



**Australian Government**

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

# **CPCPCM2023A Carry out OHS requirements**

**Release: 1**

## CPCPCM2023A Carry out OHS requirements

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices in a plumbing and services work environment.

The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others.

It includes the initial response to workplace emergencies and the safe use of electricity.

### Application of the Unit

#### Application of the unit

This unit of competency supports safe work practices for the plumbing and services industry.

Site location for work application may be either domestic or commercial and may be a new work site or an existing structure or fitting being renovated, extended, restored or maintained. It could also be conducted in an on or off-site workshop or at a customer's premises.

### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

#### Prerequisite units

Nil

**Prerequisite units** Nil

## **Employability Skills Information**

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

## **Elements and Performance Criteria Pre-Content**

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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. Participate in workplace induction.        | 1.1. <b>Workplace induction</b> is received.<br>1.2. Location of emergency equipment is identified.<br>1.3. Current workplace emergency and evacuation procedures are identified.<br>1.4. Identify safe working conditions with employer<br>1.5. Identify employee and employer rights and responsibilities regarding safe working conditions.  |
| 2. Assess risks.                              | 2.1. Hazards in the work area are identified, assessed and reported to designated personnel.<br>2.2. OHS issues and risks in the work area are identified, assessed and reported to designated personnel.<br>2.3. <b>Safe work practices</b> , procedures and instructions are followed.<br>2.4. OHS, hazard, accident or incident reports are completed according to workplace procedures and <b>statutory and regulatory authorities</b> and legislation.   |
| 3. Plan and prepare for safe work practices.  | 3.1. Quality assurance requirements of company operations and safe work practices are recognised and adhered to.<br>3.2. Personal protective equipment (PPE) is selected, correctly fitted and used in accordance with the requirements of the job.<br>3.3. Tools and equipment are selected consistent with safe work practice requirements, checked for serviceability, and any faults are reported to supervisor.<br>3.4. Required barricades, hoardings and signage are determined and erected at job location.<br>3.5. Material safety data sheets (MSDS) are identified and applied.<br>3.6. <b>Sustainability principles and concepts</b> are applied to work preparation and application. |
| 4. Use safe work practices to carry out work. | 4.1. Work is carried out safely and according to state or territory statutory requirements and company policy.<br>4.2. <b>Safety hazards</b> and common workplace accidents and incidents are identified in the course of work and reported in accordance with policy.<br>4.3. Industry, site and personal safety rights and responsibilities are applied.<br>4.4. Firefighting equipment is selected and used  |

| ELEMENT                                | PERFORMANCE CRITERIA   |
|--|--|
| 5. Maintain safety of self and others. | <p>according to type of fire and correct operating procedures..</p> <p>4.5.Current site emergency and first aid procedures are followed.</p> <p>5.1.Safety signs, identified in terms of colour and shape, symbols and alarms, are adhered to.</p> <p>5.2.Hazardous chemicals and materials are identified, handled and stored, maintaining the safety to self, others and the environment.</p> <p>5.3.Incidents are reported according to legislative requirements and workplace procedures.</p> <p>5.4.Common causes of accidents in the industry are identified and prevention measures implemented in line with site induction.</p> <p>5.5.Site area is maintained to prevent incidents and accidents and protect self and others.</p> |
| 6. Use electricity safely.             | <p>6.1.Safest supply and route for electrical supply are determined.</p> <p>6.2.Leads are supported and placed in accordance with regulations.</p> <p>6.3.Power board visual check is conducted.</p> <p>6.4.Leads and equipment are checked for tags and visual damage.</p> <p>6.5.Electrical hazards are identified and reported.</p>   |
| 7. Apply emergency response.           | <p>7.1.<b>Emergencies</b> are identified.</p> <p>7.2.<b>Emergency response</b> is provided in accordance with company procedures and requirements.</p> <p>7.3.Details of actions taken are reported in accordance with company procedures and requirements using appropriate communications.</p>   |
| 8. Clean up work site area.            | <p>8.1.Work area is cleared and materials disposed of, reused or recycled according to legislation, regulations, codes of practice and job specifications.</p> <p>8.2.Tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and standard work practices.</p> <p>8.3.Information is accessed and documentation completed according to company requirements.</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:

- communication skills to:
  - complete written reports and other relevant documentation
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - read and interpret:
    - documentation from a variety of sources
    - MSDS
    - work safety procedures and instructions
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication, such as hand signals
- evaluating safety issues in the workplace and determining appropriate action
- identifying and accurately reporting to appropriate personnel any faults in tools or materials
- recognising and reporting hazards, risks and faults in equipment
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
  - access and understand site-specific instructions in a variety of media
  - use a range of mobile communication technology.

#### Required knowledge

Required knowledge for this unit is:

- job safety analysis (JSA) and safe work method statements (SWMS)
- manual handling techniques
- MSDS
- relevant legislation, regulations and workplace requirements relating to OHS, including hazard reduction and personal safety
- requirements for working in confined spaces and at height, including on rooves
- risk assessment
- safe working practices in normal working environment
- workplace and equipment safety requirements
- workplace hazards and their precautions and reduction
- workplace response to emergencies.



# Evidence Guide

## EVIDENCE GUIDE

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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 in the workplace or a close simulation of the workplace environment providing that simulated or project-based assessment techniques fully replicate plumbing and services 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:

- locating, interpreting and applying relevant information, standards and specifications for applying safe work practices in the workplace
- applying safety requirements throughout the performance of work sequences, including electrical requirements and personal protective clothing and equipment
- as a minimum, the ability to:
  - apply sustainability principles and concepts
  - undertake site and workplace induction
  - assess risk and interpret and apply safe working practices
  - understand workplace requirements for emergency response, including evacuation procedures
  - correctly locate and identify workplace firefighting and other safety equipment and appliances
  - correctly select and use appropriate processes, tools and equipment
  - safely complete all work to specification
  - comply with regulations, standards and workplace instructions, procedures and processes, including reporting and documentation
  - communicate and work effectively and safely with others.



## EVIDENCE GUIDE

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### **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:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the minimum task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe working practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

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.

## EVIDENCE GUIDE

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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 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

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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.

***Workplace induction*** may include:

- first aid officers and kits
- site induction work site locations

## RANGE STATEMENT

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***Safe work practices*** are to be in accordance with state and territory legislation and regulations and may include:

- specific site OHS issues
- specific site requirements.
- handling of materials
- hazard control procedures and procedures for handling hazardous materials and substances
- PPE prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of first aid equipment
- use of tools and equipment
- workplace environment and safety.

***Statutory and regulatory authorities*** include:

- federal, state and local authorities administering applicable Acts, regulations and codes of practice.

***Sustainability principles and concepts***:

- cover the social, economic and environmental use of resources to meet current and future needs
- may include:
  - selecting appropriate components and material
  - choosing efficient products
  - using material efficiently.

***Safety hazards*** may include:

- hazards and risks associated with tools and equipment
- inflammable materials and fire hazards
- lifting practices
- lighting, gases, electricity and water
- spillage, waste and debris
- toxic and hazardous substances
- working at heights
- working in confined spaces.

***Emergencies*** may include:

- accidents
- fires
- injuries
- sudden illness.

***Emergency response*** may include:

- common site signs
- equipment tags
- facility or location signs
- safety barricades and warning signs
- site direction

**RANGE STATEMENT**

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- traffic signs
- workplace evacuation involving staff and customers.

**Unit Sector(s)**

**Unit sector** Plumbing and services

**Co-requisite units**

**Co-requisite units** Nil

**Functional area**

**Functional area**