



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC4015A Follow site occupational health and safety requirements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required for access consultants to work safely at client work sites. This primarily involves identifying and following the relevant occupational health and safety (OHS) duty of care legislation.

These work functions are carried out without supervision.

Access consultants should be able to demonstrate the relevant technical skills and knowledge prior to entering the site for the purposes of access consulting.

Application of the Unit

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This unit of competency supports the full range of access consulting services. The adherence to site OHS requirements is a critical issue for access consultants. As part of their role, they are typically required to visit locations where OHS arrangements are already established and must be followed. This unit of competency will support access consultants in ensuring that the OHS requirements of any work location are met.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify mandatory OHS duty of care legislation and regulations.	1.1 Relevant OHS legislation and regulations are identified and sourced. 1.2 OHS duty of care requirements necessary to work safely in an access consulting capacity are determined in relation to the specific work site. 1.3 The OHS duty of care requirements to be provided by the client are identified.
2 Follow site safety requirements.	2.1 Potential site safety requirements are discussed with site management prior to commencing work at the site. 2.2 All site safety signs relevant to the project are identified. 2.3 Relevant items of personal protective equipment (PPE) are identified according to the safety needs of the specific work site. 2.4 All items of PPE are regularly maintained and comply with the requirements of the relevant standards, codes and legislative requirements. 2.5 Relevant site emergency procedures that apply to visitors to the site are identified and applied where required. 2.6 All work activities conducted on the site are performed in accordance with the requirements of the relevant standards, codes and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required knowledge and understanding include:

- commonwealth, state and territory anti-discrimination legislation and regulations
- disability awareness
- industry codes of practice and ethics
- limitations of work role, responsibility and professional abilities
- OHS legislation, policies and procedures including:
 - employer/employee responsibilities, rights and obligations relevant to OHS in the workplace
 - implications of not following safety procedures, requirements and instructions
 - adherence to the OHS requirements of a specific work site
 - type and purpose of workplace safety signs and compliance with the requirements of the signs
- organisational and professional procedures and business standards
- processes for recording data and administering records
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- selection, use and maintenance of appropriate PPE.

Required skills and attributes include:

- analytical skills to:
 - interpret and apply legislative requirements pertaining to disability access
 - interpret the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - interpret how the full range of environmental barriers impacts on people with disabilities (who may have any of many impairments)
 - interpret and apply OHS legislative requirements, organisational policies and procedures, and work site policies and procedures
 - interpret non standard situations and analyse results to establish suitable methods for responding
- application skills to:
 - apply relevant codes of practice and other legislative requirements to work processes
 - apply disability awareness to work processes
 - maintain knowledge of current codes, standards, regulations, practices and industry updates
 - use workplace equipment and communication methods
- communication skills to:
 - inform site management clearly, concisely and accurately of any identified potential or

- actual site safety hazards
- understand and follow emergency evacuation procedures and other verbal safety instructions given by authorised work site personnel
- interpersonal skills to:
 - adapt to new workplace situations
 - analyse own work practices and process outcomes critically
 - facilitate change for greater awareness of disability access
 - participate in a team environment to complete tasks
- literacy skills to:
 - assess and use workplace information
 - read and interpret work site safety signage
 - read and follow manufacturers' specifications for the use of PPE
 - read and complete work site documentation
- organisational skills to:
 - prepare and manage documentation
 - implement organisational policies and procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- A person who demonstrates competency in this unit must be able to provide evidence of:
 - recognising the needs and desires of people with disabilities to engage fully in all aspects of society, and their right to do so
 - interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - interpreting accurately how the full range of environmental barriers impact on any of the impairments that people with disabilities might have
 - identifying and interpreting mandatory OHS duty

- of care requirements relevant to a specific work site
- assessing site safety risks, hazards and other requirements that impact on site-specific access consulting tasks
 - adhering to work site safety requirements and signage
 - identifying and wearing appropriate items of PPE according to access consulting tasks occurring at the work site
 - identifying and applying the safety instructions and, where required, emergency evacuation procedures at the specific work site.
- Context of and specific resources for assessment**
- Resource implications for assessment include:
 - a registered provider of assessment services
 - competency standards
 - assessment materials and tools
 - suitable assessment venue/equipment
 - workplace documentation
 - candidate special requirements
 - cost and time considerations.
 - Validity and sufficiency of evidence requires that:
 - competency will need to be demonstrated over a period of time reflecting the scope of the role
 - where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
 - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
 - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
 - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Site management may include:

- site managers
- site supervisors.

Types of ***site safety signs*** may include a requirement to wear:

- a hard hat
- eye and hearing protection
- foot protection.

Items of personal protective equipment may include:

- ear muffs or ear plugs
- hard hats and gloves
- safety boots or shoes
- safety glasses or goggles.

Relevant standards, codes and legislative requirements may include:

- Australian Dangerous Goods Code
- Australian standards
- Building Code of Australia
- building certifier requirements
- client and other stakeholder requirements
- other commonwealth, state and territory, and local government legislation and regulations, including:
 - building
 - environmental
- enterprise operating procedures
- industry and workplace codes of practice and ethics
- product manufacturers' technical manuals and data sheets.

Unit Sector(s)

Unit sector

Access consulting