



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR007B Conduct risk assessment

Revision Number: 2

PUAEMR007B Conduct risk assessment

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to identify and assess risk in preparation for the treatment of that risk. This competency would normally apply to personnel working at a relatively simple and routine level, in which they use established organisational policy and procedures. Personnel would normally have local supervisory/management responsibility and apply known solutions to a variety of predicable problems. The unit covers the first four steps of the risk management process and provides the skills and knowledge required to conduct a risk assessment. It does not deal with the treatment of risk; this is covered in the unit PUAEMR006B Treat risk at an operational level.

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. Establish the risk context

- 1.1 Aims, objectives, scope and boundaries of the *risk* assessment are clearly defined in accordance with *organisational policies and procedures*
- 1.2 Risk evaluation criteria is identified and confirmed as contained in organisational policies, procedures or supervisors' guidance
- 1.3 *Structure* for the planning required to conduct a risk assessment is determined
- 1.4 Aims and objectives of *stakeholders* are identified and recorded in accordance with workplace procedures and guidelines

2. Identify risk

- 2.1 All possible sources of risk which may impact on the situation or objectives are identified and recorded in accordance with workplace procedures and guidelines
- 2.2 Sources of risk are identified from the perspective of all stakeholders
- 2.3 Risks are identified using a *specified methodology or tool* in accordance with workplace procedures and guidelines
- 2.4 Stakeholders are consulted during the risk identification process to finalise a list of risks

3. Analyse risk

- 3.1 Potential consequence of a risk and the likelihood of that consequence are estimated
- 3.2 Risks are analysed using a specified method or tool in accordance with organisational policies and procedures
- 3.3 Levels of risk are determined, documented and communicated in accordance with organisational policies and procedures

4. Evaluate risk

- 4.1 Levels of risk are prioritised for treatment
- 4.2 Calculated level of risk is compared to the established risk evaluation criteria, and communicated to supervisors
- 4.3 Risks are monitored and reviewed until appropriate treatment measures have been implemented

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:
 - listening
 - questioning
 - paraphrasing
 - clarifying
 - 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
 - provide and receive feedback in a constructive manner
- read and understand the organisation's plans, policies and procedures
- represent mathematical ideas in appropriate format
- solve problems for a defined range of problems
- voice personal view to the review process

Required Knowledge

- aims and objectives of the task
- organisational policies, procedures and guidelines
- risk management terminology and language in accordance with relevant standards (risk, hazard, risk assessment, risk management and risk treatment)
- specified methods or tools endorsed by an organisation and provided for use in the identification and analysis of risk
- team work principles and strategies
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others
- techniques/methods used to identify or analyse information
- verbal and non-verbal communication techniques including 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 stakeholder's involvement throughout the process and that an informed analysis of the risks has been undertaken using tools and methodology 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.

Risks that may impact on objectives may include

Actual events
Conflict
Economic
Environmental
Financial
Human behaviour
Political circumstances
Safety
Security
Technical

Organisational policies and procedures may include

Australian Standard AS/NZS 4360
Commonwealth and state/territory legislative requirements eg OHS Act
Industry standards and codes of practice
Organisational charter/business plan

Structure must include identifying

Amount of documentation required
Analysis tools which are required to conduct the assessment
Approach taken to conduct the assessment
Depth of assessment

Stakeholders may include

Those people, organisations and other interested parties (both internal and external) who may affect, be affected by, or perceive themselves to be affected by, a decision or activity

Specified methods or tools may be

Qualitative
Quantitative
Semi-quantitative
Or a combination of the three

Specified methods or tools may include

A risk matrix
Analysis of risk registers
Brainstorming
Business continuity planning
Examining any available data eg audit results/incident reports
Expert judgement
Focus groups

RANGE STATEMENT

Nomogram
Scenario analysis
SWOT analysis

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s

PUAEMR006B Treat risk at an operational level