Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC2002A Follow workplace safety procedures in the security industry

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CPPSEC2002A Follow workplace safety procedures in the security industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to follow Occupational Health and Safety (OHS) procedures to ensure own safety and that of others in a security work environment. It requires the ability to identify and control security risks and hazards, apply appropriate responses within scope of own responsibility, and to share OHS information with team members. This unit may form part of the licensing requirements for persons engaged in security operations in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit	This unit of competency has wide application in a range of work roles in the security industry. Work is performed under routine supervision and competency requires some judgement and decision-making. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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Employability Skills Information

Employability skills   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 required 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/or the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Follow OHS policies and procedures.	1.1 Organisational ***OHS policies and procedures*** relevant to own role and responsibilities are complied with in accordance with ***legislative requirements***.
	1.2 Organisational ***procedures*** for identifying and controlling ***risks*** and ***hazards*** are reviewed and followed within limits of own authority.
	1.3 Organisational procedures and documentation for ***reporting OHS information*** are identified and followed.
	1.4 All work is conducted using ***safe operating practices*** in accordance with OHS, legislative and ***organisational requirements***.
2 Deal with emergency situations.	2.1 ***Emergency situations*** are identified and ***relevant persons*** promptly notified.
	2.2 ***Emergency procedures*** are followed correctly within limits of own authority.
	2.3 ***Personal limitations*** are identified and requests for back-up support or further instruction promptly sought.
	2.4 ***Incidents*** and responses are accurately reported and documented in accordance with organisational procedures and legislative requirements.
3 Maintain participation in workplace safety.	3.1 OHS information, issues and practices are discussed with colleagues to ensure safety awareness and information exchange.
	3.2 Colleague contributions to ***OHS participative arrangements*** in the workplace are continually sought and encouraged.
	3.3 ***Feedback*** is continually sought from colleagues to identify areas for improvement in OHS practices.
	3.4 OHS information is accessed and reviewed on a regular basis to ensure currency of own OHS practices.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- ability to communicate and discuss OHS concerns and information
- ability to identify common risks and hazards in a security work environment
- ability to question to check information, seek feedback and identify areas for

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REQUIRED SKILLS AND KNOWLEDGE

improvement in OHS practices
- ability to read and understand common OHS signs and symbols
- ability to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- ability to solve routine problems
- accurately receive and follow instructions and procedures
- accurately record and report details of hazards, risks and incidents
- basic risk assessment
- numeracy skills to estimate time to complete work tasks
- observation to maintain safety awareness in work environment.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

- basic principles of risk management
- common types and purpose of Personal Protective Equipment (PPE)
- designated workplace OHS personnel and first aid officers
- duty of care requirements of self and others
- general rights and responsibilities of employers and employees with regard to OHS
- guidelines relating to use of force
- methods for ensuring own safety in the workplace
- OHS hierarchy of controls and procedures for its application
- organisational communication channels and procedures
- organisational procedures for emergency and first aid response
- own responsibilities to comply with safe working practices
- procedures for reporting risks and hazards and documentation which needs to be completed
- range and meanings of common OHS signs and symbols
- range of potential workplace hazards, risks and emergency situations.

Evidence Guide

EVIDENCE GUIDE

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.

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: • accurately identifying and following organisational OHS procedures relating to identifying, assessing and reporting risks and hazards within limits of own authority • correctly following organisational emergency procedures including notification of relevant persons, request for back-up assistance and accurate reporting of response • contributing to, and encouraging the participation of colleagues, in workplace OHS arrangements to ensure a current knowledge and understanding of OHS issues, practices and compliance requirements • accurately recording and reporting OHS risks and hazards using standard proformas or documentation.

Context of and specific resources for assessment	Context of assessment includes:
	• a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.
	Resource implications for assessment include:
	• access to a registered provider of assessment services
	• access to a suitable venue and equipment
	• access to plain English version of relevant statutes and procedures
	• assessment instruments including personal planner and assessment record book
	• work schedules, organisational policies and duty statements.
	Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	This unit of competency should be assessed using questioning of underpinning knowledge and skills.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge. Oral questioning and written assessment should be used to assess underpinning knowledge.
	Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

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.

OHS policies and	• application of first aid

procedures **may relate to**:	• emergency and evacuation response
	• equipment maintenance and use
	• hazard and risk identification and reporting
	• OHS consultation and participative arrangements
	• reporting accidents, incidents, injuries and near misses
	• restraint and apprehension of persons
	• risk assessment and control measures
	• safe operating procedures and instructions for use of equipment and technology
	• security licensing requirements
	• suspected terrorist activity
	• use and maintenance of PPE
	• use of firearms, handcuffs, batons and spray
	• use of force
	• use, storage and disposal of hazardous substances or dangerous items.

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Legislative requirements may relate to:	• anti-discrimination and diversity • Australian standards, codes of practice and regulations • award and enterprise agreements • duty of care • evidence collection • licensing arrangements and certification requirements • OHS issue resolution • relevant commonwealth, state, territory OHS legislation, codes of practice and regulations • roles and responsibilities of OHS representatives and committees • trade practices • use of force.
Risk **relates to**:	• the likelihood of a hazard causing injury or harm.
Security risks **may include**:	• biological hazards • chemical spills • electrical faults • explosives • injury to personnel • noise, light, heat, smoke • persons carrying weapons • persons causing a public nuisance • persons demonstrating suspicious behaviour • persons suffering from emotional or physical distress • persons under the influence of intoxicating substances • persons with criminal intent • persons, vehicles and equipment in unsuitable locations • suspicious packages or substances • terrorism • violence or physical threats.
Procedures for controlling risks **may include**:	• application of the hierarchy of control • basic risk assessment • communicating OHS information to others • complying with safe operating procedures for equipment • correct selection, use, storage and maintenance procedures for PPE • evacuation • maintaining vigilance, awareness and observation in the work environment • reporting of identified risks or hazards • requests for back-up support or instructions • safe lifting and manual handling

- security of documents, cash, equipment and persons
- use of fire safety equipment
- use of reasonable force.

Hazard relates to:	• any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.
Hazards may be identified through:	• continuous monitoring of work environment • debrief and review of security incidents • regular informal and informal discussions with colleagues • regular inspections of equipment and work area • review of workplace health and safety records.
Safe operating practices **may include**:	• following OHS and emergency procedures • remaining vigilant and aware while at work • requesting back-up support • risk and hazard recognition • using communication to defuse conflict or potentially dangerous situations • working safely around electrical wiring, cables and overhead power lines • working safely around tools and equipment.
Organisational requirements may relate to:	• access and equity policies, principles and practices • client service standards • code of conduct • code of ethics • duty of care • emergency and incident response • employer and employee rights and responsibilities • licensing requirements • organisational goals, objectives, plans, systems and processes • personnel practices and guidelines • policies and procedures relating to own role, responsibility and delegation • privacy of information • procedures and guidelines for reporting • quality and continuous improvement processes • restraint and apprehension of persons • storage and disposal of information. • use of force • workplace communication protocols.
Emergency situations **may include**:	• accidents • armed or unarmed robbery • bomb threats • collapse or partial collapse of buildings or structures • criminal activity • damage to people or property

	• explosion • fire • natural disasters. • spill or release of toxic chemicals or biological substances • suspicious packages, objects, people or vehicles • terrorism • threatening, challenging or aggressive persons.
***Relevant persons* may include**:	• clients • colleagues • emergency services (eg police, ambulance, fire brigade, emergency rescue) • first aid officer • general public • supervisor.
***Emergency procedures* may relate to**:	• evacuation • first aid response • notification of emergency services • request for back-up assistance.
***Personal limitations* may relate to**:	• difficulties in meeting designated timeframes. • legal knowledge • licensing requirements • need for back-up support or additional resources • own competence level • scope of own role and responsibilities • situational knowledge.
***Incidents* may include**:	• accidents resulting in injury • fatigue • fire • security breaches. • situations affecting the security of self, others or property • theft • use of unreasonable force • use of weapons.
***OHS participative arrangements* may relate to**:	• accessing and exchanging up-to-date information and industry trends relating to OHS to maintain awareness and vigilance. • attendance at OHS committee meetings • discussions with OHS representatives • formal and informal meetings with colleagues to discuss OHS matters.
***Feedback* may be**	• comments from supervisors, colleagues or clients • formal and informal discussions and feedback

sought from:
- personal reflection
- security debriefing and review.

Unit Sector(s)

Unit sector   Security

Competency field

Competency field   Operations