



**Australian Government**

# **CPPCMN2001B Control and direct traffic**

**Release 2**

## **CPPCMN2001B Control and direct traffic**

### **Modification History**

ISC upgrade

Usage recommendation updated

Revised unit

Unit updated and equivalent to CPPCMN2001A Control and direct traffic

### **Unit Descriptor**

This unit of competency specifies the outcomes required to control and direct traffic at a work site. It requires the ability to accurately monitor traffic movements and select and use traffic control equipment appropriate to task. It includes learning about the implementation of developed operational procedures, as well as recognising the need to follow direction in a prompt manner.

### **Application of the Unit**

This unit of competency applies to a range of workplaces and industry sectors. It supports individuals responsible for assisting site-based activity in a safe and efficient manner. The skills and knowledge described in this unit are to be applied according to relevant legislative and organisational guidelines.

### **Licensing/Regulatory Information**

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

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

- |   |                         |  |
|---|-------------------------|--|
| 1 | Prepare for assignment. | <p>1.1 Applicable provision of <i>legislative</i> and <i>organisational requirements</i> relevant to <i>assignment instructions</i> is identified and followed.</p> <p>1.2 Traffic control schedules and other relevant assignment instructions are obtained and verified with <i>relevant persons</i>.</p> <p>1.3 Personal dress and presentation, including suitable <i>personal protective equipment</i> (PPE), are selected in line with occupational health and safety (OHS) and organisational requirements.</p> <p>1.4 <i>Traffic control</i> and <i>communication equipment</i> is checked for effective operation according to manufacturer specifications.</p> <p>1.5 Traffic routes and parking details are examined to ensure familiarity.</p> |
| 2 | Direct traffic.         | <p>2.1 Traffic is directed in a courteous and professional manner according to assignment instructions.</p> <p>2.2 Operational procedures and assignment instructions are implemented to meet assignment objectives and address operational difficulties.</p> <p>2.3 Traffic control equipment is positioned to ensure maximum visibility according to state and territory requirements.</p> <p>2.4 Changes to procedures and work assignment due to changed work conditions are responded to promptly.</p> <p>2.5 <i>Work area conditions</i> are constantly monitored to</p>   |

- ensure safe and secure operations.
- 2.6 Vehicle incidents or accidents are reported to relevant persons and recorded according to organisational procedures.
- 3 Complete assignment.
- 3.1 Traffic control equipment is cleaned, maintained and stored according to organisational procedures.
- 3.2 Faulty or damaged equipment is identified and rectified or replaced according to organisational procedures.
- 3.3 **Incident observations are provided accurately and constructively when reviewing and debriefing assignment procedures.**
- 3.4 **Relevant documentation is completed and securely maintained according to organisational procedures.**

## Required Skills and Knowledge

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

### Required skills

- directing vehicle traffic
- interpersonal skills to interact with people from diverse backgrounds
- language and literacy skills for:
  - communicating traffic directions and instructions clearly and courteously
  - completing work documentation, including incident observations
  - reading and interpreting directions and information, including:
    - traffic control schedules
    - vehicle accident and incident reports
    - safety signs
    - work instructions
  - verifying identification and authority of vehicles and persons entering premises
- self-management skills to respond professionally and courteously to incidents and accidents
- skills to work safely when:
  - using PPE
  - determining response to traffic risk situation
  - identifying hazards and controlling risks
  - using hand signals
  - using tools, equipment and products

### Required knowledge

- common workplace hazards and risk control measures, including:
  - application of OHS requirements
  - emergency procedures
  - operational principles of security and communications equipment
  - range and meaning of workplace safety signs and symbols
  - types and purpose of PPE
- communication channels, terminology and codes and signals
- limits of own responsibility and authority
- principles of effective communication, including interpersonal techniques
- relevant commonwealth, state and territory laws and local by-laws regarding directing traffic
- reporting and documentation procedures
- security procedures for site
- traffic control procedures
- workplace layout and access points



## Evidence Guide

<p>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.</p>	
<p>Overview of assessment</p>	<p>This unit of competency could be assessed by observing at least two instances of the effective control of traffic that meet specified job requirements.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• verify and control authorised access and exit of persons, vehicles and dispatched goods to and from site</li> <li>• control traffic with hand signals according to legislative requirements and OHS standards</li> <li>• operate and maintain various traffic control systems.</li> </ul>
<p>Context of and specific resources for assessment</p>	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include access to:</p> <ul style="list-style-type: none"> <li>• client workplace documentation, including site surveys, plans, job specifications and job reports</li> <li>• assignment instructions and approved specifications</li> <li>• forms and procedure manuals</li> <li>• relevant documentation, including OHS policies and procedures</li> <li>• PPE commonly used to reduce workplace risk</li> <li>• relevant products and tools, and associated instructions</li> <li>• suitable work area, or simulated workplace environment, that allows for the control and direction of traffic.</li> </ul>
<p>Method of assessment</p>	<p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the Property Services Training Package</li> <li>• 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</li> <li>• reinforce the integration of employability skills with workplace tasks and job roles</li> <li>• confirm that competency is verified and able to be transferred to other circumstances and environments.</li> </ul>

Guidance information for assessment	<p>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.</p> <p>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.</p>
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## 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.

<p><b><i>Legislative requirements may include:</i></b></p>	<ul style="list-style-type: none"> <li>• Australian standards and quality assurance requirements</li> <li>• counter-terrorism</li> <li>• crowd control and control of persons under the influence of intoxicating substances</li> <li>• force continuum and use of force guidelines</li> <li>• general duty of care responsibilities</li> <li>• local by-laws for traffic control</li> <li>• relevant commonwealth, state and territory legislation and national standards for:             <ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• cultural and ethnic diversity</li> <li>• environmental protection issues</li> <li>• equal employment opportunity</li> <li>• industrial relations</li> <li>• OHS</li> <li>• privacy and confidentiality</li> </ul> </li> <li>• relevant industry codes of practice</li> <li>• trespass and the removal of persons.</li> </ul>
<p><b><i>Organisational requirements may include:</i></b></p>	<ul style="list-style-type: none"> <li>• access and equity policies, principles and practices</li> <li>• business and performance plans</li> <li>• client service standards</li> <li>• code of conduct and code of ethics</li> <li>• communication and reporting procedures</li> <li>• emergency and evacuation procedures</li> <li>• employer and employee rights and responsibilities</li> <li>• OHS policies, procedures and programs</li> <li>• own role, responsibility and authority</li> <li>• privacy and confidentiality of information</li> <li>• quality assurance and continuous improvement processes and standards</li> <li>• resource parameters and procedures</li> <li>• roles, functions and responsibilities of security personnel</li> <li>• storage and disposal of information.</li> </ul>
<p><b><i>Assignment instructions</i></b></p>	<ul style="list-style-type: none"> <li>• assignment objectives and timeframes</li> <li>• instructions from supervisor</li> </ul>

<b>may include:</b>	<ul style="list-style-type: none"> <li>• personal presentation requirements</li> <li>• reporting and documentation requirements</li> <li>• resource and equipment requirements</li> <li>• site layout, including: <ul style="list-style-type: none"> <li>• access points</li> <li>• exit location</li> <li>• passageways</li> </ul> </li> <li>• specific client requirements</li> <li>• work tasks and procedures.</li> </ul>
<b><i>Relevant persons may include:</i></b>	<ul style="list-style-type: none"> <li>• clients</li> <li>• colleagues</li> <li>• emergency services personnel</li> <li>• roads and traffic authority personnel</li> <li>• supervisor.</li> </ul>
<b><i>Personal protective equipment may include:</i></b>	<ul style="list-style-type: none"> <li>• ear protectors</li> <li>• eye protectors</li> <li>• gloves</li> <li>• luminous traffic control coats</li> <li>• portable shade</li> <li>• safety boots</li> <li>• safety overalls</li> <li>• sunscreen</li> <li>• traffic wands.</li> </ul>
<b><i>Traffic control equipment may include:</i></b>	<ul style="list-style-type: none"> <li>• hand-held traffic bats and wands</li> <li>• portable traffic lights</li> <li>• temporary barriers</li> <li>• temporary signage</li> <li>• witches hats.</li> </ul>
<b><i>Communication equipment may include:</i></b>	<ul style="list-style-type: none"> <li>• pager</li> <li>• portable and mounted two-way radio</li> <li>• telephones, including mobile telephones.</li> </ul>
<b><i>Work area conditions may include:</i></b>	<ul style="list-style-type: none"> <li>• degree of visibility</li> <li>• hazardous materials, including: <ul style="list-style-type: none"> <li>• asphalt</li> <li>• concrete</li> <li>• flammable substances</li> <li>• cement</li> <li>• lime</li> <li>• sandstone</li> <li>• chemical substances</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• obstacles</li><li>• other traffic</li><li>• site and nature of loads</li><li>• surface conditions of the work area</li><li>• weather conditions.</li></ul>
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## **Unit Sector(s)**

Common

## **Custom Content Section**

Not applicable.