



Australian Government

CPPCMN4007 Manage workplace safety arrangements

Release: 1

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Modification History

Release 1.

Revised unit of competency replacing superseded equivalent CPPCMN4007A Manage workplace safety arrangements.

This version first released with CPP Property Services Training Package Version 4.

Application

This unit of competency specifies the outcomes required to implement and monitor the company's health and safety policies, procedures and programs to achieve and maintain health and safety standards and ensure the effective implementation of workplace safety arrangements. It includes managing the provision of information and the implementation, supervision and review of health and safety policies and programs that contribute to a safe work environment.

The unit supports employees with supervisory responsibilities who carry out work within company guidelines. It applies in a range of work sites.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Common

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.				
1. Provide information about company's health and safety policies, procedures and programs.	<table><tr><td>1.1.</td><td>Relevant provisions of health and safety legislation as they relate to workplace procedures are explained clearly and accurately to work group according to company requirements.</td></tr><tr><td>1.2.</td><td>Company health and safety requirements, policies, procedures and programs are explained clearly and accurately to work group according to company</td></tr></table>	1.1.	Relevant provisions of health and safety legislation as they relate to workplace procedures are explained clearly and accurately to work group according to company requirements.	1.2.	Company health and safety requirements , policies, procedures and programs are explained clearly and accurately to work group according to company
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requirements.

- 1.3. **Information about health and safety policies, procedures and programs** is provided to work group in a readily accessible manner according to company requirements.
- 1.4. **Information about identifying hazards and assessing risks** and the process and outcomes of risk assessment and risk control procedures is provided and explained regularly, clearly and accurately to work group according to company requirements.
2. Implement and monitor participative arrangements for managing health and safety.
 - 2.1. Processes enabling participation in health and safety issues are implemented and monitored.
 - 2.2. Issues arising from participative arrangements are promptly assessed and resolved, or referred for resolution according to workplace procedures.
 - 2.3. Outcomes of participative arrangements pertaining to health and safety issues are documented and promptly communicated to work group according to company requirements.
3. Implement and monitor company procedures for identifying hazards and assessing risks.
 - 3.1. Existing and potential **hazards** in the work area are identified and reported according to health and safety legislation, workplace procedures, and company requirements.
 - 3.2. **Risk analysis** using **risk analysis protocols** is conducted and action to **control risks** is taken according to health and safety legislation, workplace procedures, and company requirements.
 - 3.3. Work area is monitored continuously to identify new hazards according to health and safety legislation, workplace procedures, and company requirements.
4. Implement and monitor company procedures for controlling risks.
 - 4.1. Work procedures for controlling risks are developed and implemented according to health and safety legislation and company requirements.
 - 4.2. Adherence to work procedures by work group is monitored according to company requirements.
 - 4.3. Effectiveness of work procedures is monitored using hierarchy of control, and results are reported regularly according to company requirements.

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| | | 4.4. | Resource allocation requirements for implementing work procedures to control risks are identified, and inadequacies are reported according to company requirements. |
| 5. | Implement company procedures for dealing with hazardous events. | 5.1. | Incidents are investigated to establish cause according to health and safety legislation and company requirements. |
| | | 5.2. | Hazardous event control procedures for dealing with hazardous events and emergencies are implemented according to health and safety and environmental legislation, and company requirements. |
| | | 5.3. | Control measures based on hierarchy of control are implemented within scope of responsibilities or referred to appropriate personnel for implementation according to company requirements. |
| 6. | Implement and monitor company procedures for providing health and safety training. | 6.1. | Health and safety training needs are identified and documented according to company requirements. |
| | | 6.2. | Training, coaching and mentoring to meet identified needs of work group are arranged through consultation with involved parties according to company requirements. |
| 7 | Implement and monitor company procedures for maintaining health and safety records. | 7.1. | Company's incident or accident reporting and recording process is provided and explained to work group according to company requirements. |
| | | 7.2. | Health and safety records of occupational injury and disease are completed according to legal requirements, workplace procedures, and company requirements. |
| | | 7.3. | Hazard analysis data and information from health and safety records are used to identify hazards and monitor risk control procedures within scope of responsibilities and competencies and according to company requirements. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Performance feature

Skill

- Learning skills to:
- identify and use reliable sources of information to confirm details of work health and safety (WHS) requirements
 - apply prior knowledge of assessing risks and evaluating risk control measures, including applying hierarchy of control to new work hazards.
- Numeracy skills to:
- interpret numerical information from manufacturer specifications and safety data sheets (SDS).
- Oral communication skills to:
- negotiate work group training, coaching and mentoring
 - explain accident and reporting and recording process to work group using suitable language.
- Reading skills to:
- locate and interpret WHS compliance requirements in complex texts.
- Writing skills to:
- prepare clear and sequential procedural documentation in language suitable for work group.
- Initiative and enterprise skills to:
- develop rapport with team members to facilitate coaching and mentoring.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Health and safety requirements*** must include:
- access to communication devices when working alone
 - compliance with Safe Work Australia regulations and guidelines
 - electrical equipment test and tag compliance
 - emergency response procedures
 - environmental controls
 - hazard signs and barricades
 - health and safety induction and refresher training
 - manual handling techniques
 - processes for safely dispensing chemicals
 - risk assessment procedures, including:
 - hierarchy of control
 - job safety analyses (JSA) for low-risk situations
 - safe work method statements (SWMS) for high-risk situations
 - incident reporting
 - SDS

Information about health and safety policies, procedures and programs must include:

- selection and use of required personal protective equipment (PPE)
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.
- hazards and risk management procedures
- information on the safety aspects of work, tasks and procedures
- procedures for providing direct supervision, such as to inexperienced workers
- information in industry association journals or workers' compensation literature
- details of health and safety representatives and health and safety committees.

Information about identifying hazards and assessing risks must include:

- accessing manufacturer guidance information and manuals
- applying SWMS procedures
- assessing job and work systems
- assessing severity of identified hazards, and ranking according to severity
- briefing workplace safety inspectors or contracted health and safety advisers
- checking work area and equipment before and during work
- conducting pre- and post-operational equipment checks
- conducting workplace inspections
- consulting with employees, health and safety representatives and health and safety committee
- housekeeping
- performing routine job hazard analysis
- purchasing supplies and equipment
- reviewing SDS
- manufacturer or supplier information
- referencing government or industry hazard or safety alerts, including via industry association contacts and networks
- regularly maintaining plant and equipment
- reviewing health and safety records, including:
 - registers of hazardous substances and dangerous goods
 - undertaking safety audits.

Risk analysis must include:

- hazard identification
- risk assessment
- risk treatment and/or control
- risk monitoring and evaluation.

Risk analysis protocols must be selected based on at

- Australian standards, company standards and client standards
- combination of quantitative and qualitative assessment tools, specific to risks being assessed

least one of the following criteria:

- operational, technical, financial, legal, social, humanitarian or other criteria
- scope of risk management project being undertaken.

Controlling risks must include at least one of the following:

- applying hierarchy of control
- consulting with manufacturers, suppliers, employers and their representatives
- consulting with workers and their representatives
- developing reliable systematic approach to risk control
- ensuring adequate training of staff
- measuring risk likelihood and consequence
- implementing measures to remove cause of risk at its source
- monitoring and regularly reviewing work systems and procedures
- rewarding good health and safety practice.

Hazardous event control procedures must include:

- following instructions from authorised and delegated personnel during hazardous events
- chemical containment and clean-up
- emergency management plan
- evacuations
- provision of first aid
- accident and incident reporting
- injury and dangerous occurrence reporting.

Appropriate personnel must include at least one of the following:

- managers
- health and safety personnel
- other persons, including emergency service personnel, authorised or nominated by the company or industry to:
 - approve specified work
 - direct specified work or functions
 - inspect specified work
 - perform specified work or functions.

Hazards that must be identified and reported include:

- biological hazards
- chemical hazards, including unlabelled chemicals and substances
- environmental hazards, such as:
 - noise
 - radiation
 - untidy work areas
 - vibration
- ergonomic or mechanical hazards, such as those associated with electrical and mechanical faults of plant and equipment, including mobile plants
- physical hazards, such as:

Health and safety records must include documented:

- electrical
- obstructions or blocked exits
- slippery or uneven floors
- psychological hazards.
- first aid and medical post records
- hazardous substances registers
- health surveillance and workplace environmental monitoring records
- maintenance and testing reports
- manufacturer and supplier information, including SDS and dangerous goods storage lists
- health and safety audits and inspection reports
- records of instruction and training
- safety bulletins or notices
- workers' compensation and rehabilitation records.

Unit Mapping Information

CPPCMN4007A Manage workplace safety arrangements

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPCMN4007 Manage workplace safety arrangements

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also provide clear information and instruction to one work group on workplace procedures pertaining to health and safety in a readily accessible manner, and:

- apply company processes and procedures for health and safety
- demonstrate leadership skills in working with teams to identify hazards within work group, ensuring unresolved issues are referred and actioned
- apply risk management procedures, including undertaking hazard identification, risk assessment and risk control according to hierarchy of control
- identify and facilitate health and safety training needs and reporting requirements of work group
- identify characteristics of workforce that affect the management of health and safety
- identify health and safety compliance requirements relating to specific work tasks
- integrate health and safety into company systems
- apply key requirements of health and safety legislation, regulations and codes of practice applicable to work tasks
- provide clear information and instructions to work group on workplace procedures relating to health and safety in plain English and catering for individual language and literacy levels
- apply obligations for duty of care.

In doing the above work, the person must also demonstrate strategies in place to manage five of the following hazardous events that may occur in the workplace:

- accidents, including motor vehicle accidents
- bomb threats
- chemical spills
- electrocution
- fires and explosions
- inhalation of dangerous substances
- manual handling

- natural disasters
- slips, trips and falls
- violent incidents, such as:
 - armed robberies
 - workplace bullying.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- characteristics of the company's workforce, including type of work undertaken and impacts on health and safety management
- company processes and procedures, including those relating to:
 - accident and incident investigation
 - assessing and controlling risks
 - consultation and participation arrangements for employees and third parties
 - emergency planning and response
 - housekeeping and work environment
 - identifying hazards
 - health and safety management
 - health and safety procedures, including:
 - developing and communicating company health and safety policy
 - providing health and safety information, instruction, supervision and training
 - health and safety record keeping
 - reporting and resolving health and safety issues
 - training and assessment
 - risk management
- principles of:
 - access and equity
 - hazard management
 - leadership as it applies to managing workplace safety
 - health and safety management systems
- risk management procedures, including risk assessment and risk control procedures reflecting the following order of the process:
 - hazard identification
 - risk assessment
 - hazard control
 - evaluation
- safe operating procedures or instructions that cover:
 - awareness of electrical hazards
 - chemical storage, handling and disposal

- confined space procedures
- dust
- first aid and injury management
- manual handling
- noise
- requirements for maintaining safety when working alone
- safe use of tools and equipment
- security
- specific hazards
- storage of dangerous goods
- toxic, infectious and sharps waste
- use of personal protective equipment (PPE)
- use of safety data sheets (SDS)
- vehicles and mobile equipment
- working safely around electrical hazards, including wiring, cables and overhead powerlines
- processes and practices for training staff in workplace safety requirements
- strategies for providing workplace participative arrangements:
 - implementing employee performance feedback programs
 - formal and informal meetings of:
 - health and safety representatives
 - health and safety committees
 - other special purpose committees, such as consultative, planning and purchasing
 - company information, staff bulletins and notices
 - suggestions, requests, reports and concerns put forward by employees to management
- strategies for encouraging staff contributions to participative arrangements, including:
 - actively listening to ideas and opinions of staff
 - reinforcing positive behaviours that contribute to a safe workplace
 - sharing opinions, views, skills and knowledge of workplace health and safety
- key requirements of work health and safety (WHS) legislation and regulations, including:
 - dangerous goods codes
 - general duty of care under health and safety legislation and common law provisions relating to health and safety issue resolution
 - legal responsibilities of employers, employees and other parties with legal responsibilities
 - provisions relating to roles and responsibilities of health and safety representatives and/or health and safety committees
 - regulations and codes of practice, including those relating to hazards present in the workplace or industry
 - maintenance and confidentiality of records of occupational injury and disease
 - provision of health and safety information and training

- procedures for workplace safety inspections and audits.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- materials:
 - computer with internet access
 - health and safety records as listed in the range of conditions
- specifications:
 - company's health and safety policies, procedures and programs
 - plain English guides to legislation and other compliance requirements
- relationships with team members and supervisor:
 - supervisory responsibility for a small team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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