



Australian Government

CPPSEC4001 Manage work health and safety in the security work environment

Release: 1

CPPSEC4001 Manage work health and safety in the security work environment

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 9.0.

Supersedes and is equivalent to CPPSEC4001A Manage a safe workplace in the security industry. Updated to meet the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to manage work health and safety in the security work environment. It includes facilitating WHS awareness, legislative compliance and consultation, monitoring compliance with risk control procedures, and planning and implementing WHS training for individuals and teams.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Legislative, regulatory or certification requirements apply in some states and territories to the provision of advice on security solutions, strategies, protocols and procedures. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

None.

Unit Sector

Security/Risk management

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Facilitate WHS awareness and compliance.

1.1 Access and interpret key requirements of legislation, regulations and workplace policies and procedures, including work health and safety (WHS), and apply to security operations to ensure compliance.

1.2 Access security industry networks to source WHS

- information and maintain awareness of current WHS practices and changed regulatory requirements.
- 1.3 Disseminate WHS policies, procedures and information throughout the workplace to facilitate WHS awareness and compliance with legal rights and responsibilities.
 - 1.4 Explain WHS policies and procedures to the work group to support compliance with legislative and regulatory requirements.
- 2 Facilitate WHS consultation, cooperation and communication.
- 2.1 Arrange WHS consultation activities to exchange information on WHS issues and compliance.
 - 2.2 Monitor WHS activities to ensure work group members cooperate in WHS management.
 - 2.3 Consult with work group members to identify WHS issues and implement prompt response actions.
 - 2.4 Update policies and procedures to address WHS issues raised through consultation and promptly disseminate revised information.
- 3 Monitor compliance with risk control processes.
- 3.1 Implement hazard identification procedures in the security work environment and monitor reporting processes to confirm compliance.
 - 3.2 Implement procedures to control security risks and monitor correct use of the hierarchy of controls by individuals and teams.
 - 3.3 Identify and address procedural inadequacies associated with hazard identification and risk control.
- 4 Implement WHS training.
- 4.1 Develop and document a WHS training plan to meet individual and team training needs in consultation with relevant persons.
 - 4.2 Review WHS training processes and materials and make required adjustments to ensure relevance and capacity to meet individual and team WHS learning needs.
 - 4.3 Source and implement WHS training opportunities and

monitor achievement against the plan.

- 4.4 Update the training plan to respond to changes in the work group or WHS policies, procedures or legislative requirements.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- oral communication skills to use clear explanations, active listening and questioning skills to convey and clarify WHS information
- writing skills to prepare succinct and logically structured policies, procedures and training plans.

Unit Mapping Information

Supersedes and equivalent to CPPSEC4001A Manage a safe workplace 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 CPPSEC4001 Manage work health and safety in the security work environment

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by managing work health and safety (WHS) in the security work environment including:

- developing WHS policies and procedures associated with:
 - security at a mass gathering
 - security response in the event of an active threat
- arrange a minimum of two WHS consultation activities with at least two participants at each
- develop and document a training plan that meets the WHS training needs of two individuals and one security team.

Knowledge Evidence

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

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when managing WHS in the security work environment:
 - anti-discrimination and diversity
 - counter terrorism
 - legal rights and responsibilities of employers, supervisors and employees associated with WHS and duty of care
 - licensing requirements in the security industry
 - reporting and documentation
 - use of force
 - WHS legislation, regulations and codes of conduct in the jurisdiction of operation
- consultative processes that can facilitate WHS awareness and information exchange
- procedures for communicating and collaborating with emergency services
- process of dynamic risk assessment and application of risk management using the hierarchy of controls

- 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 recommend response
 - general features of improvised explosive devices and recommended incident response
- typical security workplace hazards, risks and emergency situations and the control measures for each
- ways that social and cultural differences may be expressed
- WHS implications for workgroup arising from the *National Guidelines for the Protection of Places of Mass gathering from Terrorism*
- WHS training opportunities and basics of adult learning styles.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- legislation, regulations and codes of practice that apply to WHS management in the security industry and jurisdiction of operation
- information technologies and resources required to achieve the performance evidence
- *Australia's Strategy for Protecting Crowded Places from Terrorism*
- *National Guidelines for the Protection of Places of Mass gathering from Terrorism.*

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