



Australian Government

Department of Education, Employment and Workplace Relations

CPCBC4002A Manage occupational health and safety in the building and construction workplace

Release: 1

CPCBC4002A Manage occupational health and safety in the building and construction workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses, including responses required by state or territory legislation and regulations, to mitigate the risks are also addressed. The unit requires candidates to have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements to manage risk in building and construction workplaces.

Application of the Unit

Application of the unit

This unit of competency supports the needs of builders, site managers and forepersons in the building and construction industry.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units 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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine areas of potential risk in the building and construction workplace.	<p>1.1. Specific risks for the range of occupations in the workplace are identified and prioritised.</p> <p>1.2. Construction site safety is evaluated and construction hazards and potential risk areas are identified in accordance with legislative requirements for OHS and company policies.</p> <p>1.3. Hazards are identified and prioritised and required approaches to remediation are documented.</p>
2. Inspect and report on areas of specific risk.	<p>2.1. Inspection of the workplace is conducted to identify specific risks for the range of identified occupations.</p> <p>2.2. Expert advice, including advice from workplace personnel, is sought as appropriate.</p> <p>2.3. Inspection report is completed in accordance with best practice and statutory obligations.</p>
3. Advise on implementation of control measures at the building and construction workplace.	<p>3.1. Recommendations are made from findings of inspection report.</p> <p>3.2. Relevant parties are consulted regarding compliance issues relating to statutory requirements.</p> <p>3.3. Agreed control measures are implemented in conjunction with relevant workplace personnel.</p> <p>3.4. Effectiveness of control measures are monitored and reviewed.</p>
4. Establish and review communications and educational programs.	<p>4.1. Effective strategies for communicating OHS policy and practice are determined in consultation with appropriate personnel.</p> <p>4.2. Communication strategies and educational programs specific to the building and construction industry and in accordance with statutory requirements and best practice are established.</p> <p>4.3. Effectiveness of the communication and educational programs is reviewed.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

REQUIRED SKILLS AND KNOWLEDGE

- application of regulatory requirements, including safe work method statements and plans such as site safety plans
- appropriate literacy and numeracy skills
- attention to detail in applying building codes and standards
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - seek expert advice and consult with relevant parties and workplace personnel on a variety of issues
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
 - written communication skills to complete inspection reports and maintain records
- conducting OHS legislation and documentation research
- construction site inspection techniques for OHS compliance
- interpretation and application of construction documentation
- interviewing skills
- knowledge of the technical and trade skills in building and construction processes
- maintaining records and documents
- negotiation and conflict resolution skills
- OHS auditing skills
- OHS compliance investigation skills.

Required knowledge

Required knowledge for this unit is:

- building and construction industry contracts
- current workplace and OHS legislation and advisory standards applicable to each State and Territory, such as:
 - Asbestos Advisory Standards
 - Concrete Pumping Supplement
 - Construction Workplace Advisory Standard
 - Demolition Advisory Standard
 - Excavation Advisory Standard
 - Falling Objects Advisory Standard
 - Falls from Heights Advisory Standard
 - Formwork Advisory Standard
 - Manual Handling in the Building Industry Advisory Standard
 - Noise Advisory Standard
 - Plant Advisory Standard
 - Scaffolding Advisory Standard

REQUIRED SKILLS AND KNOWLEDGE

- Steel Construction Advisory Standard
- Work on Roofs Advisory Standard
- other relevant state or territory building and construction codes, standards and government regulations.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed by conducting an OHS inspection and developing an OHS risk analysis for a building project. This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- comply with organisational quality procedures and processes
- apply and interpret relevant documentation and codes
- accurately apply national and State and Territory OHS requirements relating to construction workplace
- identify faults and problems impacting on OHS and proposed action to rectify.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- current copy of relevant state OHS legislation, regulation and advisory standard for first aid
- samples of workplace incident data and incident reports
- other relevant codes, standards and government regulations
- office equipment, including calculators, photocopiers and telephone systems

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- computers with appropriate software.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in

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relation to the competency being assessed. Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specific risks for various occupations within the building and construction industry relate to:

- commonly used construction equipment, including:
 - concrete mixers
 - manually operated power tools
 - handheld tools
 - wheelbarrows
 - mechanical trowels
- commonly used high risk construction equipment, including:
 - lasers
 - explosive powered tools
 - compressed air nailing tools
 - ladders
 - high pressure jetting systems
 - material conveyors
- cranes, hoists and lifting gear
- demolition, including:
 - abrasive blasting
 - asbestos removal
 - civil construction work, including excavation and trenching work
 - Class 1 electrical work

RANGE STATEMENT

- concrete pumping
- environmental conditions
- exposure to ultraviolet light (UVL)
- masonry and concrete cutting
- pre-cast concrete product installation
- pre-stressing and post-tensioning operations
- protruding objects
- spray painting
- stacking and storing materials
- steel construction
- steel fixing
- working at heights
- working on roofs
- fall protection and access equipment
- falling objects
- falls from height
- formwork
- pressure equipment
- scaffolding
- welding, cutting and gouging processes in the construction industry in particular, oxy-acetylene.

RANGE STATEMENT

Legislative requirements for OHS may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- environmental requirements to cover water quality management
- may include waste management, stormwater protection and clean-up protection
- handling activities that may require the assistance of others or the use of manual or mechanical lifting devices where size, weight or other issues, such as disability are a factor
- legislative requirements to be adhered to in all planning and implementation stages, which may require the development and use of site safety plans and safe work methods statements hazard control
- hazardous materials and substances
- organisational first aid
- personal protective equipment (PPE) prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - machines
 - surrounding structures and facilities
 - traffic control
 - underground services
 - working in confined spaces
 - trip hazards
 - work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Inspection report may include:

- checklists
- company safety procedure forms
- hazard sheets
- prescribed self assessment tools identified by a

RANGE STATEMENT

- Relevant parties** include:
- relevant state or territory authority (relevant legislation must be applied).
 - designers
 - employers
 - manufacturers and importers
 - members of site safety committees
 - persons in control of workplaces
 - principal contractors
 - self-employed persons and subcontractors
 - suppliers of plant
 - workers.
- Workplace personnel** include:
- employers
 - members of site safety committees
 - persons in control of workplaces
 - principal contractors
 - self-employed persons and subcontractors
 - workers.
- Communication strategies** include:
- issued site specific instructions and signage
 - verbal communications
 - written communications, including memos and emails.
- Educational programs** include:
- general and site-specific induction training, noting that OHS induction training provided must meet the requirements of the jurisdiction in which the construction work is undertaken
 - other forms of specialist and targeted training.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area