



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC3001A Maintain workplace safety in the security industry

Release: 1

CPPSEC3001A Maintain workplace safety in the security industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to maintain Occupational Health and Safety (OHS) policies and procedures to ensure the safety of self and others in a security work environment. It requires the ability to monitor risk controls and support OHS awareness and training processes.

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 limited supervision and competency requires 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

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Maintain OHS awareness within the workplace.	<p>1.1 Organisational <i>OHS policies and procedures</i> are explained to team members and complied with in accordance with <i>legislative requirements</i>.</p> <p>1.2 <i>Consultative arrangements</i> are monitored to encourage team members to contribute to the management of OHS in the workplace.</p> <p>1.3 <i>Communication skills</i> and <i>interpersonal techniques</i> are used to explain the importance of OHS awareness.</p> <p>1.4 Recommendations are provided to <i>relevant persons</i> to improve the effectiveness of OHS policies and procedures.</p>
2 Monitor security risk control procedures.	<p>2.1 Inadequacies in <i>procedures for controlling security risks</i> are identified and promptly reported to relevant persons.</p> <p>2.2 Inadequacies in resource allocation for implementing risk control measures are identified and reported to relevant persons.</p> <p>2.3 Security <i>hazards</i> are investigated to identify their cause in accordance with risk control procedures.</p> <p>2.4 Risk control procedures are applied and <i>records</i> maintained in accordance with legislative requirements and organisational procedures.</p>
3 Support OHS training.	<p>3.1 OHS learning requirements of self and team members are identified and advice on <i>training needs</i> provided to relevant persons.</p> <p>3.2 <i>Opportunities</i> for participation of self and team members in OHS training are supported and organised in accordance with identified learning needs and organisational procedures.</p> <p>3.3 Coaching and mentoring assistance is provided to team members to support <i>OHS participative arrangements</i> and skill development.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- accurately receive and follow instructions and procedures
- accurately record and report details of hazards, risks and incidents
- application of the hierarchy of controls
- calculate resources required to monitor OHS in the workplace
- communication skills to convey and discuss OHS concerns and information
- communication to engage with minority groups (eg young people, old people, people with an addiction or disability, Indigenous Australians, people from Culturally and Linguistically Diverse (CALD) backgrounds)
- data analysis to monitor incidents (accidents) and the work environment, and to evaluate the effectiveness of risk control measures and OHS procedures
- mentoring to support OHS training in the workplace
- numeracy skills to estimate time to complete tasks and resource requirements
- problem solving
- read, analyse and interpret OHS information including common OHS signs and symbols
- risk assessment and hazard identification.

Required knowledge

- common types and purpose of Personal Protective Equipment (PPE)
- communication channels and procedures for maintaining safety
- designated workplace OHS personnel
- duty of care requirements of self and others
- effects of stress on self and team members
- general rights and responsibilities of employers and employees with regard to OHS and consultative arrangements
- guidelines relating to use of force
- licensing requirements in the security industry
- OHS hierarchy of control and procedures for its application
- own responsibilities to comply with safe working practices
- principles and application of risk management and controls
- procedures for emergency, evacuation and first aid response
- range and meanings of common OHS signs and symbols
- range of potential security workplace hazards, risks and emergency situations
- signs and indicators of work-related stress.

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:

- complying with applicable OHS policies and procedures and legislation, and using consultative arrangements to ensure team members support the implementation of OHS in the workplace
- monitoring procedures for controlling security hazards and risks using the hierarchy of controls, and identifying gaps or additional resource requirements
- supporting OHS training within the work team through the identification of OHS training needs and learning opportunities, and providing OHS mentoring to individuals and the team
- accessing, interpreting and communicating up-to-date security information to the work team to inform and improve OHS practices.

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 or written assessment may be used to assess underpinning knowledge. In assessment situations where the

candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

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 procedures may relate to:

- application of first aid
- 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
- stress management
- 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.

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 and territory OHS legislation, codes of practice and regulations
 - roles and responsibilities of OHS representatives and committees
 - trade practices
 - use of force.
- Consultative arrangements may include:***
- discussions with OHS representatives
 - formal and informal meetings to discuss OHS issues and information
 - industry information and newsletters covering OHS issues
 - OHS committees
 - suggestions, requests and concerns put forward by employees to management.
- Communication skills may include:***
- active listening
 - comprehension
 - note-taking
 - positive body language
 - questioning
 - reading accurately
 - speaking clearly
 - summarising
 - writing.
- Interpersonal techniques may include:***
- active listening
 - being respectful and non-discriminatory to others
 - control of tone of voice and body language
 - demonstrating flexibility and willingness to negotiate
 - engaging with minority groups
 - interpreting non-verbal and verbal messages
 - maintaining professionalism
 - providing and receiving constructive feedback
 - questioning to clarify and confirm understanding
 - two-way communication
 - use of communication appropriate to cultural differences
 - use of positive, confident and cooperative language.
- Relevant persons may include:***
- first aid personnel
 - management
 - OHS committees
 - OHS representatives
 - supervisor.
- Risk relates to:***
- the likelihood of a hazard causing injury or harm.
- Security risks may***
- biological hazards

include:

- 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 security risks may relate to:

- application of the hierarchy of controls
- complying with safe operating procedures for equipment
- correct selection, use, storage and maintenance of PPE
- directing or requesting back-up support
- evacuation
- maintaining vigilance, awareness and observation in the work environment
- negotiation and conflict resolution
- OHS communication and reporting
- 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:

- consultation
- continuous monitoring of work environment
- debrief and review of security incidents
- regular informal and informal discussions with team members
- regular inspections of equipment and work environment
- review of workplace health and safety records.

OHS records may relate to:

- first aid and medical post records
- identified hazards and risks
- industry warnings and security alerts
- maintenance and testing reports
- manufacturer and supplier information for security

- equipment**
- OHS instruction and training
 - OHS issues which have been raised and reported
 - procedures for handling prohibited or dangerous items
 - reports of accidents and injuries
 - surveillance and monitoring of work environment
 - workers compensation and rehabilitation records.
- Training needs may relate to:***
- additional work experience or exchange opportunities
 - attendance at OHS seminars or conferences
 - emergency and evacuation training
 - OHS induction
 - participating in formal or informal learning programs
 - undertaking personal study
 - workplace coaching, mentoring or supervision.
- Learning opportunities may include:***
- career planning or development
 - conducting a workplace skills assessment
 - participation in formal or informal learning programs
 - undertaking a performance appraisal
 - undertaking personal study
 - work experience or exchange opportunities
 - workplace coaching, mentoring or supervision
 - workplace projects.
- OHS participative arrangements may relate to:***
- accessing and exchanging up-to-date information and industry trends relating to OHS to maintain awareness and vigilance
 - discussions with OHS representatives
 - formal and informal meetings to discuss OHS concerns or issues
 - participation in debriefing and review processes.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Operations

