



**Australian Government**

**CPPSEC2103 Apply WHS, emergency  
response and evacuation procedures to  
maintain security**

**Release: 3**

# CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security

## Modification History

Release 3 This version first released with CPP Property Services Training Package Release 11.0

Correction to Mapping Notes.

Release 2 This version first released with CPP Property Services Training Package Release 7.1.

Supersedes and is equivalent to CPPSEC1004A Apply health care security procedures.

Release 1 This version first released with CPP Property Services Training Package Release 7.0.

Supersedes and is equivalent to CPPSEC2002A Follow workplace safety procedures in the security industry.

Updated to meet the Standards for Training Packages.

## Application

This unit specifies the skills and knowledge required to apply workplace health and safety (WHS), emergency response and evacuation procedures to maintain security and ensure the safety of self and others in the work environment.

It includes:

- clarifying and applying policies and procedures to comply with legal rights and responsibilities
- identifying, assessing and controlling security hazards and risks within the limits of own authority
- working with others to identify and respond to emergency situations including evacuation of the work area
- participating in a review of an emergency response to identify procedural improvements.

It applies to people working under general supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

## Pre-requisite Unit

Nil

## Unit Sector

Security operations

### Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
<p>1. Follow WHS procedures and prepare for emergency response.</p>	<p>1.1 Read WHS and emergency procedures and workplace policies and apply to work tasks to ensure compliance with legal rights and responsibilities.</p> <p>1.2 Clarify emergency procedures, personal authority and response limitations with relevant persons.</p> <p>1.3 Identify and locate emergency resources and instructions within the workplace.</p> <p>1.4 Select and use communications and personal protective equipment (PPE) to follow safe work practices.</p>
<p>2. Identify, assess and control security hazards and risks.</p>	<p>2.1 Identify hazards in the work area and assess security risks.</p> <p>2.2 Report hazards and risks immediately to relevant persons following workplace procedures.</p> <p>2.3 Use the hierarchy of control to select and apply appropriate methods to control the hazard or minimise risk as far as possible within limits of own authority.</p>
<p>3. Identify and respond to emergency situation.</p>	<p>3.1 Identify emergency situation and promptly notify emergency personnel and relevant persons.</p> <p>3.2 Follow emergency response procedures and comply with instructions to maintain security within limits of own competence and authority.</p> <p>3.3 Seek information from relevant persons to maintain situational awareness.</p> <p>3.4 Identify need to evacuate from the work area according to nature of emergency and immediate danger level.</p> <p>3.5 Select safe evacuation pathway and methods following emergency procedures and instructions and modify evacuation pathway as required.</p> <p>3.6 Communicate regularly with relevant persons and others in the work area to give and receive instructions.</p> <p>3.7 Evacuate work area following emergency procedures.</p>
<p>4. Complete documentation and</p>	<p>4.1 Record details of identified hazards, risks and incidents</p>

assist review of emergency response.	using workplace documentation. 4.2 Discuss WHS arrangements and emergency response with relevant persons to seek feedback, exchange information and identify procedural improvements.
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## Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- language skills to provide information or advice in a form that is preferred and understood by the receiver
- writing skills to record and describe observations, actions, hazards, risks and incidents, and to complete forms
- reading skills to understand and follow:
  - standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
  - emergency response and evacuation procedures and instructions that may be written in English or in diagrammatic form
- speaking and listening skills to:
  - ask questions and listen to answers to seek information and confirm spoken instructions
  - orally report WHS and emergency information
  - communicate with emergency services
- numeracy skills to estimate time required to carry out emergency procedures
- problem solving skills to adjust evacuation pathways where the usual means of evacuation are blocked or endangered
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

## Unit Mapping Information

### Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcfl3d9b>