



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUADEFRI001B Treat risk within Defence at an operational level**

**Revision Number: 1**

## **PUADEFRI001B Treat risk within Defence at an operational level**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit covers the competency required to identify, plan and implement treatment options in order to reduce *risk*.

Personnel working at this level will normally operate in a relatively simple and routine workplace in which they use the organisation's policy and procedures. Personnel would normally have local supervisory/management responsibility and will apply known solutions to a variety of predictable problems.

### **Application of the Unit**

#### **Application of the Unit**

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

**Prerequisite Unit/s** Nil

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Make risk decision

- 1.1 The calculated level of risk is compared to the established risk evaluation criteria and determined to be acceptable or unacceptable in consultation with the supervisor
- 1.2 Risk that is determined as unacceptable is documented and noted for treatment

#### 2. Identify and select treatment options

- 2.1 *Treatment options* of known risks are identified and confirmed as contained in organisational policies and procedures or supervisor's guidance
- 2.2 Treatment options under consideration are evaluated for *effectiveness* within the given context
- 2.3 Selected treatment options are documented and communicated in accordance with *organisational policies and procedures*

#### 3. Implement treatment options

- 3.1 *Treatment plans* incorporating selected options are implemented in accordance with the organisational policies and procedures
- 3.2 Treatment plans are communicated in the workplace in accordance with organisational policies and procedures
- 3.3 Treatment plans are evaluated to determine residual risk following implementation

#### 4. Monitor and review risk and the process

- 4.1 Effectiveness and efficiency of the treatment plan is monitored, reviewed and recorded in accordance with organisational policies and procedures to ensure compliance and validity
- 4.2 Residual risk is calculated and communicated to supervisors so that a decision can be made whether to accept this risk or to re-establish the risk management process
- 4.3 Treatments are adjusted and communicated following the review process

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level, required for this unit.

#### **Required Skills**

- read and understand the organisation's plans, policies and procedures
- critically evaluate an operational situation by listening, observing and clarifying information with supervisor
- follow instructions/directives and report information
- make notes of observations
- voice personal view to the review process
- communicate with stakeholders and convey information, including:
  - listening
  - questioning
  - paraphrasing
  - clarifying
  - summarising
- interpersonal
- participate in the team
- provide and receive feedback in a constructive manner
- problem solving skills for a defined range of problems
- represent mathematical ideas in appropriate format
- analytical and probing

#### **Required Knowledge**

- organisational policies and procedures
- aims and objectives of the task
- risk management terminology and language in accordance with relevant standards (such as risk, hazard, risk assessment, risk management and risk treatment, residual risk, treatment plans, risk evaluation criteria)
- verbal and non-verbal communication techniques including body language, language style, active listening
- written communication to a level required to complete workplace forms and reports
- techniques for giving and receiving feedback in a constructive manner
- team work principles and strategies
- techniques for supporting others

# Evidence Guide

## EVIDENCE GUIDE

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Assessment must confirm the ability to define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholders' involvement throughout the treatment process and that an informed analysis and selection of treatment options has been undertaken using the methodology and procedures approved by the organisation.

### **Consistency in performance**

Competency should be demonstrated by gathering evidence over a range of workplace scenarios, using a variety of tools and methodology and should include the assessment of a variety of risks that may adversely impact on the organisation.

### **Context of and specific resources for assessment**

#### **Context of assessment**

Competency should be assessed in the workplace or under conditions that accurately simulate the workplace.

#### **Specific resources for assessment**

Access to:

- organisational documentation
- relevant organisational standards
- appropriate tools and methods used within the organisation.

### **Guidance information for assessment**

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

#### Risks that may impact on objectives may include

Technical  
Economic  
Natural events  
Political circumstances  
Human behaviour  
Legal  
Financial  
Safety  
Environmental  
Conflict

#### Treatment options may include

Avoiding the risk  
Reducing the likelihood of the occurrence  
Reducing the consequences  
Transferring the risk  
Retaining the risk

#### Organisational policies or procedures may include

Organisational charter/business plan  
Commonwealth and state/territory legislative requirements eg OHS Act  
Industry standards and codes of practice  
ASNZS 4360:1999  
Defence Safety Manual  
Defence Risk Management Manual

#### Effectiveness include

Benefits to the individual  
Benefits to the organisation  
Cost of implementing the treatment option  
Cost benefits resulting from the implementation of the treatment

**RANGE STATEMENT****Treatment plans include**

Responsibilities  
Schedules  
Expected outcome of treatments  
Budgeting  
Performance measures  
Review process to be set in place

**Monitoring include**

Regular checking  
Critical observation  
Regular recording  
Identification of changes over time

**Unit Sector(s)**

Not applicable.

**Corequisite Unit/s****Co-requisite Unit/s**

PUADEFRI002B Conduct risk assessment in a Defence environment