



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPSEC5001A Establish and maintain an Occupational Health and Safety system**

**Release: 1**

## **CPPSEC5001A Establish and maintain an Occupational Health and Safety system**

### **Modification History**

Not Applicable

### **Unit Descriptor**

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This unit of competency specifies the outcomes required to manage an Occupational Health and Safety (OHS) system to ensure compliance with legislative requirements relating to security operations. It requires the ability to establish policies and procedures for the implementation of OHS in the workplace ensuring ongoing consultative processes. It also requires an ability to evaluate the effectiveness of the OHS system to identify procedural improvements.

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**

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This unit of competency has wide application in a range of managerial roles in the security industry. Work is performed under minimal supervision and competency requires a high level of 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
<b>1 Establish an OHS system.</b>	<p>1.1 <i>OHS system</i> is developed which clearly states commitment to OHS and compliance with <i>legislative requirements</i>.</p> <p>1.2 <i>OHS roles and responsibilities</i> for all employees are defined.</p> <p>1.3 Financial and human resources for the effective operation of the OHS system are established and implemented.</p> <p>1.4 OHS induction and <i>training program</i> is developed and made available to all employees.</p> <p>1.5 System for <i>OHS record keeping</i> is established and maintained to allow identification of <i>hazard, risk</i> and injury patterns.</p> <p>1.6 <i>OHS information and procedures</i> are communicated and explained to all employees in an accessible format in accordance with legislative requirements.</p>
<b>2 Establish participative arrangements for OHS.</b>	<p>2.1 <i>Consultative processes</i> are established and maintained to ensure maximum OHS vigilance and compliance of all employees.</p> <p>2.2 OHS issues raised through participation and consultation are acknowledged and resolved promptly.</p> <p>2.3 Feedback from OHS consultation and any changes to procedures are <i>recorded</i> and communicated promptly to all employees.</p>
<b>3 Establish procedures for managing hazards and risks.</b>	<p>3.1 Procedures for <i>identifying hazards</i> and <i>managing risks</i> are developed in accordance with legislative requirements.</p> <p>3.2 Hazard identification is addressed at the planning, design and evaluation stages of any change in workplace to ensure new hazards are not created.</p> <p>3.3 Procedures for selection and implementation of risk control measures in accordance with the hierarchy of control are developed and maintained.</p> <p>3.4 Inadequacies in procedures for hazard identification and risk control are identified and new measures promptly established.</p>
<b>4 Evaluate system effectiveness.</b>	<p>4.1 Evaluation of the OHS system is undertaken using <i>verifiable evidence</i>.</p> <p>4.2 Improvements to the OHS system are developed and implemented to achieve organisational OHS objectives.</p> <p>4.3 Compliance with the OHS legislative framework is continually assessed to ensure that legal obligations are met.</p> <p>4.4 All OHS documentation is maintained in accordance with legislative requirements.</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

- access and use workplace information
- active listening
- adapt personal communication style to a variety of situations
- analyse and evaluate information and data
- coaching and mentoring to provide support to colleagues
- communicate in a clear and concise manner
- consultation
- effectively work with teams and individuals
- negotiation
- numeracy skill to calculate resources and costings
- planning
- reading to interpret complex information
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- research, analyse and interpret information from a variety of people and reporting
- solve problems to deal with complex and non routine difficulties
- use a range of communications equipment
- use technology to research, analyse and report information
- writing to develop complex reports.

#### Required knowledge

- applicable OHS licensing and legislative compliance requirements
- application of the hierarchy of control
- approved communication terminology and call signs
- available support agencies and the types of services offered
- difference between negative and positive language
- differences between written and spoken English
- how to read and use body language to gain confidence of others
- how to record information which may be used for legal purposes
- how to safeguard confidential information
- how to use business equipment to present information
- intervention points for expert OHS advice
- negotiation techniques

## REQUIRED SKILLS AND KNOWLEDGE

- non conformance reporting requirements
- OHS implications relating to use of guard dogs, apprehension or arrest of persons, use of firearms, use of restraints, handcuffs, batons and spray
- organisational standards for the presentation and maintenance of written information
- power plays and how they are used in conflict situations
- principles and practices of effective OHS management
- principles and techniques associated with modelling safe work practices, hazard identification and risk management
- principles of AS/NZS 4360: 2004 Risk management
- tactical response measures
- use of force guidelines.

## 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:

- managing organisational compliance with applicable OHS legislation and licensing, and implementing consultative arrangements to ensure individual and team OHS awareness and compliance
- developing a comprehensive OHS system which maximises implementation of OHS policies and procedures
- conducting an evaluation of the OHS system and using the findings together with consultation processes as the basis for implementing improvements
- establishing systems for ensuring OHS records and information meet legal compliance requirements.

#### **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.

<b>Method of assessment</b>	This unit of competency should be assessed using questioning of underpinning knowledge and skills.
<b>Guidance information for assessment</b>	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 system may include:***

- counter terrorism
- designated OHS personnel and committees
- designing safe operations and systems of work
- duty of care requirements
- emergency and evacuation policies and procedures
- incorporation of expert OHS advice as required
- injury management and workers compensation
- issue resolution and conflict negotiation processes
- mechanisms for obtaining updated information (eg health effects of hazards, technical developments in risk control, changes to legislation, security alerts and industry trends)
- mechanisms for updating OHS policies and procedures
- planning and implementing changes to security operations and tactical response strategies
- procedures for maintenance and storage of equipment and weapons
- procedures for purchasing of materials and equipment



- procedures, timeframes and accountabilities for reporting OHS issues
- provision of counselling and stress management processes
- provision of OHS information and training
- provisions for first aid equipment and response
- restraint and apprehension of persons
- security licensing requirements
- system for communicating OHS information to individuals and teams
- use of firearms, handcuffs, batons and spray
- use of force guidelines.

***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.

***OHS roles and responsibilities may include:***

- fire wardens
- first aid officers
- general duty of care
- OHS chain of command
- OHS committee representatives
- OHS officers
- safe workplace practices.

***Training program may include:***

- allocation of resources for training including acquisition, purchase of training services, development of staff training skills
- group discussions to enhance safety awareness
- handouts or information sheets
- OHS induction training
- ongoing assessment of individual and team training needs
- specific courses.

***OHS record keeping may relate to:***

- audit and inspection reports
- consultation processes (eg OHS Committee meeting papers)
- equipment maintenance and testing reports
- first aid or medical post records
- hazardous substances register
- identifying records required under OHS legislation (eg, major accident and injury notifications, certificates, licenses, dangerous goods storage register)
- manufacturer and supplier information relating to security equipment
- records of induction, instruction and training
- workers compensation and rehabilitation records
- workplace environmental monitoring records.

- Hazard relates to:***
- any thing (including an intrinsic property of a thing) or situation with the potential to cause injury or harm.
- Risk relates to:***
- the chance of something happening that will have an impact on objectives.
- 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.
- OHS information and procedures may relate to:***
- application of organisational OHS policies and procedures
  - back-up
  - compliance with applicable legislation, standards and regulations related to OHS
  - current security industry risks and alerts
  - identified hazards
  - outcomes of risk assessment and control processes
  - procedures for evacuation, application of first aid and emergency response
  - processes for raising OHS issues
  - tactical response
  - up-to-date OHS issues and industry safety trends
  - use of force
  - use of restraints, handcuffs, batons, spray and firearms.
- Consultative processes may include:***
- establishment and use of OHS committees and other committees
  - establishment and use of OHS representatives and first aid officers
  - involvement of individuals and teams in OHS management activities (eg OHS inspections, audits, environmental monitoring, risk assessment and control, emergency simulations)
  - mechanisms for employees to raise OHS issues

***OHS records may relate to:***

- provision of regular OHS bulletins, notices and information.
- first aid and medical post records
- hazardous substances registers
- health surveillance and monitoring of work environment
- identified hazards and risks
- industry warnings and security alerts
- maintenance and testing reports
- manufacturer and supplier information, including materials safety data sheets and dangerous goods storage lists
- OHS audits and inspections
- OHS instruction and training
- OHS issues which have been raised and reported
- reports of accidents and injury
- workers compensation and rehabilitation records.

***Procedures for identifying hazards may include:***

- consultation
- 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 OHS records.

***Managing risks may involve:***

- application of the hierarchy of control
- complying with safe operating procedures for equipment
- correct selection, use, storage and maintenance of Personal Protective Equipment (PPE)
- evacuation
- maintaining vigilance, awareness and observation in the work environment
- OHS communication and reporting
- 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.

***Verifiable evidence may include:***

- auditable documentation and reports
- employee and client questionnaires
- number of hazards, accidents, injuries or near misses
- quality assurance data
- records of complaints and actions taken for resolution.

## **Unit Sector(s)**

**Unit sector**                      Security

## **Competency field**

**Competency field**              Security and risk management