Australian Government

CPPWMT5045A Develop site safety plans

Release: 1

CPPWMT5045A Develop site safety plans

Modification History

Revised unit
Unit updated and equivalent to PRMWM45B Develop site safety plan

Unit Descriptor

This unit of competency specifies the outcomes required to develop an on-site safety plan for a waste management environment. It requires the ability to plan activity for safe work practices.

Application of the Unit

This unit of competency supports individuals responsible for developing on-site safety plans. It includes contributing to the development of operational procedures, in addition to safety principles.

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	Review site safety requirements.	1.1	***Details of site and site requirements*** are obtained and reviewed to determine specific safety requirements.
		1.2	***Organisational requirements***, occupational health and safety (OHS) regulations and ***legislation and codes*** are identified.
		1.3	***Site safety requirements*** are identified according to organisational requirements.
2	Determine site safety requirements.	2.1	Safety information necessary to ensure safety of personnel and general public is included in the on-site safety plan.
		2.2	***Site areas*** are identified and classified in safety plan.
		2.3	Exact locations of ***first aid and emergency facilities*** are identified in on-site safety plan.
		2.4	***Wastes on site*** are clearly identified in on-site safety plan by location and type.
		2.5	***Emergency and personal protective equipment*** (PPE) requirements and ***potential hazards and risks*** are identified for specific site areas in on-site safety plan.
		2.6	***Emergency response action or procedures*** are identified according to on-site safety plan.
		2.7	On-site safety plan is reviewed following feedback from stakeholders.
3	Communicate on-site safety plan to personnel.	3.1	On-site safety plan is communicated promptly and clearly to relevant personnel according to organisational requirements, OHS regulations and legislation and codes.
		3.2	Personnel's understanding of all aspects of on-site safety plan is confirmed through questioning and observation.
		3.3	Feedback from personnel is obtained and integrated into on-site safety plan.
		3.4	On-site safety plan is kept in an accessible place, according to organisational requirements, OHS

regulations and legislation and codes.

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Required Skills and Knowledge

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

Required skills

- analytical skills to:
    - determine site safety options
    - review operations
- basic illustration skills for drawing simple site maps
- interpersonal skills to:
    - manage consultation processes
    - present safety plan
- management skills to:
    - apply change management techniques
    - conduct strategic problem solving
    - plan work practices
    - identify and minimise hazards and risks
    - organise work methodically
    - apply quality assurance practices
    - use information technology to complete tasks
    - use emergency and personal protective equipment
- reading skills to interpret:
    - work or material requirements
    - materials safety data sheets (MSDS)
- written communication skills to:
    - write reports
    - prepare complex strategic documentation
- critical thinking skills to develop on-site safety plan, identifying:
    - resource needs
    - hazards and risks
- oral communication skills to:
    - ask and answer questions
    - explain on-site safety plan to personnel
    - give instructions
    - seek feedback
    - listen actively

Required knowledge

- environmental issues relating to:
  - life cycle of products: re-new, re-use and recycle
  - environmental regulations
- features required for on-site safety plan pertaining to:
  - site contract requirements
  - waste disposal methods
  - waste minimisation
  - waste prevention
  - waste segregation
  - work procedures
  - environmental issues
  - education and training outline
  - recycling and recovery requirements
  - monitoring personnel performance following safety training
  - quality control checks
  - review of effectiveness of new procedures and processes
- identification of safety issues pertaining to:
  - waste types, streams and characteristics and level of associated danger
  - waste non-conformances
  - unanticipated waste
  - waste non-conformance procedures
  - waste contaminants
  - hazardous waste
  - waste containment
  - waste disposal and recovery routes
- OHS requirements relating to:
  - dangerous goods and hazardous substances
  - OHS hierarchy of control
- waste audit, including:
  - analysing waste safety practices
  - analysing previous audit plans and audit processes pertaining to safety
- waste management provision, including:
  - organisational requirements in relation to safety
  - organisational structure and reporting requirements
  - legislation, regulations and codes of practice applicable to specific waste management functions
  - waste management safety options

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.

Overview of assessment	This unit of competency could be assessed by demonstration of site safety plans developed.
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 the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify site safety requirements • specify all necessary PPE required to undertake work safely in each site area • gather necessary information to develop on-site safety plan following consultation with stakeholders • apply OHS requirements and duty of care to provide safe environment for personnel and general public.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	An on-site safety plan must be developed in line with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the development of the plan. Assessment methods must: • 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.
Guidance information for	Reasonable adjustments for people with disabilities must be made to

assessment	assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
	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.
	This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example:
	• CPPCMN3001B Participate in environmentally sustainable work practices • CPPCMN4007A Manage workplace safety arrangements.

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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.

Details of site and site requirements may include:	• areas allowing access to general public • organisational and site OHS requirements • number of personnel on site • potential hazards and risks, including level of risk • waste incoming • waste present at site.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • quality assurance documents • tender and contract documents • verbal or written instructions • work procedures.

Legislation and codes may include:	• codes, including:
	   • Australian Code for the Transport of Dangerous Goods by Road and Rail
	   • industry
	• commonwealth, state and territory legislation, including:
	   • anti-discrimination
	   • environmental protection
	   • equal employment opportunity
	   • freedom of information
	   • industrial
	   • OHS
	   • trade practices
	• road laws.

Site safety requirements must include:	• all necessary requirements to ensure the safety of:
	   • environment
	   • equipment
	   • general public
	   • personnel
	   • structures.

Site safety requirements may also include:	• awareness of potential hazards and risks • communication requirements • confined space awareness • emergency procedure guides • emergency response equipment • emergency shut-down and lock-out procedures • evacuation area • first aid • induction • PPE requirements • site security • training • warning signs and barriers.
Site areas may include:	• evacuation areas • first aid bays • general public access areas • restricted areas.
First aid and emergency facilities may include:	• breathing apparatus • eye baths • fire extinguishers • first aid kits.
Wastes on site may include:	• solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantine, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Emergency and personal protective equipment must include:	• communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing.
Emergency and personal protective equipment could also include:	• breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • spill kit.

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Personal protective equipment **must be:**	• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.
Potential hazards and risks are those identified by the organisation that may lead to:	• damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
Potential hazards and risks may include:	• broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather.
Emergency response action or procedures may include:	• cleaning up • containing emergency • isolating or shutting down equipment or plant • evacuation • first aid • making site safe • notifying authorities • using PPE.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.