



Australian Government

Assessment Requirements for CPPCMN4007 Manage workplace safety arrangements

Release: 1

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Modification History

Release 1.

Revised unit of competency replacing superseded equivalent CPPCMN4007A Manage workplace safety arrangements.

This version first released with CPP Property Services Training Package Version 4.

Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also provide clear information and instruction to one work group on workplace procedures pertaining to health and safety in a readily accessible manner, and:

- apply company processes and procedures for health and safety
- demonstrate leadership skills in working with teams to identify hazards within work group, ensuring unresolved issues are referred and actioned
- apply risk management procedures, including undertaking hazard identification, risk assessment and risk control according to hierarchy of control
- identify and facilitate health and safety training needs and reporting requirements of work group
- identify characteristics of workforce that affect the management of health and safety
- identify health and safety compliance requirements relating to specific work tasks
- integrate health and safety into company systems
- apply key requirements of health and safety legislation, regulations and codes of practice applicable to work tasks
- provide clear information and instructions to work group on workplace procedures relating to health and safety in plain English and catering for individual language and literacy levels
- apply obligations for duty of care.

In doing the above work, the person must also demonstrate strategies in place to manage five of the following hazardous events that may occur in the workplace:

- accidents, including motor vehicle accidents
- bomb threats
- chemical spills
- electrocution
- fires and explosions
- inhalation of dangerous substances

- manual handling
- natural disasters
- slips, trips and falls
- violent incidents, such as:
 - armed robberies
 - workplace bullying.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- characteristics of the company's workforce, including type of work undertaken and impacts on health and safety management
- company processes and procedures, including those relating to:
 - accident and incident investigation
 - assessing and controlling risks
 - consultation and participation arrangements for employees and third parties
 - emergency planning and response
 - housekeeping and work environment
 - identifying hazards
 - health and safety management
 - health and safety procedures, including:
 - developing and communicating company health and safety policy
 - providing health and safety information, instruction, supervision and training
 - health and safety record keeping
 - reporting and resolving health and safety issues
 - training and assessment
 - risk management
- principles of:
 - access and equity
 - hazard management
 - leadership as it applies to managing workplace safety
 - health and safety management systems
- risk management procedures, including risk assessment and risk control procedures reflecting the following order of the process:
 - hazard identification
 - risk assessment
 - hazard control
 - evaluation
- safe operating procedures or instructions that cover:
 - awareness of electrical hazards

- chemical storage, handling and disposal
- confined space procedures
- dust
- first aid and injury management
- manual handling
- noise
- requirements for maintaining safety when working alone
- safe use of tools and equipment
- security
- specific hazards
- storage of dangerous goods
- toxic, infectious and sharps waste
- use of personal protective equipment (PPE)
- use of safety data sheets (SDS)
- vehicles and mobile equipment
- working safely around electrical hazards, including wiring, cables and overhead powerlines
- processes and practices for training staff in workplace safety requirements
- strategies for providing workplace participative arrangements:
 - implementing employee performance feedback programs
 - formal and informal meetings of:
 - health and safety representatives
 - health and safety committees
 - other special purpose committees, such as consultative, planning and purchasing
 - company information, staff bulletins and notices
 - suggestions, requests, reports and concerns put forward by employees to management
- strategies for encouraging staff contributions to participative arrangements, including:
 - actively listening to ideas and opinions of staff
 - reinforcing positive behaviours that contribute to a safe workplace
 - sharing opinions, views, skills and knowledge of workplace health and safety
- key requirements of work health and safety (WHS) legislation and regulations, including:
 - dangerous goods codes
 - general duty of care under health and safety legislation and common law provisions relating to health and safety issue resolution
 - legal responsibilities of employers, employees and other parties with legal responsibilities
 - provisions relating to roles and responsibilities of health and safety representatives and/or health and safety committees
 - regulations and codes of practice, including those relating to hazards present in the workplace or industry
 - maintenance and confidentiality of records of occupational injury and disease

- provision of health and safety information and training
- procedures for workplace safety inspections and audits.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- materials:
 - computer with internet access
 - health and safety records as listed in the range of conditions
- specifications:
 - company's health and safety policies, procedures and programs
 - plain English guides to legislation and other compliance requirements
- relationships with team members and supervisor:
 - supervisory responsibility for a small team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>