



**Australian Government**

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

# **PUA40906 Certificate IV in Public Safety (Defence Safety Coordination)**

**Release: 1**

## **PUA40906 Certificate IV in Public Safety (Defence Safety Coordination)**

### **Modification History**

Not applicable.

### **Description**

Not applicable.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

### Employability Skills Summary for PUA40906 Certificate IV in Public Safety (Defence Safety Coordination)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA40906 Certificate IV in Public Safety (Defence Safety Coordination) have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

| <p>Public Safety qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.</p> <p><b>Employability Skill</b></p> | <p><b>Employability Skills Statement</b></p>  |
|--|---|
| <p><b>Communication</b></p>  | <ul style="list-style-type: none"> <li>• communicate treatment plans</li> <li>• compile reports on equity and diversity issues</li> <li>• critically evaluate an operational situation by listening, observing and clarifying information with supervisor</li> <li>• determine, document and communicate levels of risk</li> <li>• develop techniques for giving and receiving feedback in a constructive manner</li> <li>• document any risk that is determined as unacceptable and note for treatment</li> <li>• ensure reading skills are to the level required to interpret and analyse job instructions, workplace documentation and inspection reports</li> <li>• ensure written communication is to the level required to complete workplace documentation and OH&amp;S audit reports</li> </ul> |

|                                  |   |
|----------------------------------|---|
|                                  | <ul style="list-style-type: none"> <li>• evaluate treatment options under consideration for effectiveness</li> <li>• identify and communicate equity and diversity strategies to team members</li> <li>• make notes of observations</li> <li>• prepare and update audit reports</li> <li>• provide feedback on equity and diversity strategies to managers</li> <li>• use verbal and non-verbal communication techniques including body language, language style, active listening, negotiation techniques and interpersonal communication</li> <li>• voice personal view to the review process</li> </ul>  |
| <b>Teamwork</b>                  | <ul style="list-style-type: none"> <li>• apply techniques to support others</li> <li>• develop team work principles and strategies</li> <li>• encourage team members</li> <li>• foster and promote equity and diversity practices</li> <li>• participate in the team</li> <li>• provide assistance to maximise individual contribution to the attainment of the team objectives</li> <li>• supervise and monitor equity and diversity processes within the workplace</li> <li>• understand team dynamics, aims and objectives</li> <li>• understand techniques for supporting others</li> <li>• understand the composition, roles and responsibilities of team members</li> <li>• work effectively with teams/groups</li> <li>• work within a team environment</li> </ul> |
| <b>Problem solving</b>           | <ul style="list-style-type: none"> <li>• apply analytical and probing skills</li> <li>• apply known solutions to a variety of predictable problems</li> <li>• deal with minor incidents</li> <li>• determine and manage constraints and risks relevant to the task</li> <li>• identify hazards, assess risks and control risks</li> <li>• represent mathematical ideas in appropriate format</li> <li>• resolve grievances and complaints without bias</li> <li>• solve problems</li> <li>• take action to correct inappropriate behaviour</li> <li>• use problem solving skills for a defined range of problems</li> </ul>   |
| <b>Initiative and enterprise</b> | <ul style="list-style-type: none"> <li>• act independently</li> <li>• be incisive in a fluid and demanding environment</li> <li>• lead by example</li> <li>• understand occupational health and safety principles and risk/risk management strategies</li> </ul>  |
| <b>Planning and organising</b>   | <ul style="list-style-type: none"> <li>• analyse risks and prioritise levels of risk for treatment</li> <li>• determine and manage the constraints and risks relevant to the</li> </ul>   |

|                        |   |
|------------------------|---|
|                        | <p>task</p> <ul style="list-style-type: none"> <li>• evaluate treatment options under consideration for effectiveness</li> <li>• identify and assess risk in preparation for the treatment of risk</li> <li>• identify and prepare appropriate audit tools</li> <li>• identify, plan and implement treatment options to reduce risk</li> <li>• identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices</li> <li>• plan and prepare for an occupational health and safety audit</li> <li>• select appropriate auditing methods and techniques</li> <li>• understand and apply throughout the operation, occupational health and safety legislation and codes of practice and standards and recognised safety precautions, including those contained in Australian Defence Force procedures</li> </ul> |
| <b>Self-management</b> | <ul style="list-style-type: none"> <li>• act independently</li> <li>• be incisive in a fluid and demanding environment</li> <li>• conduct post activity analysis and make subsequent recommendations</li> <li>• lead by example</li> </ul>  |
| <b>Learning</b>        | <ul style="list-style-type: none"> <li>• develop an understanding of research and analysis techniques</li> </ul>  |
| <b>Technology</b>      | <ul style="list-style-type: none"> <li>• understand and use appropriate occupational health and safety and risk management tools and systems, information technology and software</li> </ul>  |

## Packaging Rules

### Qualification Requirement: 15 units

#### All 8 core units plus 5 units from the specialisation elective units plus 2 general elective units

Specialist elective units should be selected from the fields that most closely align to an individual's occupational outcomes.

The general elective units may be taken from the general elective units listed below, or may include 2 unit taken from within this Training Package or any other endorsed Training Package at the same qualification level or at a higher level.

| Code         | Core Units  |
|--------------|---|
| PUADEF0H001B | Conduct an occupational health and safety audit   |
| PUADEFRI001B | Treat risk within Defence at an operational level   |
| PUADEFRI002B | Conduct risk assessment in a Defence environment  |
| BSBCM211A    | Participate in workplace safety procedures  |
| BSBCM311A    | Maintain workplace safety   |
| BSBCM411A    | Monitor a safe workplace  |
| PSPGOV406B   | Gather and analyse information  |
| PSPOHS401B   | Implement workplace safety procedures and programs  |
| Code         | Specialisation Elective Units   |
| BSBMGT505A   | Ensure a safe workplace   |
| BSBOHS508A   | Participate in the investigation of incidents   |
| BSBOHS604A   | Apply ergonomic principles to control OHS risk  |
| BSBOHS605A   | Apply occupational hygiene principles to control OHS risk                                 |
| BSBOHS606A   | Develop and implement crisis management processes   |
| PSPOHS601A   | Establish, maintain and evaluate the organisation's occupational health and safety system |
| PSPPOLD501A  | Develop organisation policy   |
| PSPREG601A   | Manage regulatory compliance  |
| PSPREG602A   | Evaluate regulatory compliance  |

| <b>Code</b>   | <b>Core Units</b>   |
|---------------|---|
| PUADEF0H002B  | Conduct occupational health and safety inspections                              |
| PUADEF0H003B  | Identify and monitor radiation hazards  |
| PUADEF0H004B  | Develop noise management plans  |
| PUADEF0H005B  | Apply radio frequency radiation safety procedures                               |
| PUADEF0H006B  | Develop radio frequency radiation safety plans                                  |
| PUADEF0H007B  | Apply ionising radiation safety procedures                                      |
| PUADEF0H008B  | Develop ionising radiation safety plans   |
| PUADEF0H009B  | Work safely with lasers   |
| PUADEF0H010B  | Apply laser safety procedures   |
| PUADEF0H011B  | Develop laser safety plans  |
| PUADEF0H012B  | Identify confined space   |
| PUADEF0H013B  | Enter confined space  |
| PUADEF0H014B  | Test confined space environment   |
| PUADEF0H015B  | Control entry to confined spaces  |
| PUADEF0H016B  | Monitor and report on hazardous substances safety                               |
| PUADEF0CM003B | Analyse causes and identify countermeasures for injuries in physical activities |
| PUAEMR009B    | Facilitate emergency risk assessment  |
| PUAEMR012B    | Determine treatment options   |
| PUAEMR013B    | Facilitate treatment strategy development and implementation                    |
| PUAPOL006B    | Facilitate effective communication in the workplace                             |
| <b>Code</b>   | <b>General Elective Units</b>   |
| BSBFLM404A    | Lead work teams   |
| BSBFLM406A    | Implement workplace information system  |
| BSBFLM409A    | Implement continuous improvement  |

---

| <b>Code</b>  | <b>Core Units</b>  |
|--------------|--|
| BSBFML503B   | Manage effective workplace relationships                         |
| BSBFML510A   | Facilitate and capitalise on change and innovation               |
| BSBSUS301A   | Implement and monitor environmentally sustainable work practices |
| PUADEFEQ001C | Work with equity and diversity                                   |
| TAADEL401B   | Plan and organise group-based delivery                           |
| TAADEL402B   | Facilitate group-based learning                                  |

---

**NOTES**

BSB units have been imported from the BSB01 Business Services Training Package.

PSP units have been imported from the PSP04 Public Sector Training Package.

TAA units have been imported from the TAA04 Training and Assessment Training Package.

Information about customising PUA00 Public Safety Training Package qualifications is on page [12](#).