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

<table>
<thead>
<tr>
<th>What are possible hazards?</th>
<th>What could be possible control measures?</th>
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<tbody>
<tr>
<td>Manual handling (bending, reaching, stretching, pulling, lifting, repetitive motions,</td>
<td>• All employees/staff trained how to lift properly and perform their particular task safely</td>
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<td>awkward postures)</td>
<td>• All employees undertake training in safe manual handling techniques.</td>
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<td></td>
<td>• High shelves are for light goods only</td>
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<td></td>
<td>• Walkways are kept clear</td>
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<td></td>
<td>• Bulky materials delivered to the final work location</td>
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<td></td>
<td>• Use mechanical load shifting devices (cranes, material hoists, forklifts, hand trucks) to move materials around the site</td>
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<td>• Where heavy, bulky or awkward objects are moved in and out of vehicles, ensure that the load can be slid to/from a trolley</td>
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<td></td>
<td>• Heavy or awkward loads to have lifting points or handles fitted.</td>
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<td></td>
<td>• Work is done between shoulder and knee</td>
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<td></td>
<td>• Order materials in smaller size containers (i.e. bags of 20kg instead of 40kg)</td>
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<td></td>
<td>• Rotate workers through a variety of tasks</td>
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<td></td>
<td>• Use appropriate PPE (e.g. gloves, long trousers, boots, protection pads)</td>
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<td>• Provide mechanical aids where practicable</td>
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<td>• Exercise: warm up/stretch before starting work, and cool down/stretch at end of the shift or working day</td>
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<tr>
<td>Cuts, wounds &amp; lacerations</td>
<td>• Guards on powered equipment in place</td>
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<tr>
<td></td>
<td>• Guards on powered equipment function properly</td>
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<td></td>
<td>• Sharp edges are covered</td>
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<td></td>
<td>• Protection caps are fitted onto reo bars</td>
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<td></td>
<td>• Personal protective equipment is suited to the task (e.g. long trousers, safety boots, knee pad protection pads etc)</td>
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<td>• Work gloves are appropriate for the task (e.g. impact absorbing, chemical resistant, puncture resistant etc)</td>
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<td>• A/T provided with instruction in safe use of hand tools/equipment</td>
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<tr>
<td>Using hand tools</td>
<td>• Use power tools which are lightweight, low vibration, noise restricted and fitted with clutches and safety guards</td>
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<td></td>
<td>• Never carry nail guns with the trigger depressed</td>
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<td></td>
<td>• Power saws must never be used unless the blade guards functions correctly</td>
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<tr>
<td></td>
<td>• Work gloves should absorb impact energy, provide protection from sharp edges and be puncture resistant</td>
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<tr>
<td></td>
<td>• Avoid working in front of face</td>
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<td></td>
<td>• Always work away from the body</td>
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<td></td>
<td>• Ensure exposed nails are knocked in</td>
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<td>• Rotate workers through a variety of tasks so workers are not undertaking the same task or holding the same postures for extended periods</td>
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<td></td>
<td>• A/T provided with instruction in safe use of hand tools</td>
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<tr>
<td>Slips, trips and falls</td>
<td>• Use the highest level of falls prevention measures such as guard railing, physical barriers or perimeter scaffolding</td>
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<td>• Floor surfaces are slip resistant</td>
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<td>• Ensure all working areas and access ways are clean, level, well-lit, in good repair &amp; clear of potential/actual tripping hazards</td>
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<td>• Wear sensible non-slip footwear</td>
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<td>• Remove unwanted material and construction waste regularly from site so it does not accumulate</td>
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<td></td>
<td>• Ensure construction material, power leads, tools &amp; equipment are positioned to avoid creating tripping hazards</td>
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</tbody>
</table>
- 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
- 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
- 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
- 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
<table>
<thead>
<tr>
<th>Safety Aspect</th>
<th>Measures Taken</th>
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</table>
| 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
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Right equipment for the job is used |
| Noise | 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
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| Dust | 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
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| Working overhead or above shoulders | 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
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| Working at ground or floor level | 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
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| Hot weather conditions | Work re-scheduled when extreme weather conditions present risk
Regular rest breaks provided
Water facilities available
A/T dressed appropriately for the conditions
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Water facilities available
A/T dressed appropriately for the conditions |
| Fire | 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
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Fire evacuation drills conducted annually/six monthly
Evacuation map and procedures displayed & staff instructed in correct evacuation procedure
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| Electricity | 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
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| Hazardous substances/chemicals | 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
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<th>Category</th>
<th>Requirements</th>
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| Hazardous Substances     | - 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  | - 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            | - 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. |