



Australian Government

CPPDSM5018 Ensure a safe workplace in the property industry

Release: 1

CPPDSM5018 Ensure a safe workplace in the property industry

Modification History

Release 1.

Replaces superseded equivalent CPPDSM5018A Ensure a safe workplace in the property industry.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 establish, maintain and evaluate an organisation's work health and safety (WHS) system 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 establishing, maintaining and evaluating a property industry organisation's risk management systems. It applies to those involved in working with WHS systems and procedures to ensure own safety and that of others in the workplace.

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. Establish and maintain WHS | 1.1. <i>WHS framework</i> is developed that clearly expresses the organisation's commitment to implementing relevant |
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framework.	WHS legislation in the organisation.
1.2.	WHS roles and responsibilities for all workplace personnel are defined to allow implementation of WHS policies, procedures and programs .
1.3.	Financial and human resources for the effective operation of WHS system are identified, sought and provided in a timely manner.
1.4.	Information on WHS system and its operational procedures is provided and explained to employees in an accessible form.
2. Establish and maintain participative arrangements.	2.1. Consultative processes are established and maintained with employees and their representatives according to relevant WHS legislation.
	2.2. Issues arising from participation and consultation are resolved promptly and effectively according to procedures for issue resolution.
	2.3. Workplace safety information collected through participative arrangements is provided to employees in line with organisational procedures.
3. Establish and maintain procedures for identifying hazards, and assessing and controlling risks.	3.1. Procedures for ongoing hazard identification and assessment and control of associated risks are developed.
	3.2. Hazard identification is addressed at the planning, design and evaluation stages of change in the workplace to ensure that new hazards are not created by proposed changes.
	3.3. Procedures for selecting and implementing risk control measures according to the hierarchy of control are developed and maintained.
	3.4. Inadequacies in existing risk control measures are identified according to the hierarchy of control, and resources enabling implementation of new measures are promptly provided.
4. Review system effectiveness.	4.1. WHS induction and training program is developed and provided for all employees as part of organisation's general training program.
	4.2. WHS record-keeping system is established and maintained to allow identification of patterns of

occupational injury in the organisation.

- 4.3. Measurement and evaluation of WHS system are undertaken in line with organisation's quality system framework.
- 4.4. Improvements to WHS system are developed and implemented to achieve organisational WHS objectives.
- 4.5. Compliance with WHS legislative framework is assessed to ensure that legal WHS standards are maintained as a minimum.

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:	• evaluate information from a variety of sources to inform development of WHS framework.
Numeracy skills to:	• interpret statistical and graphical data to evaluate hazards and risks in the workplace.
Oral communication skills to:	• discuss financial and human resources required to support WHS system with team members and professional advisors • use language and concepts appropriate to cultural differences.
Reading skills to:	• interpret and extract information from documentation, including WHS records, to inform development of WHS framework.
Writing skills to:	• prepare and document WHS policies and procedures.
Digital literacy skills to:	• communicate electronically with team members and professional advisors.

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 framework must

- counselling and disciplinary processes

include:

- designing safe operations and systems of work
- determining ways WHS will be managed, for example:
 - designed operations, workflow and materials handling
 - maintaining plant and equipment
 - planning or implementing alterations to site, operations, plan or work systems
 - purchasing materials and equipment
- mechanisms for obtaining updated information on such things as health effects of hazards, technical developments in risk control, and changes to legislation
- obtaining expert WHS advice as required
- resolving WHS issues
- developing and updating policies
- providing training
- ensuring system for communicating information to employees, supervisors and managers within organisation.

WHS legislation must include:

- Australian standards, and quality assurance and certification requirements
- issue resolution
- maintenance and confidentiality of records of occupational injury and disease
- provisions relating to roles and responsibilities of WHS representatives and committees
- relevant industry code of conduct
- requirements of provision of WHS information and training.

Roles and responsibilities must include:

- advisory
- decision making
- duty of care
- WHS officer.

WHS policies, procedures and programs 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 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 equipment.

Consultative processes must include at least two of the following:

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

Hazard identification must include:

- audits and review of audit reports
- checking work area and equipment before and during work
- consulting with work team members
- housekeeping
- job and work system assessment
- review of WHS records, including registers of hazardous materials and dangerous goods
- workplace inspections in area of responsibility.

Procedures for selecting and implementing risk control measures 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.

Risk control measures must include:

- measures to remove cause of risk at its source
- application of the hierarchy of control:
 - elimination of risk
 - substitution
 - engineering controls
 - administrative controls
 - personal protective equipment
- consultation with workers and their representatives.

Training program must include at least four of the following:

- allocation of resources for training, including purchasing training services and developing staff training skills
- group discussions and other consciousness-raising techniques
- handouts, including information sheets
- induction training
- ongoing assessment of training needs, relating to such things as:
 - emergencies and evacuations
 - new operations and materials
 - specific equipment use

- WHS record-keeping system** must include:
- specific hazards
 - specific tasks
 - specific courses.
 - audit and inspection reports
 - hazardous materials registers
 - manufacturer and supplier information
 - meeting agendas, including items and actions relating to WHS
 - plant and equipment maintenance and testing reports
 - records of induction, instruction and training
 - workers compensation and rehabilitation records
 - workplace environmental monitoring records.

Unit Mapping Information

CPPDSM5018A Ensure 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 CPPDSM5018 Ensure 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 establish, maintain and evaluate the work health and safety (WHS) system and procedures of one property-related organisation to ensure own safety and that of others in the workplace.

In doing the above, the person must:

- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with establishing, maintaining and evaluating organisation's WHS system and procedures
- apply knowledge of the principles and practices of effective WHS management
- establish and maintain:
 - WHS management system
 - participative arrangements
 - procedures for identifying hazards, and assessing and controlling risks
- maintain WHS framework
- identify when expert advice is needed, obtaining advice and acting on it promptly
- implement WHS Acts, regulations and code of conduct relevant to own area of responsibility
- review WHS system effectiveness.

Knowledge Evidence

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

- key components of the hierarchy of control
- procedures for identifying intervention points for expert WHS advice
- literacy levels and communication skills of work group members and consequent suitable communication techniques to use when discussing WHS matters
- principles and practices of effective WHS management in small, medium and large businesses

- principles and techniques associated with modelling safe work practices, hazard identification and risk management
- record-keeping systems, procedures and requirements relating to WHS
- regulatory compliance arrangements in relation to WHS
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - privacy
 - property sales, leasing and management
 - strata community management
 - WHS
- WHS roles and responsibilities for all workplace personnel, including legal responsibilities of employers, manufacturers, suppliers, employees and other parties in relation to WHS.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - access to specialist advice on WHS in the property industry
 - best practice case studies of WHS, hazard identification and risk management procedures in the property and related industries
 - hazard identification and risk assessment reports
 - WHS legislation
 - workplace policies and procedures with regards to WHS
- 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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