Australian Government

Department of Education, Employment and Workplace Relations

# PUADEFRI002B Conduct risk assessment in a Defence environment

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

## PUADEFRI002B Conduct risk assessment in a Defence environment

## Modification History

Not applicable.

## Unit Descriptor

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| Unit Descriptor | This unit covers the competency required to identify and assess *risk* in preparation for the treatment of that risk. |
| | This competency would normally apply to personnel working at a relatively simple and routine level, in which they use established organisational policy and procedures. Personnel would normally have local supervisory/management responsibility and apply known solutions to a variety of predicable problems. |
| | The unit covers the first four steps of the risk management process and provides the skills and knowledge required to conduct a risk assessment. It does not deal with the treatment of risk; this is covered in the unit PUADEFRI001B Treat risk within Defence at an operational level. |

## Application of the Unit

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| 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. |
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# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 1. **Establish the risk context** | 1.1 Aims, objectives, scope and boundaries of the risk assessment are clearly defined in accordance with organisational policies and procedures |
| | 1.2 Risk evaluation criteria is identified and confirmed as contained in organisational policies, procedures or supervisors' guidance |
| | 1.3 *Structure* for the planning required to conduct a risk assessment is determined |
| | 1.4 Aims and objectives of *stakeholders* are identified and recorded in accordance with workplace procedures and guidelines |
| 2. **Identify risk** | 2.1 All possible sources of risk which may impact on the situation or objectives are identified and recorded in accordance with workplace procedures and guidelines |
| | 2.2 Sources of risk are identified from the perspective of all stakeholders |
| | 2.3 Risks are identified using a *specified methodology or tool* in accordance with workplace procedures and guidelines |
| | 2.4 Stakeholders are consulted during the risk identification process to finalise a list of risks |
| 3. **Analyse risk** | 3.1 Potential consequence of a risk and the likelihood of that consequence are estimated |
| | 3.2 Risks are analysed using a specified method or tool in accordance with the organisations policies and procedures |
| | 3.3 Levels of risk are determined, documented and communicated in accordance with the *organisational policies* and *procedures* |
| 4. **Evaluate risk** | 4.1 Levels of risk are prioritised for treatment |
| | 4.2 Calculated level of risk is compared to the established risk evaluation criteria, and communicated to supervisors |
| | 4.3 Risks are monitored and reviewed until appropriate treatment measures have been implemented |

# 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, procedures and guidelines
- aims and objectives of the task
- risk management terminology and language in accordance with relevant standards (risk, hazard, risk assessment, risk management and risk treatment)
- techniques/methods used to identify or analyse information
- specified methods or tools endorsed by an organisation and provided for use in the identification and analysis of risk
- verbal and non-verbal communication techniques including 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

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| **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 process and that an informed analysis of the risks has been undertaken using tools and methodology approved by the organisation.<br><br>**Consistency in performance**<br><br>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**<br><br>Competency should be assessed in the workplace or under conditions that accurately simulate the workplace.<br><br>**Specific resources for assessment**<br><br>Access to:<br><br>• organisational documentation<br>• relevant organisational standards<br>• 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.

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| **Risks that may impact on objectives may include** | Technical |
| | Economic |
| | Actual events |
| | Political circumstances |
| | Human behaviour |
| | Financial |
| | Safety |
| | Security |
| | Environmental |
| | Conflict |
| **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 |
| **Structure must may include** | Depth of assessment |
| | Approach taken to conduct the assessment |
| | Amount of documentation required |
| | Analysis tools which are required to conduct the assessment |
| **Stakeholders may include** | Those people, organisations and other interested parties (both internal and external) who may affect, be affected by, or perceive themselves to be affected by, a decision or activity |
| **Specified methods or tools may be** | Qualitative |
| | Semi-quantitative |

**RANGE STATEMENT**

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| | Quantitative |
| | Or a combination of the three |
| **Specified methods or tools may include** | Brainstorming |
| | Focus groups |
| | Expert judgement |
| | SWOT analysis |
| | Analysis of risk registers |
| | Examining any available data eg audit results/incident reports |
| | Nomogram |
| | A risk matrix |
| | Scenario analysis |
| | Business continuity planning |

# Unit Sector(s)

Not applicable.

# Corequisite Unit/s

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| **Co-requisite Unit/s** | PUADEFRI001B Treat risk within Defence at an operational level |