



Australian Government

CPPSEC3102 Maintain operational safety and security of work environment

Release: 1

CPPSEC3102 Maintain operational safety and security of work environment

Modification History

Release 1.

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

Updated to meet the Standards for Training Packages.

This version first released with CPP Property Services Training Package Version 7.0.

Application

This unit specifies the skills and knowledge required to maintain operational safety and security of the work environment.

It includes:

- reviewing work instructions and applying procedures and policies to comply with legal rights and responsibilities
- assessing the work environment to identify risks and vantage points
- monitoring environmental factors to maintain operational safety and security and recognise changing circumstances
- formulating and implementing security response measures that maximise safety and security
- reporting and preserving incident scenes.

It applies to people working independently or under limited 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. Prepare for	1.1 Review work instructions and workplace procedures and policies including WHS to ensure compliance with legal rights and

security operation.	responsibilities. 1.2 Use interpersonal techniques with relevant persons to develop, support and promote confidence. 1.3 Select and organise security equipment required to meet work instructions. 1.4 Assess work environment to locate access and entry points, emergency equipment and facilities, and to identify security vantage points.
2. Monitor environment to maintain operational safety and security.	2.1 Monitor environmental factors and security equipment to maintain situational awareness and promptly recognise changing circumstances. 2.2 Gather and receive information from others in the work area using communication that is courteous and professional and which accounts for individual social and cultural differences. 2.3 Conduct regular and systematic personal safety checks, and take corrective actions as required to maintain operational safety and security. 2.4 Communicate regularly with relevant persons to give instructions and exchange up-to-date operational information in accordance with workplace requirements.
3. Formulate and carry out response to security risk situation.	3.1 Identify security risk situation and assess degree of risk to self, others, property and premises. 3.2 Formulate security response appropriate to assessed risk level, and which maximises the safety and security of self, others, properties and premises. 3.3 Implement security risk control procedures and adjust response to adapt to changing circumstances. 3.4 Promptly seek specialist assistance or advice as required to maintain operational safety and security.
4. Finalise security operation.	4.1 Finalise security response, record details of risk and response procedures undertaken, and preserve incident scene. 4.2 Report operational outcomes to relevant persons. 4.3 Complete and securely maintain operational documentation in accordance with workplace 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:

- language skills to use security industry approved communication terminology, codes and signals
- writing skills to:
 - maintain operational documentation
 - complete routine reports and forms
- reading skills to interpret:
 - workplace procedures and policies that clarify legal rights and responsibilities and WHS requirements
 - information and instructions written in English, such as directional signs and emergency procedures
- speaking and listening skills to:
 - use questions to clarify and verify spoken security risk information
 - communicate to give instructions
- numeracy skills to estimate time required to carry out operational tasks
- problem solving skills to:
 - formulate response options to match security risk situation
 - evaluate and adjust security response measures to meet changing risk circumstances
 - recognise security risk situations requiring specialist assistance
- teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3007A Maintain security of environment.

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 CPPSEC3102 Maintain operational safety and security of work environment

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Performance Evidence

To demonstrate competency in this unit, a person must maintain operational safety and security of the work environment for three separate security operations involving, in each operation, different security risk situations.

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 maintaining operational safety and security of the work environment:
 - anti-discrimination and diversity
 - counter terrorism
 - crowd control and control of persons under the influence of intoxicating substances
 - duty of care
 - limits of own authority
 - workplace health and safety (WHS)
- approved communication terminology, call signs and radio channels used in the security industry
- chain of command relevant to security operation
- crowd behaviour, dynamics and movement patterns that can threaten security
- current national terrorism threat level and context
- factors that may indicate escalation of conflict or risk and situations requiring specialist assistance
- methods of restraint and associated effects including causes and signs and symptoms of asphyxia
- negotiation techniques and how they can be used to defuse and resolve conflict
- premises emergency and evacuation procedures
- premises site layout
- 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
- site emergency and evacuation plan and procedures
- the phonetic alphabet and how it is used
- types of behavioural anomalies and suspect behaviours that can indicate criminal activity, hostile reconnaissance or the potential for terrorist activity
- types of behaviours and non-verbal language that can escalate conflict or incite aggressive or hostile responses from others
- types of security risk situations that may be encountered during guarding operations and response options for each, including situations involving terrorism and bomb threats
- ways that social and cultural differences may be expressed.

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 maintain operational safety and security of work environment
- 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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