



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR006B Treat risk at an operational level

Revision Number: 2

PUAEMR006B Treat risk at an operational level

Modification History

Not applicable.

Unit Descriptor

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

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

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 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 Calculated level of <i>risk</i> 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 <i>Treatment options</i> of known risks are identified and confirmed as contained in <i>organisational policies and procedures</i> or supervisor's guidance 2.2 Treatment options under consideration are evaluated for <i>effectiveness</i> 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 <i>Treatment plans</i> incorporating selected options are implemented in accordance with 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 <i>monitored</i> , 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

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

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

Required Knowledge

- aims and objectives of the task
- organisational policies and procedures
- 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)
- team work principles and strategies
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others
- 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

Evidence Guide

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

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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 in the Performance Criteria is detailed below.

Treatment options may include	<ul style="list-style-type: none"> Avoiding the risk Reducing the consequences Reducing the likelihood of the occurrence Retaining the risk Transferring the risk
Risks that may impact on objectives may include	<ul style="list-style-type: none"> Conflict Economic Environmental Financial Human behaviour Legal Natural events Political circumstances Safety Technical
Organisational policies or procedures may include	<ul style="list-style-type: none"> Australian Standard AS/NZS 4360 Commonwealth and state/territory legislative requirements eg OHS Act Industry standards and codes of practice Organisational charter/business plan
Effectiveness include	<ul style="list-style-type: none"> Benefits to the individual Benefits to the organisation Cost benefits resulting from the implementation of the treatment Cost of implementing the treatment option
Treatment plans include	<ul style="list-style-type: none"> Budgeting Expected outcome of treatments Performance measures Responsibilities Review process to be set in place Schedules
Monitoring include	<ul style="list-style-type: none"> Critical observation Identification of changes over time Regular checking Regular recording

RANGE STATEMENT

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Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

PUAEMR007B Conduct risk assessment