



**Australian Government**

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

# **CPCPCM4001A Carry out work based risk control processes**

**Release: 1**

## CPCPCM4001A Carry out work based risk control processes

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to carry out work-based risk control processes. It covers the identification of hazards, the assessment of risk, the identification of unacceptable risk and the determination, preparation and completion of a course of action.

This unit is strongly related to the unit BSBCM416A Identify risk and apply risk management processes.

### Application of the Unit

#### Application of the unit

This unit is to be applied by employees with responsibility for the safety of others, including work activity coordinators, plant operators or equivalent who coordinate workplace activities, team leaders, supervisors and managers.

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.

### 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. Identify hazards.	1.1. Site conditions and functions are analysed to identify and recognise potential hazards. 1.2. Relevant <i>safety systems information</i> is accessed and analysed to eliminate situations covered by existing and adequate procedures. 1.3. Type and scope of unresolved <i>hazards</i> and their likely impact are recognised.
2. Assess risk.	2.1. <i>Likelihood</i> of the event happening is considered and determined. 2.2. Consequence if the event should occur is evaluated and determined. 2.3. <i>Risk</i> level (likelihood and consequence combined) is considered and determined.
3. Identify unacceptable risk.	3.1. Criteria for determining the acceptability and unacceptability of the risk are identified or sought from appropriate authority. 3.2. Risk is evaluated against criteria to identify if it warrants unacceptable risk status, and is either actioned or referred to the appropriate person.
4. Identify and decide on course of action.	4.1. Range of actions and controls which may eliminate or minimise the risk are identified. 4.2. All possible options for resolution of the problem and dealing with the risk are identified and considered. 4.3. Feasible options are subject to detailed analysis, including the identification of resource requirements. 4.4. Most appropriate action for dealing with the situation is selected.
5. Take action.	5.1. Course of action is planned and prepared in detail. 5.2. Resources required for course of action are acquired or obtained. 5.3. Safety information and procedures are accessed and applied throughout the operation. 5.4. Course of action is implemented.
6. Complete records and reports.	6.1. <i>Information</i> on course of action and implementation of <i>safe operating procedures</i> is communicated to relevant people. 6.2. All hazards and actions from personal risk assessment are recorded as specified by <i>statutory and regulatory authority</i> legislative and workplace

ELEMENT	PERFORMANCE CRITERIA
7. Review effectiveness of risk control measures.	<p>requirements.</p> <p>7.1. Risk control measures are periodically reviewed.</p> <p>7.2. Review findings are used as the basis for adjustment of control measures.</p> <p>7.3. Information is accessed and documentation and risk management processes are adjusted as required.</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:

- applying the three steps of identifying work-based hazards, assessing the risk and determining unacceptable risk situations
- accurately referring critical unacceptable risk situations to others
- communication skills to:
  - access and analyse safety systems information
  - communicate with others
  - complete records and reports and other relevant workplace documentation
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - use and interpret non-verbal communication, such as hand signals
  - use language and concepts appropriate to cultural differences
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- identifying courses of action, initiating action and completing records and reports.

#### Required knowledge

Required knowledge for this unit is:

- industry terminology
- job safety analysis (JSA) and safe work method statement.
- materials safety data sheets (MSDS)
- materials handling methods
- personal risk assessment and control processes (hazard identification through to action)

**REQUIRED SKILLS AND KNOWLEDGE**

- personal safety measures
- processes for interpreting plans, specifications, drawings and sketches
- quality assurance systems and standards
- regulatory requirements related to obligations and risk management
- reporting and recording procedures
- risk management theory, including the hierarchy of controls on treatments
- work access and traffic control responsibilities
- workplace and equipment safety requirements
- workplace communication methods
- workplace rules, policies, procedures and regulations.

# 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
- complying with OHS regulations and state and territory legislation applicable to workplace operations
- complying with organisational policies and procedures, including quality assurance requirements
- individually or as a member of a team, participating in two different circumstances requiring:
  - conduct of a work site risk assessment to identify the acceptability and unacceptability of risk
  - development and implementation of a site-based risk control activity and action
- in each case ensuring:
  - recording and reporting of the risk control process and outcomes
  - communicating and working effectively and safely with others.

### 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

## EVIDENCE GUIDE

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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.

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



## EVIDENCE GUIDE

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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.

***Safety systems information*** include:

- information that may be contained in:
  - legislation and regulations
  - relevant Australian standards
  - management plans
  - manager's rules
  - OHS policy
  - codes of practice
  - manufacturer instructions

## RANGE STATEMENT

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- safe working or job procedures (or equivalent)
  - workplace policy, objectives, rules, procedures and assessment techniques that will vary between work locations
  - risk assessment terminology, including:
    - being a loss, injury, disadvantage or gain
    - consequence is the outcome of an event or situation expressed qualitatively or quantitatively.
- Hazards:**
- are a source of potential harm or a situation with a potential to cause loss
  - controls for hazards should be considered using option types in sequence, from eliminating the hazard, substitution, engineering controls, administrative controls (procedures, etc.) and finally personal protective equipment
  - frequency is a measure of likelihood expressed as the number of occurrences of an event in a given time
  - records and reports for risk assessment may include:
    - hazard reporting forms
    - incident reports
    - near miss reports
    - shift reports
    - supervisor reports.
- Likelihood:**
- likelihood is used as a qualitative description of probability and frequency
  - probability is:
    - expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain
    - likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes.
- Risk:**
- criteria for acceptable risk must be determined by the organisation's internal policy, goals and objectives
  - in the absence of other authorities, risk management processes must conform with the

## RANGE STATEMENT

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- Information* may include:
- relevant and current Australian standard
  - is measured in terms of consequences and likelihood
  - is the chance of something happening that will have an impact upon objectives
  - risk assessment is the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria
  - risk identification is the process of determining what can happen, why and how.
- Safe operating procedures* include:
- charts and hand drawings
  - diagrams or sketches
  - instructions issued by authorised organisational or external personnel
  - manufacturer specifications and instructions
  - maps
  - MSDS
  - memos
  - organisation work specifications and requirements
  - regulatory and legislative requirements pertaining to work and the environment
  - relevant Australian standards
  - safe work procedures relating to work in the plumbing and services sector
  - signage
  - verbal, written and graphical instructions
  - work bulletins
  - work schedules, plans and specifications.
  - emergency procedures, such as:
    - evacuation
    - fire fighting
    - medical and first aid
  - recognising and preventing hazards associated with:
    - electricity
    - fire
    - gas
    - other machines

## RANGE STATEMENT

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- overhead services
- personnel
- restricted access barriers
- traffic control
- water
- work site visitors and the public
- working at heights
- working in proximity to others
- safe work access, including ensuring that:
  - access ways are clear
  - equipment and machinery are away from overhangs and refuelling sites
  - safe distances are maintained from excavations
  - safety systems are installed on roofs
  - work areas are secured from unauthorised access or movement.

*Statutory and regulatory authorities* include:

- state or territory statutory authority
- statutory plumbing authority.

## Unit Sector(s)

**Unit sector** Plumbing and services

## Co-requisite units

**Co-requisite units** Nil

## **Functional area**

**Functional area**