

TRADE AREA: CONSTRUCTION INDUSTRY- CARPENTRY

Some possible workplace hazards and possible ways for Host employers and Apprentices/Trainees in controlling these hazards.

What are possible hazards?	What could be possible control measures?
Manual handling (bending, reaching, stretching, pulling, lifting, repetitive motions, awkward postures)	<ul style="list-style-type: none"> • All employees/staff trained how to lift properly and perform their particular task safely • All employees undertake training in safe manual handling techniques. • High shelves are for light goods only • Walkways are kept clear • Bulky materials delivered to the final work location • Use mechanical load shifting devices (cranes, material hoists, forklifts, hand trucks) to move materials around the site • Where heavy, bulky or awkward objects are moved in and out of vehicles, ensure that the load can be slid to/from a trolley • Heavy or awkward loads to have lifting points or handles fitted. • Work is done between shoulder and knee • Order materials in smaller size containers (i.e. bags of 20kg instead of 40kg) • Rotate workers through a variety of tasks • Use appropriate PPE (e.g. gloves, long trousers, boots, protection pads) • Provide mechanical aids where practicable • Exercise: warm up/stretch before starting work, and cool down/stretch at end of the shift or working day
Cuts, wounds & lacerations	<ul style="list-style-type: none"> • Guards on powered equipment in place • Guards on powered equipment function properly • Sharp edges are covered • Protection caps are fitted onto reo bars • Personal protective equipment is suited to the task (e.g. long trousers, safety boots, knee pad protection pads etc) • Work gloves are appropriate for the task (e.g. impact absorbing, chemical resistant, puncture resistant etc) • A/T provided with instruction in safe use of hand tools/equipment
Using hand tools	<ul style="list-style-type: none"> • Use power tools which are lightweight, low vibration, noise restricted and fitted with clutches and safety guards • Never carry nail guns with the trigger depressed • Power saws must never be used unless the blade guards functions correctly • Work gloves should absorb impact energy, provide protection from sharp edges and be puncture resistant • Avoid working in front of face • Always work away from the body • Ensure exposed nails are knocked in • Rotate workers through a variety of tasks so workers are not undertaking the same task or holding the same postures for extended periods • A/T provided with instruction in safe use of hand tools
Slips, trips and falls	<ul style="list-style-type: none"> • Use the highest level of falls prevention measures such as guard railing, physical barriers or perimeter scaffolding • Floor surfaces are slip resistant • Ensure all working areas and access ways are clean, level, well-lit, in good repair & clear of potential/actual tripping hazards • Wear sensible non-slip footwear • Remove unwanted material and construction waste regularly from site so it does not accumulate • Ensure construction material, power leads, tools & equipment are positioned to avoid creating tripping hazards

	<ul style="list-style-type: none"> • While cleaning, workers wear PPE, including protection against scalding • Wet floor warning signs always used • Doormats at entrance in wet weather • Good lighting in all areas • Floors in all areas cleaned thoroughly according to a daily schedule • Equipment maintained and repaired regularly to prevent leaks • Edges of large pieces of equipment are painted to make them more visible • Replace steps with ramps where practical
Working at Heights	<ul style="list-style-type: none"> • Perform the task on the ground if possible • Fall protection devices installed (e.g. temporary work platforms, roof safety mesh, guard railing or scaffolding) • Work positioning system used (e.g. a rope system to position and support the worker for the duration of the task) • Fall injury prevention system in place (e.g. an industrial safety net, catch platform or a safety harness) • Ensure ladders are compliant with AS 1892 • Ladders are always visually inspected prior to use, to ensure no damage or wear has occurred that could make them unsafe • On-site risk assessment developed every time work is to be done at height to outline the way the hazard will be managed • Inspect the work area prior to the commencement of work to ensure that all platforms & surfaces are stable and structurally sound • Specific risk areas clearly signposted • Provide training to employees to provide them with the skills& knowledge to do their work safely such as training in the use of falls protection equipment etc • Monitor the work at height practices of all employees to ensure they are working safely
Machinery	<ul style="list-style-type: none"> • Machines are all guarded according to manufacturer’s instructions • Operating instructions and safety information located near machinery and equipment • Staff trained in using machines safely • Blade carriers are always used when a blade is removed, and staff are trained to use them safely • Machinery is switched off, isolated and unplugged when cleaning and when maintenance work is being performed • Sufficient space provided for operator around machines • Apprentice does not use or clean machinery where there is access to moving parts • Test & tag undertaken for all electrical equipment • Hearing protection supplied and used when working with or near power tools or powered mobile equipment
Powered and non-powered tools	<ul style="list-style-type: none"> • Workers trained to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards • Employers caution employees that saw blades, knives, or other tools be directed away from aisle areas and other employees working in close proximity. • Appropriate personal protective equipment, e.g., safety goggles, gloves, hearing protection etc., are worn due to hazards that may be encountered while using portable power tools and hand tools. • Floors are kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools. • Tools have a safety a safety clutch • Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood provide for safety. • Guards according to manufacturer’s instructions are in place where required • Moveable saw blade guards are positions close to the blade to limit access to the spinning blade • Saw blades are sharpened regularly

	<ul style="list-style-type: none"> • Test & tag undertaken for all electrical equipment • Proper apparel is worn- no loose clothing, ties, or jewelry that can become caught in moving parts. • Damaged or faulty equipment is removed from the work area where practical and /or are isolated, locked out and tagged to prevent use • Right equipment for the job is used
Noise	<ul style="list-style-type: none"> • Employees are not exposed to noise that exceeds the national exposure standard • Source of the noise is eliminated • Noisy equipment positioned away from other work areas • Hearing protection provided and worn • Hearing protection supplied and used when working with or near power tools or powered mobile equipment • Powered tools are maintained to reduce noise • A/T 's exposure to excessive noise is limited • Noise- suppressed equipment used (e.g. silenced vibrators) • A/T trained in how to use protection correctly • Audiometric tests undertaken as required
Dust	<ul style="list-style-type: none"> • Dust extraction systems in place • Filters of dust extraction systems maintained and cleaned regularly • Appropriate ventilation and exhaust controls in place for machinery that generate sawdust • Hand tools fitted with a collection bag where appropriate • Sawdust cleaned up • Compressed air not used to clean down equipment or clothing
Working overhead or above shoulders	<ul style="list-style-type: none"> • Mechanical devices used (e.g. for lifting and holding beams in position) • Workers positioned at a height (e.g. scaffolds) which allows work to occur without reaching above the head
Working at ground or floor level	<ul style="list-style-type: none"> • Tables, benches or stands used to bring work to waist height • Tools used with extension handles (e.g. nail guns etc) • Personal protective equipment provided (e.g. knee pads etc) • Workers rotated through a variety of tasks
Hot weather conditions	<ul style="list-style-type: none"> • Work re-scheduled when extreme weather conditions present risk • Regular rest breaks provided • Water facilities available • A/T dressed appropriately for the conditions
Fire	<ul style="list-style-type: none"> • Fire warden in place • Fire extinguisher regularly checked • Fire evacuation drills conducted annually/six monthly • Evacuation map and procedures displayed & staff instructed in correct evacuation procedure • Surveillance system in place to spot intruders
Electricity	<ul style="list-style-type: none"> • Licensed electricians used for any electrical work • Socket outlets are protected by a safety switch • Machinery isolated and locked out when maintenance activities are being performed • Emergency stop buttons on equipment that needs to be stopped quickly in an emergency (e.g. lathes, saws, drill presses) installed • Double adaptors or piggyback plugs are not used • Electrical equipment kept away from water and other liquids • Testing & tagging is current • Extension leads are secure and protected from damage • System for reporting and tagging out faulty electrical equipment in place
Hazardous substances/chemicals	<ul style="list-style-type: none"> • Adequate ventilation provided • Splash guards in place • Written risk assessments conducted to identify hazardous substances and control the risks • MSDS sheets available for substances classified as hazardous • Substances are stored safely and securely when not in use

	<ul style="list-style-type: none"> • A/T trained in the safe use of hazardous substances (e.g. mineral turpentine, resins, some glues) and the required PPE • All hazardous substances are labeled • Hazardous substances not stored in food and/or drink containers • Flammable and combustible liquids are stored away from ignition sources • Eye washes are located in immediate vicinity of chemical storage area
Bullying and harassment	<ul style="list-style-type: none"> • Bullying & harassment policy displayed in the workplace • Bullying & harassment policy & procedures explained to all employees • Procedures for reporting & resolving incidents in place and explained to all employees • Workers have received information, instruction and training in relation to dealing with bullying and harassment • Workers are trained in recognition of, communication for & management of bullying & harassment • Procedures in place to ensure timely and appropriate counseling is provided to workers following a workplace bullying/harassment/aggressive/violent incident
Working alone	<ul style="list-style-type: none"> • There is a system in place for communicating with workers working alone • The system ensures that workers have means of communicating in the event of emergency (e.g. mobile phones, duress alarms) • The system requires regular contact to be maintained with workers to ensure safety & supervision • The employer has knowledge of the location of all workers at all times during work shifts.