



Australian Government

Department of Education, Employment and Workplace Relations

CPPCMN2002A Participate in workplace safety arrangements

Release: 1

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Modification History

Revised unit

Unit updated and equivalent to PRMCMN201A Participate in workplace safety arrangements.

Unit Descriptor

This unit of competency specifies the outcomes required to ensure own safety and that of others in the workplace. It also covers recognising hazards and following workplace emergency procedures.

The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC:7025 [1998] 2nd edition).

Application of the Unit

This unit of competency supports employees without managerial or supervisory responsibilities. Performance would usually be carried out under routine supervision, within company 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

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| 1 | Follow workplace procedures for hazard identification and risk control. | 1.1 | <i>Hazards</i> in work area are <i>identified</i> and reported to <i>appropriate personnel</i> according to <i>workplace procedures</i> and <i>company requirements</i> . |
| | | 1.2 | Workplace procedures and work instructions for controlling risks are followed according to company requirements. |
| 2 | Participate in arrangements for managing occupational health and safety (OHS). | 2.1 | OHS issues are raised with appropriate personnel according to relevant <i>OHS legislation</i> , workplace procedures and company requirements. |
| | | 2.2 | Opportunities to <i>participate</i> in OHS management in workplace are identified and used within scope of own role and responsibilities, according to workplace procedures and company requirements. |
| 3 | Follow emergency procedures in workplace. | 3.1 | <i>Emergency procedures</i> are followed within scope of own role and responsibilities according to company requirements. |
| | | 3.2 | Details of <i>hazardous events</i> are reported to appropriate personnel according to company requirements. |

Required Skills and Knowledge

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

Required skills

- interpersonal skills to relate to people from diverse backgrounds
- language and literacy skills to:
 - communicate clearly and concisely verbally and in writing
 - communicate OHS information to personnel
 - participate in OHS training
 - read and interpret directions and information, including:
 - emergency responses
 - product instructions
 - safety signs
 - work instructions
 - report potential and existing risks or hazards
- skills to work safely when:
 - identifying hazards and controlling risks
 - using tools, equipment and products

Required knowledge

- common workplace hazards and risk control measures, including:
 - equipment and material use, storage, cleaning and disposal procedures
 - range and meaning of workplace safety signs and symbols
 - site safety plan
 - types and purpose of personal protective equipment (PPE)
 - ways to maintain OHS in emergency situations
- communication channels and procedures to report OHS concerns
- rights and responsibilities of parties in workplace under relevant OHS Acts, regulations and codes of practice

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 the recognition of hazards in the workplace, ensuring own safety and that of others, and following emergency procedures.</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"> • follow emergency procedures in emergency situations (note that evidence in this area may be gathered through simulations) • identify hazards and risks in the workplace and report them to appropriate personnel • follow workplace procedures for controlling risks in the workplace.
<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"> • assessment documentation forms and record books • manuals and relevant documentation, including OHS policies and procedures • PPE commonly used to reduce workplace risk • relevant products, tools, specialist equipment and associated instructions • suitable work area, or simulated workplace environment, that allows for identification of hazards.
<p>Method of assessment</p>	<p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the Property 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.

	This unit could be assessed on its own or in combination with other units relevant to the job function.
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>

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.

<i>Hazards</i> may include:	<ul style="list-style-type: none"> • blocked access to emergency entry and exit points • electrical and mechanical faults • unsafe manual handling methods • improper use of hazardous materials and chemicals.
<i>Identifying hazards</i> may include:	<ul style="list-style-type: none"> • checking equipment or work area before and during work • housekeeping • inspecting workplace equipment and work areas.
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • health and safety representatives • managers • OHS personnel • other persons, including emergency service personnel authorised or nominated by organisation or industry to: <ul style="list-style-type: none"> • approve specified work • direct specified work and functions • inspect specified work • perform specified work and functions • supervisors and team leaders.
<i>Workplace procedures</i> may include specific OHS procedures and organisational policies or procedures relating to:	<ul style="list-style-type: none"> • assessment and control of risks • consultation and participation arrangements for employees • emergency response • OHS issue resolution • safe operating procedures or instructions that cover but are not

	<p>limited to:</p> <ul style="list-style-type: none"> • awareness of electrical hazards • awareness of environmental hazards • confined space procedures • provision of first aid • safe use of tools and equipment • working safely around electrical wiring, cables and overhead powerlines • specific hazards • reporting OHS issues • use of PPE • workplace safety inspections.
<i>Company requirements</i> may include:	<ul style="list-style-type: none"> • counselling and disciplinary processes • following procedures to dispose of, re-use or recycle resources • maintaining plant and equipment • purchasing supplies and equipment • work procedures and work instructions.
<i>OHS legislation</i> may include:	<ul style="list-style-type: none"> • general duty of care under OHS legislation and common law • provisions relating to OHS issue resolution • provisions relating to roles and responsibilities of health and safety representatives and OHS committees • regulations and codes of practice, including regulations and codes of practice relating to hazards present in workplace or industry • state, territory and commonwealth OHS Acts.
<i>Participating</i> may include:	<ul style="list-style-type: none"> • formal and informal meetings of: <ul style="list-style-type: none"> • OHS committees • other committees, such as consultative, planning and purchasing • suggestions, requests, reports and concerns put forward by employees to management.
<i>Emergency procedures</i> may include:	<ul style="list-style-type: none"> • accident and incident reporting • chemical containment • evacuations • following instructions from authorised or appropriate personnel during hazardous events • provision of first aid.
<i>Hazardous events</i> may include:	<ul style="list-style-type: none"> • accidents, including motor vehicle accidents • acts of violence • bomb threats • chemical spills

	<ul style="list-style-type: none">• fire and explosions• inhalation of dangerous substances• natural disasters.
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Unit Sector(s)

Common

Custom Content Section

Not applicable.