



Australian Government

CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security

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Modification History

- Release 4 This version first released with CPP Property Services Training Package Release 12.0.
Unit mapping information rectified.
- Release 3 This version first released with CPP Property Services Training Package Release 11.0
Correction to Mapping Notes.
- Release 2 This version first released with CPP Property Services Training Package Release 7.1.
Supersedes and is equivalent to CPPSEC1004A Apply health care security procedures.
- Release 1 This version first released with CPP Property Services Training Package Release 7.0.
Supersedes and is equivalent to CPPSEC2002A Follow workplace safety procedures in the security industry.
Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to apply workplace health and safety (WHS), emergency response and evacuation procedures to maintain security and ensure the safety of self and others in the work environment.

It includes:

- clarifying and applying policies and procedures to comply with legal rights and responsibilities
- identifying, assessing and controlling security hazards and risks within the limits of own authority
- working with others to identify and respond to emergency situations including evacuation of the work area
- participating in a review of an emergency response to identify procedural improvements.

It applies to people working under general supervision as members of a security team.

This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities.

Pre-requisite Unit

Nil

Unit Sector

Security operations

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Follow WHS procedures and prepare for emergency response.	1.1 Read WHS and emergency procedures and workplace policies and apply to work tasks to ensure compliance with legal rights and responsibilities. 1.2 Clarify emergency procedures, personal authority and response limitations with relevant persons. 1.3 Identify and locate emergency resources and instructions within the workplace. 1.4 Select and use communications and personal protective equipment (PPE) to follow safe work practices.
2. Identify, assess and control security hazards and risks.	2.1 Identify hazards in the work area and assess security risks. 2.2 Report hazards and risks immediately to relevant persons following workplace procedures. 2.3 Use the hierarchy of control to select and apply appropriate methods to control the hazard or minimise risk as far as possible within limits of own authority.
3. Identify and respond to emergency situation.	3.1 Identify emergency situation and promptly notify emergency personnel and relevant persons. 3.2 Follow emergency response procedures and comply with instructions to maintain security within limits of own competence and authority. 3.3 Seek information from relevant persons to maintain situational awareness. 3.4 Identify need to evacuate from the work area according to nature of emergency and immediate danger level. 3.5 Select safe evacuation pathway and methods following emergency procedures and instructions and modify evacuation pathway as required. 3.6 Communicate regularly with relevant persons and others in

	the work area to give and receive instructions. 3.7 Evacuate work area following emergency procedures.
4. Complete documentation and assist review of emergency response.	4.1 Record details of identified hazards, risks and incidents using workplace documentation. 4.2 Discuss WHS arrangements and emergency response with relevant persons to seek feedback, exchange information and identify procedural improvements.

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:

- language skills to provide information or advice in a form that is preferred and understood by the receiver
- writing skills to record and describe observations, actions, hazards, risks and incidents, and to complete forms
- reading skills to understand and follow:
 - standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
 - emergency response and evacuation procedures and instructions that may be written in English or in diagrammatic form
- speaking and listening skills to:
 - ask questions and listen to answers to seek information and confirm spoken instructions
 - orally report WHS and emergency information
 - communicate with emergency services
- numeracy skills to estimate time required to carry out emergency procedures
- problem solving skills to adjust evacuation pathways where the usual means of evacuation are blocked or endangered
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security supersedes and is equivalent to CPPSEC1004A - Apply health care security procedures.

CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security supersedes and is equivalent to CPPSEC2002A - Follow workplace safety procedures in the security industry.

Links

Companion volumes to this training package are available at the VETNet website -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPSEC2103 Apply WHS, emergency response and evacuation procedures to maintain security

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Performance Evidence

To demonstrate competency in this unit, a person must apply workplace health and safety (WHS), emergency response and evacuation procedures to maintain security for the following three scenarios:

- identify and control two different types of hazards in the work area
- respond to a bomb threat requiring evacuation of the work area
- respond to an accident involving injury to a person.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements when applying WHS, emergency response and evacuation procedures to maintain security:

- duty of care
- limits of own authority
- WHS or occupational health and safety (OHS)
- approved communication terminology, call signs and radio channels used by emergency personnel
- basic definition of a ‘hazard’
- basic definition of a ‘risk’
- circumstances where evacuation methods or pathways may need to be modified
- current national terrorism threat level and context
- emergency warning system, resources, signals and instructions used in the workplace
- how to apply the hierarchy of control to control hazards and minimise risk
- location of assembly areas and post-evacuation actions
- location of emergency equipment in the workplace
- procedures for communicating and collaborating with emergency services
- process of dynamic risk assessment and how it is applied
- purpose of Australia’s *Strategy for Protecting Crowded Places from Terrorism* and understanding of:
 - definition of crowded places
 - key security issues for crowded places
 - objectives, characteristics and identification of active armed offenders
 - definition of hostile vehicles and methods of attack
 - signs of chemical weapons attack and recommended response
 - general features of improvised explosive devices and recommended incident response
- range and meanings of common WHS signs and symbols
- types of behavioural anomalies and suspect behaviours that can indicate criminal activity, hostile reconnaissance or the potential for terrorist activity
- types of security emergencies and the basic hazards and evacuation actions associated with each one.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations (RTOs). All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainer’s licence (where such a licence exists within the relevant jurisdiction) and a security operative licence that authorises the security activities about which the individual is training/assessing. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment of performance must be undertaken in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.

The assessment of performance evidence must be done by direct observation of the learner by an assessor, either by an assessor observing the learner physically or by an assessor observing the learner via audio and visual media.

Assessment of performance evidence is only valid where the learner has been assessed performing the role of a security officer.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- specifications of assessment tasks to apply WHS, emergency response and evacuation procedures to maintain security
- appropriate documents, materials, equipment and personal protective equipment (PPE) currently used in industry
- standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations.

Links

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