respiration,
- dizziness,
- laboured breathing,
- mental confusion; and
- kidney failure.



Ask: If you are thirsty is soft drink or coffee as good as water?

Answer: No, soft drinks and coffee actually make you urinate more and increase dehydration. Water has a positive effect on your body and help prevent dehydration.



Discuss that if ignored, dehydration can also lead to heat cramps, which are muscle pain or uncontrollable spasms - usually in the abdomen, arms, or legs. Other heat illness such as heat exhaustion, and possibly fatal heat stroke may also occur.



True or False

1. It is it okay to wear a singlet or no shirt on a hot day when working outdoors – **True or False**
2. Dehydration is not having enough water in our bodies – **True or False**
3. By the time you feel thirsty, you are already dehydrated – **True or False**
4. Coffee and soft drinks can increase the chance of dehydration and also make you urinate more frequently **True or False**
5. You can get sunburnt on cloudy days **True or False**
6. Although Skin cancer can be deadly, if it is discovered early then it can often be easily cured **True or False**
7. I should have regular skin cancer checks. **True or False**



Summary

Sum up the discussion by reiterating the key points on the Working Outdoors graphic.

Remind everyone that it is important to always perform a risk assessment of the weather before work.

Remind supervisors that it is important to keep their fluids up, especially on hot and humid days when everyone is sweating.

Discuss the importance of sun safety, using sunscreen regularly and having regular skin cancer checks.

5. Drugs & Alcohol

Timing: 20 minutes



Ask: How do drugs or alcohol affect the ability to work?

Answers may include: your judgement is impaired, you can make silly decisions, dangerous risk taking is increased, your reflexes are affected, and it's difficult to concentrate on work.



Discuss that some effects that drugs and alcohol have on you can include:

- Poor judgment and decision making;
- Inability to work safely;
- Inability to perceive dangerous or unsafe conditions;
- Poor hand-eye coordination; and
- Lessened concentration, attentiveness, and vision.

Any one of these effects could easily contribute to workplace accidents and injuries.

Working under the influence of drugs and/or alcohol makes it harder to carry out normal tasks in the correct manner, and our ability to react quickly if something goes wrong could be greatly reduced.



Ask: As supervisors; is it your responsibility, and "Duty of Care" to alert management if you think someone in your team is affected by drugs or alcohol?

Answer must only be yes.



Explain that, as a supervisor you have a responsibility to identify if you think any of your fellow workers may be under the influence of drugs or alcohol. Contact your management immediately for advice.

As part of your ongoing risk assessments and safety discussions you should remind your workers that they should also let you know if they are taking any prescription drugs that may affect their ability to work

Discuss that as supervisors, working in potentially high risk situations, often around traffic or at heights, even one alcoholic drink is too many.

Your employer should have some clear guidelines on the use of drugs and alcohol in your workplace.

If you feel you or a fellow worker has a drug or alcohol problem help can be sought by visiting a doctor.



Discuss that drugs and alcohol can affect the safety of your work, and that of your fellow workers.

Being under the influence of drugs or alcohol can also have serious consequences for your workers compensation insurance.

Take a moment to think, who will be left to look after you or pay for your medical bills if you are refused payments due to being under the influence of illegal drugs or alcohol?



Play the video. Pause on graphic of Drug and Alcohol key points

It is unlawful to use illicit drugs.

Don't drink alcohol immediately before or during work.

If you drive, don't drink alcohol or take drugs.

Check with your doctor or pharmacist to make sure any prescription or non prescription medication you're taking doesn't affect your ability to work safely.



1. A co-worker has come back from her lunch break slurring her words and repeating herself and you can smell alcohol on her breath. Should you tell management about her behaviour? **Yes No**

Discuss your answer



Fill in the blanks

Some effects that drugs and alcohol have on you can include:

- Poor judgment and _____ making
- Inability to work _____
- Inability to perceive _____ or _____ conditions
- Poor _____ - _____ coordination
- Lessened concentration, attentiveness, and _____



Summary

Sum up the discussion by reiterating the key points on the Drugs and Alcohol graphic.

Sum up the importance of remaining sober at work, and making sure all workers have a duty of care to look out for other workers and themselves whilst at work.

6. Working with or near glass

Timing: 15 minutes



Ask: What should be the first thing we do before working with glass?

Answer should be to complete a risk assessment. You need to firstly identify what could go wrong. For example, the glass could break or be dropped.



Ask: Why do we need to do a risk assessment?

Answers should include as glass is a potential hazard in the work place in many forms.



Discuss that as a supervisor working with glass it is important to always perform a risk assessment of your work area. You need to identify and discuss what sorts of issues are present.

What are your controls?

- Do you need to isolate the work area to protect the public and the members of your team?
- What P.P.E do you need when handling the glass?
- How will you carry the glass?
- How is the glass stored when not in use?
- How is the broken glass disposed of?
- Does the glass need to be put into any special bins for disposal?



Play the video.

Pause on graphic of Working with or near glass key points.

Always wear PPE when working with or near glass.

Broken glass can be a hidden hazard. Keep watch for glass hazards in or near your workplace.

Protect passers by from glass hazards.

Broken glass needs to be sorted for recycling. Broken glass light fittings may need to be recycled separately.



Ask: How is the best way to handle and carry glass sheets?

Answers should include with the use of glass suction pads and that two people are needed to carry.



Discuss that glass suction pads lock onto the glass and provide a proper handle to grip onto the glass. There are different types of glass suckers for various applications and sizes of glass.

Glass can, if handled incorrectly shatter and break.

Always consider your body position and where your limbs are when moving glass and make sure you do not put your body in a position where it can be struck by falling glass.

Glass should always be handled and installed by trained and competent persons only.



Ask: How should glass waste be disposed of?

Answers should include so no one can hurt themselves, using gloves or a pick up device.



Discuss if you need to pick up any broken glass always use gloves or a pick up device.

When cleaning up a worksite, make sure all broken glass has been removed as it is a hazard to you, your colleagues, and anyone coming into contact with it. It should be discarded into a recycling bin.

Always consider how the waste glass is disposed, make sure no one can come into contact with the glass once it is safely removed.

Your employer should have set procedures for working with glass and provide training in these procedures to you.

WorkCover has a safety alert for the storage and handling of glass sheets.



List at least 5 controls you can put in place to ensure the safety of your team when handling glass

1. . e.g. Put up barriers around the work area
2. _____
3. _____
4. _____
5. _____



Fill in the blanks

1. When handling, storing and moving glass you should always use the _____ gear.
2. Glass _____ lock onto the glass and provide a proper handle to carry the glass.
3. Glass can, if handled incorrectly _____ and _____.
4. If you need to pick up any broken glass always use _____ or a pick up device.
5. When cleaning up a worksite, make sure all broken glass has been removed. It should be discarded into a _____ bin.
6. Glass should always be handled and _____ by _____ and competent persons only.



Sum up the discussion by reiterating key points on the graphic

Summarise why it is important to always perform a risk assessment before handling or working with glass.

7. Working with or near electricity

Timing: 20 minutes



Ask: What are some of the dangers involved with working near or around electricity?

Answers should include: it can kill, it is invisible, you can't see it, it can jump from its source.



Discuss that electrical hazards are often hidden or not immediately obvious.

As supervisors it is very important that you always include a review of any electrical hazards as part of your risk assessment.



Ask, do you need to turn power off before changing light bulbs or fuses?

Answers should only be yes, each and every time you change a bulb or fuse you should double check that the power is turned off.

Talk to your employer about how you manage electrical hazards in the workplace.

WorkCover has clear guidelines on electrical safety so if you are unsure of your requirements; call them on 13 10 50



Discuss that if there is ever even the slightest doubt about if the power is on or off you must not let yourself or any member of your team perform the work. You must immediately contact your management for guidance.

As a general rule, always assume that the power is on until it has been clearly proven that the power is off.

If there is any sign of damaged, exposed or frayed electrical gear, do not proceed. Only qualified accredited personnel are allowed to service damaged electrical equipment.

Remind supervisors that electrical gear should not be used in wet or damp conditions.



Ask: Do my work tools need to be regularly tested and tagged?

Answers should be yes, all electrical work equipment needs to be regularly tested and tagged by a qualified person.



Discuss that all electrical gear has requirements that they are tested and tagged at set intervals for faults or damage. An electrician or qualified electrical tagging person can tell you what intervals different classifications of gear need to be checked.

Always look to see if the electrical gear you are using has a test sticker on it. This is usually near the plug. If you cannot see one, ask your employer why? Perhaps it has fallen off.

This is why all electrical gear must also be listed on a company electrical tagging register. It lists all the electrical gear, the date it was tested, and what date it needs to be retested.



Play the video.

Reiterate the key points of the module.

Electricity is a hazard.

Electrical hazards can be hidden.

Use an overhead power line risk assessment check list and safe work method statements.

Always assume all electrical infrastructure is live.

Take care changing light bulbs and fuses – turn the power off before beginning work.

Stay more than 3 meters away from overhead power lines.

The minimum safe clearance between metal scaffolds and overhead power lines is 4 meters.

Carry ladders horizontally.

Only accredited personnel are authorised to work near overhead power lines or service electrical infrastructure.



Ask: Can I work any distance near to overhead powerlines?

Answer: No, there are set distances required when working near overhead powerlines.



Discuss that work near overhead powerlines has set rules for how close persons can be to the power.

This involves awareness on:

- What type of power it is- is it insulated or uninsulated?
- What kind of work is being performed (using plant, scaffold etc)
- What voltage is the power?

As a supervisor, you need to be aware of what limits need to be observed when working near or around power. Ask your employer to list the safe approach distances needed when working around power.

Your employer must have safe work method statements available that discuss the procedures that need to be followed when working near or around electricity.

As a supervisor you must make certain that you cover these controls and discuss them as part of your risk assessment that you and your fellow workers do.

WorkCover has a **Code of Practice on Work Near Overhead Powerlines**. This lists all requirements and recommended controls for work near or around powerlines. Ask your employer to run through this with you and confirm all current work procedures address this Code of Practice.



Ask: What are Tiger Tails? Do they protect from electrocution?

Answer: No, Tiger Tails are used to provide a visual warning that power is close. They do not insulate or protect you from receiving an electrical shock.



Ask: What is the best way to carry a ladder or other long equipment like metal poles and tracking?

Answer: Always level to your waist, never sticking the ladder or other long object upright until you are ready to place the ladder.

Use 2 persons if possible carrying an end each.



Discuss that as well as the danger of coming into contact with power, electricity can also leap from powerlines across to other objects if a safe distance is not maintained.

This is known as an **electrical arc**. Electricity can arc from an uninsulated line to a metal object.

Always perform risk assessments on any power in the vicinity of your work area and identify where you, your fellow workers, and any equipment, especially metal objects like ladders and scaffolds, are going to be positioned.

As supervisors, always remind your fellow workers to look up before removing a ladder or other long piece of equipment from a vehicle.

Fibreglass ladders do not conduct electricity and should always be used whenever working near or around electricity.



Exercise: **True or False**

1. Tiger Tails are used to provide a visual warning that power is close. They do not insulate or protect you from receiving an electrical shock. - **True or False**
2. One of the dangers involved with working near or around electricity is that it is hard to detect because it is invisible. - **True or False**
3. You should always carry your ladder vertical to your waist. - **True or False**
4. Fibreglass ladders do not conduct electricity and should always be used whenever working near or around electricity. - **True or False**
5. The danger of coming into contact with power is that electricity can also jump from powerlines across to other objects if a safe distance is not maintained. - **True or False**
6. The term **arc** is known as an **electrical arc**. Electricity can jump from an uninsulated line to metal object. - **True or False**
7. All electrical gear has requirements that they are tested and tagged at set intervals for faults or damage. - **True or False**
8. All electrical gear should also be listed on a company electrical tagging register. - **True or False**
9. I should always ensure myself or my fellow workers look up before removing a ladder or other long piece of equipment from a vehicle. - **True or False**



Summary

Sum up the discussion by reiterating the key points on the graphic.

Remember that, as a supervisor, you need to be aware of what limits need to be observed when working near or around power.

Remind everyone of the information available from WorkCover for working near electricity and that **WorkCover** can answer any questions on **13 10 50**

Make sure you understand the safe approach distances needed when working around power.

Discuss with the group the importance of always looking up before removing a ladder from a vehicle and being aware at all times of the danger of working near or around electricity.