CPPSEC3102 Maintain operational safety and security of work environment

Release: 1

CPPSEC3102 Maintain operational safety and security of work environment

Modification History

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Release 1.
Supersedes and equivalent to CPPSEC3007A Maintain security of
environment.
Updated to meet the Standards for Training Packages.
This version first released with CPP Property Services Training Package
Version 7.0.
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Application

This unit specifies the skills and knowledge required to maintain operational safety and security of the work environment.

It includes:

- reviewing work instructions and applying procedures and policies to comply with legal rights and responsibilities
- assessing the work environment to identify risks and vantage points
- monitoring environmental factors to maintain operational safety and security and recognise changing circumstances
- formulating and implementing security response measures that maximise safety and security
- reporting and preserving incident scenes.

It applies to people working independently or under limited 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.
1. Prepare for	1.1 Review work instructions and workplace procedures and policies including WHS to ensure compliance with legal rights and

Artibus Innovation

security operation.	responsibilities.
	1.2 Use interpersonal techniques with relevant persons to develop, support and promote confidence.
	1.3 Select and organise security equipment required to meet work instructions.
	1.4 Assess work environment to locate access and entry points, emergency equipment and facilities, and to identify security vantage points.
2. Monitor environment to maintain operational safety and security.	2.1 Monitor environmental factors and security equipment to maintain situational awareness and promptly recognise changing circumstances.
	2.2 Gather and receive information from others in the work area using communication that is courteous and professional and which accounts for individual social and cultural differences.
	2.3 Conduct regular and systematic personal safety checks, and take corrective actions as required to maintain operational safety and security.
	2.4 Communicate regularly with relevant persons to give instructions and exchange up-to-date operational information in accordance with workplace requirements.
3. Formulate and carry out response to security risk situation.	3.1 Identify security risk situation and assess degree of risk to self, others, property and premises.
	3.2 Formulate security response appropriate to assessed risk level, and which maximises the safety and security of self, others, property and premises.
	3.3 Implement security risk control procedures and adjust response to adapt to changing circumstances.
	3.4 Promptly seek specialist assistance or advice as required to maintain operational safety and security.
4. Finalise security operation.	4.1 Finalise security response, record details of risk and response procedures undertaken, and preserve incident scene.
	4.2 Report operational outcomes to relevant persons.
	4.3 Complete and securely maintain operational documentation in accordance with workplace requirements.

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 use security industry approved communication terminology, codes and signals
- writing skills to:
  - maintain operational documentation
  - complete routine reports and forms
- reading skills to interpret:
  - workplace procedures and policies that clarify legal rights and responsibilities and WHS requirements
  - information and instructions written in English, such as directional signs and emergency procedures
- speaking and listening skills to:
  - use questions to clarify and verify spoken security risk information
  - communicate to give instructions
- numeracy skills to estimate time required to carry out operational tasks
- problem solving skills to:
  - formulate response options to match security risk situation
  - evaluate and adjust security response measures to meet changing risk circumstances
  - recognise security risk situations requiring specialist assistance
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b