



Australian Government

CPPDSM4057 Monitor a safe workplace in the property industry

Release: 1

CPPDSM4057 Monitor a safe workplace in the property industry

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4057A Monitor a safe workplace in the property industry.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 and promote work health and safety (WHS) policies and procedures to ensure own safety and that of others in the workplace. It requires the ability to identify and control workplace hazards and risks, and communicate workplace safety requirements.

The unit supports the work of those involved in following and promoting WHS policies and procedures to ensure own safety and that of others in the workplace. 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.

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| 1. Provide information on | 1.1. Relevant provisions of <i>WHS legislation and code of conduct</i> are accurately and clearly explained to team |
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| safety policy and procedures in the workplace. | members. |
| | 1.2. Documentation is developed and maintained to support implementation of WHS policies and procedures .
1.3. Recommendations are made to improve effectiveness of WHS and workplace policies and procedures. |
| 2. Implement and monitor participative arrangements. | 2.1. Consultative processes are implemented and monitored to ensure all team members have an opportunity to contribute to management of WHS in the workplace.
2.2. Health and safety issues raised through consultation are resolved, or referred to relevant people for resolution.
2.3. Outcomes of consultation over WHS issues are reported to team members. |
| 3. Implement and monitor hazard and risk control procedures. | 3.1. Existing and potential hazards and risks in work area are identified and appropriate actions are implemented.
3.2. Individual and team adherence to control hazards and risks in work area is maintained and monitored.
3.3. Inadequacies in existing procedures to control risks are identified and appropriate actions are implemented.
3.4. Cause of hazardous events is investigated according to legislative requirements and organisational policies and procedures.
3.5. Measures to minimise risk and prevent recurrence of hazardous events are implemented based on hierarchy of control and own role. |
| 4. Support WHS training. | 4.1. WHS training needs of individuals and teams are identified and discussed with relevant people.
4.2. Arrangements are made for addressing identified WHS training needs in consultation with relevant people.
4.3. Coaching and mentoring assistance is provided to team members to support the effective development of their own WHS competencies. |

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 workplace safety policies and procedures.
Numeracy skills to:	interpret graphical and statistical material on safety-related incidents in the workplace.
Oral communication skills to:	promote WHS policies and procedures to others in the workplace.
Reading skills to:	access information in pamphlets, brochures and other general information on the management of workplace safety.
Writing skills to:	prepare routine documentation associated with promoting workplace safety, including agendas, minutes, meeting notes, and correspondence in the form of emails and letters.
Technology skills to:	use business technology to produce reports on workplace safety and near misses.

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.

<i>WHS legislation and code of conduct</i> must include:	- Australian standards, and quality assurance and certification requirements - maintenance and confidentiality of records of occupational injury and disease - relevant federal, and state or territory legislation with regard to: - common law - general duty of care - issue resolution - provisions relating to roles and responsibilities of WHS representatives and committees - requirements of provision of WHS information and training.
<i>WHS policies and procedures</i> 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
- WHS audits and safety inspections
- 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.

Consultative processes must include at least two of the following:

- formal and informal meetings
- health and safety representatives
- WHS committees
- other committees, such as consultative, planning and purchasing
- suggestions, requests and concerns put forward by employees to management.

Relevant people must include at least two of the following:

- clients
- colleagues
- designated WHS representatives
- emergency personnel
- supervisors.

Hazards and risks must include:

- electrical
- environmental
- ergonomic
- hazardous materials
- loose objects and fixtures
- mechanical
- obstructions.

Procedures to control risks must include:

- compliance with environmental requirements
- compliance with ergonomic requirements, including safe lifting and manual handling procedures
- correct selection, use, storage and maintenance procedures for personal protective clothing and equipment
- emergency, fire and accident procedures
- safe operating procedures
- hazard, accident and incident reporting procedures
- regular WHS consultations.

Hazardous events must include:

- accidents
- bomb scares
- emergencies
- fires and explosions

- violent incidents.
 - application of the hierarchy of control:
 - elimination of the risk
 - substitution
 - engineering controls
 - administrative controls
 - personal protective equipment
 - consultation with workers and their representatives
 - measures to remove the cause of a risk at its source.
- Measures to minimise risk** must include:
- Training needs** must include at least two of the following:
- coaching, mentoring and supervision
 - formal and informal learning programs
 - internal and external training provision
 - personal study
 - quality assurance assessments and recommendations
 - recognition of prior learning
 - seminars and conferences
 - work experience and exchange opportunities.

Unit Mapping Information

CPPDSM4057A Monitor a safe workplace 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 CPPDSM4057 Monitor a safe workplace 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 and promote work health and safety (WHS) policies and procedures to ensure own safety and that of others in one property industry work environment.

In doing the above, the person must:

- assess and control risks according to the hierarchy of control
- comply with a range of WHS legislative and organisational procedures
- identify and address WHS training needs of team members
- provide clear and accurate information and advice to team members on workplace hazards and risks.

Knowledge Evidence

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

- consultative processes for improving workplace WHS culture
- legal responsibilities of employers, supervisors and employees in the workplace relating to workplace safety
- organisational communication channels and procedures
- organisational policies and procedures relating to hazard management, fire, emergency, evacuation, and incident or accident investigating and reporting
- range of hazards and associated risks that exist in the workplace and their control measures
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - environmental issues
 - property sales, leasing and management
 - strata community management
 - WHS

- techniques to control risks, such as the hierarchy of control.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - checklist for identifying workplace hazards and risks
 - organisational templates for reporting hazards and risks
 - organisational WHS policies and procedures
 - guides for identifying and mitigating workplace hazards and risks
- 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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