Australian Government

DEFRI001B Treat risk within Defence at an operational level

Release: 2

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Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

Unit Descriptor

This unit covers the competency required to identify, plan and implement treatment options in order to reduce risk.

Personnel working at this level will normally operate in a relatively simple and routine workplace in which they use the organisation's policy and procedures. Personnel would normally have local supervisory/management responsibility and will apply known solutions to a variety of predictable problems.

Application of the Unit

As agreed in the creation of this Training Package, applications for units transferred from the PUA00 Public Safety Training Package will be developed as part of continuous improvement plans, and taking into account the change in Unit of Competency format as detailed in templates for Streamlined Training Packages.

Licensing/Regulatory Information

Not applicable.

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 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 and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Make risk decision**	1.1 The calculated level of **risk** is compared to the established risk evaluation criteria and determined to be acceptable or unacceptable in consultation with the supervisor.
	1.2 Risk that is determined as unacceptable is documented and noted for treatment.
2. **Identify and select treatment options**	2.1 **Treatment options** of known risks are identified and confirmed as contained in **organisational policies and procedures** or supervisor's guidance.
	2.2 Treatment options under consideration are evaluated for **effectiveness** within the given context.
	2.3 Selected treatment options are documented and communicated in accordance with organisational policies and procedures.
3. **Implement treatment options**	3.1 **Treatment plans** incorporating selected options are implemented in accordance with the organisational policies and procedures.
	3.2 Treatment plans are communicated in the workplace in accordance with organisational policies and procedures.
	3.3 Treatment plans are evaluated to determine residual risk following implementation.
4. **Monitor and review risk and the process**	4.1 Effectiveness and efficiency of the treatment plan is **monitored**, reviewed and recorded in accordance with organisational policies and procedures to ensure compliance and validity.
	4.2 Residual risk is calculated and communicated to supervisors so that a decision can be made whether to accept this risk or to re-establish the risk management process.
	4.3 Treatments are adjusted and communicated following the review process.

Required Skills and Knowledge

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

Required Skills

- read and understand the organisation's plans, policies and procedures
- critically evaluate an operational situation by listening, observing and clarifying information with supervisor
- follow instructions/directives and report information
- make notes of observations
- voice personal view to the review process
- communicate with stakeholders and convey information, including:
    - listening
    - questioning
    - paraphrasing
    - clarifying
    - summarising
- interpersonal
- participate in the team
- provide and receive feedback in a constructive manner
- problem solving skills for a defined range of problems
- represent mathematical ideas in appropriate format
- analytical and probing

Required Knowledge

- organisational policies and procedures
- aims and objectives of the task
- risk management terminology and language in accordance with relevant standards (such as risk, hazard, risk assessment, risk management and risk treatment, residual risk, treatment plans, risk evaluation criteria)
- verbal and non-verbal communication techniques including body language, language style, active listening
- written communication to a level required to complete workplace forms and reports
- techniques for giving and receiving feedback in a constructive manner
- team work principles and strategies
- techniques for supporting others

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to define and identify risk language, definitions and terminology. Evidence must also be provided of stakeholders' involvement throughout the treatment process and that an informed analysis and selection of treatment options has been undertaken using the methodology and procedures approved by the organisation.
	Consistency in performance
	Competency should be demonstrated by gathering evidence over a range of workplace scenarios, using a variety of tools and methodology and should include the assessment of a variety of risks that may adversely impact on the organisation.
Context of and specific resources for assessment	**Context of assessment**
	Competency should be assessed in the workplace or under conditions that accurately simulate the workplace.
	Specific resources for assessment
	Access to:
	• organisational documentation
	• relevant organisational standards
	• appropriate tools and methods used within the organisation

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 in the Performance Criteria is detailed below.

Risks that may impact on objectives may include:	- Technical - Economic - Natural events - Political circumstances - Human behaviour - Legal - Financial - Safety - Environmental - Conflict
Treatment options may include:	- Avoiding the risk - Reducing the likelihood of the occurrence - Reducing the consequences - Transferring the risk - Retaining the risk
Organisational policies or procedures may include:	- Organisational charter/business plan - Commonwealth and state/territory legislative requirements eg WHS Act - Industry standards and codes of practice - ASNZS 4360:1999 - Defence Safety Manual - Defence Risk Management Manual
Effectiveness may include:	- Benefits to the individual - Benefits to the organisation - Cost of implementing the treatment option - Cost benefits resulting from the implementation of the treatment
Treatment plans may include:	- Responsibilities - Schedules - Expected outcome of treatments - Budgeting - Performance measures - Review process to be set in place
Monitoring may include:	- Regular checking - Critical observation - Regular recording

	• Identification of changes over time

Unit Sector(s)

Not applicable.