



Australian Government

CPPDSM3009 Maintain workplace safety in the property industry

Release: 1

CPPDSM3009 Maintain workplace safety in the property industry

Modification History

Release 1.

Replaces superseded equivalent CPPDSM3009A Maintain workplace safety in the property industry.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to follow defined work health and safety (WHS) policies and procedures to ensure own safety and that of others in a property industry workplace. It requires the ability to identify and control workplace hazards and risks, apply appropriate responses to emergency situations, and communicate workplace safety requirements.

The unit supports workers in the property industry who are required to follow WHS policies and procedures. It applies to real estate agents, property managers, strata managers, Nationwide House Energy Rating Scheme (NatHERS) assessors, home sustainability assessors and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

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. Assist in implementing safety policies and procedures in the workplace. | 1.1. Workplace safety requirements relevant to own role and responsibilities are identified and implemented.
1.2. Organisational information outlining WHS policies and procedures is identified and accessed.
1.3. Information identifying and controlling workplace hazards and risks is reviewed in line with organisational procedures.
1.4. Work is conducted using safe workplace practices and according to WHS policies and procedures. |
| 2. Follow workplace procedures for identifying hazards and controlling risk. | 2.1. Hazards in work area are identified and reported in line with organisational requirements.
2.2. Workplace instructions and procedures for controlling hazards and risks are followed.
2.3. Emergency procedures are followed in line with WHS and organisational requirements. |
| 3. Contribute to participative arrangements for managing WHS. | 3.1. WHS issues, including compliance with applicable WHS policies and procedures, are raised with required people.
3.2. Colleague contributions to participative arrangements for managing WHS in the workplace are encouraged. |

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.

Skill	Performance feature
Learning skills to:	- maintain current knowledge of WHS policies and procedures - identify and use reliable sources of information to confirm details of workplace hazards and risks.
Numeracy skills to:	interpret numerical and graphical information in safety information in the workplace.
Oral communication skills to:	ask questions to clarify procedures to follow in identifying potential workplace hazards and safe work practices.
Reading skills to:	read and interpret information about safe work practices and hazards.

- Writing skills to:
- prepare routine correspondence, including emails, messaging and letters, to record and report details of safety-related incidents in the workplace.
- Technology skills to:
- access the internet and web pages
 - prepare and complete online forms
 - lodge electronic documents
 - search online databases in relation to workplace safety.

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.

- WHS policies and procedures*** must include:
- consultative arrangements for employees
 - emergency and evacuation procedures
 - equipment maintenance and use
 - first aid
 - hazard and risk identification and reporting
 - hazard, accident and incident investigation
 - on-site contractors, visitors and members of the public
 - risk assessment and control measures
 - safe operating procedures and instructions
 - transport, use and storage of dangerous goods and hazardous materials
 - use and maintenance of personal protective clothing and equipment
 - WHS audits and safety inspections.
- Procedures for controlling hazards and risks*** must include:
- compliance with environmental requirements
 - compliance with ergonomic requirements, including safe lifting and manual handling procedures
 - correctly selecting, using, storing and maintaining personal protective clothing and equipment
 - following emergency, fire and accident procedures
 - following safe operating procedures
 - reporting hazards, accidents and incidents
 - regular WHS consultations.
- Participative***
- formal and informal meetings to discuss WHS matters

arrangements must include:

- mechanisms for conveying employee suggestions, requests and concerns to management
- WHS committees, such as consultative, planning and purchasing committees.

Unit Mapping Information

CPPDSM3009A Maintain workplace safety in the property industry

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 CPPDSM3009 Maintain workplace safety in the property industry

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Performance Evidence

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

The person must also follow defined work health and safety (WHS) policies and procedures to ensure own safety and that of others in three different work environments in the property industry.

The person must demonstrate this performance by:

- identifying the workplace hazards and risks in each of the above work environments
- identifying how each of the identified hazards and risks may be controlled and the appropriate responses to apply in associated emergency situations
- contributing to participative arrangements aimed at managing the hazards and risks identified in each of the above environments.

In doing the above, the person must:

- carry out work activities in a safe manner using safe operating practices and procedures
- follow required WHS risk and hazard response procedures within scope of own role and responsibilities.

Knowledge Evidence

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

- workplace hazards and risks in the property industry
- ways of controlling hazards and risks in the property industry
- organisational communication channels and procedures
- federal, state or territory legislation, codes, standards and local government regulations relating to workplace safety in the property industry
- range and meaning of WHS safety signs and symbols
- rights and responsibilities of employers and employees with regard to workplace safety
- types and purposes of personal protective clothing and equipment in the workplace
- workplace WHS management processes and designated personnel.

Assessment Conditions

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

- equipment:
 - computer system to access online information concerning workplace safety in the property industry
- specifications:
 - relevant legislation, codes, standards and local government regulations relating to workplace safety in the property industry
- relationship with team members and supervisor:
 - member of a work team in a property industry context.

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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