



Australian Government

Department of Education, Employment and Workplace Relations

CPPCMN3003A Contribute to workplace safety arrangements

Release: 1

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Modification History

Revised unit

Unit updated and equivalent to PRMCMN301A Contribute to workplace safety arrangements.

Unit Descriptor

This unit of competency specifies the outcomes required to assist in ensuring own safety and that of others in the workplace.

This unit includes providing information to work groups and actively contributing to maintaining a safe work environment.

Application of the Unit

This unit of competency supports employees without managerial or supervisory responsibilities. Performance would usually be carried out under routine managerial supervision, within company guidelines.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

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

Elements and Performance Criteria

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| 1 | Share information with work group about occupational health and safety (OHS). | 1.1 | Provisions of OHS legislation relevant to workplace procedures are discussed with work group , according to company requirements . |
| | | 1.2 | Information about organisational OHS policies, procedures and programs is provided in a readily accessible manner and discussed with work group, according to company requirements. |
| 2 | Encourage participative arrangements within a work group for management of OHS. | 2.1 | OHS issues raised by work group are resolved promptly or referred to appropriate personnel , according to workplace procedures and company requirements. |
| | | 2.2 | Opportunities to participate in OHS management in workplace are encouraged within scope of own role and responsibilities according to workplace procedures and company requirements. |
| | | 2.3 | Work group members are promptly advised of outcomes of OHS issues, according to company requirements. |
| 3 | Contribute to organisational procedures for identifying hazards and assessing and controlling risks. | 3.1 | Work group contributions for identifying hazards and assessing risks are encouraged, according to company requirements. |
| | | 3.2 | Procedures designed to control risks and contribute to compliance monitoring are explained to work group according to workplace procedures and company requirements. |
| | | 3.3 | Inadequacies of existing risk control measures identified by work group are reported to appropriate personnel, according to company requirements. |
| | | 3.4 | Emergency procedures for dealing with hazardous events are followed within scope of own role and responsibilities according to company requirements. |
| | | 3.5 | Details of hazards are documented and appropriate personnel are advised according to company requirements. |

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| 4 | Contribute to organisation's procedures for providing OHS training. | 4.1 | <i>OHS training needs</i> of work group are identified according to company requirements. |
| | | 4.2 | Suitable <i>training</i> is provided in consultation with relevant parties to meet OHS training needs of work group, according to company requirements. |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
 - analyse hazards
 - assess risks
 - evaluate risk control measures
- interpersonal skills to relate to people from diverse backgrounds
- language and literacy skills for:
 - communicating clearly and concisely, verbally and in writing
 - documenting and reporting:
 - hazards
 - risk assessments
 - reading and interpreting:
 - product instructions
 - site safety plans
 - work procedures
 - OHS information
 - seeking and receiving feedback
 - sourcing and organising information
- observational skills for identifying hazards
- teamwork skills to provide support to work group through:
 - coaching and mentoring
 - identifying and contributing to training needs

Required knowledge

- company management systems, policies and procedures, including:
 - OHS
 - hazard management
 - assessing and controlling risks
- principles of:
 - access and equity
 - OHS management systems
 - risk management
- provisions of OHS Acts, regulations and codes of practice relevant to workplace safety arrangements, including legal responsibilities of:
 - employers
 - employees
 - other parties

Evidence Guide

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

Overview of assessment	This unit of competency could be assessed by observing at least two instances of contributing to workplace safety arrangements.
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 the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • identify and encourage compliance with OHS legal requirements within a work group • apply organisational requirements and work procedures to OHS within a work group • share information with a work group about workplace procedures pertaining to health and safety in a readily accessible manner • apply a consultative and open approach to identification of hazards within a work group and ensure unresolved issues are referred to appropriate personnel • identify and assist with meeting the OHS training needs of a work group • apply equity principles for the purpose of accepting and respecting individual differences within a work group.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include access to: • assessment documentation forms and record books • manuals and relevant documentation outlining OHS policies and procedures • OHS Acts, regulations and codes of practice relevant to the workplace • suitable work area, or a simulated workplace environment, that allows for hazard

	identification, risk assessment and application of risk control measures.
Method of assessment	Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments. This unit could be assessed on its own or in combination with other units relevant to the job function.
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

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, if used in the performance criteria, is detailed below. 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) may also be included.

OHS (also known as workplace health and safety) legislation may include:	• general duty of care under OHS legislation and common law • provisions relating to: • OHS issue resolution • roles and responsibilities of health and safety representatives and OHS committees
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	• regulations and codes of practice, including those relating to hazards present in the workplace or industry • requirements for: • maintenance and confidentiality of records of occupational injury and disease • provision of OHS information and training • state, territory and commonwealth OHS Acts and regulations.
Workplace procedures may include:	• assessing and controlling risks • consultation and participation arrangements for employees • emergency responses • housekeeping • incident investigation • OHS procedures, including: • issue resolution • providing OHS information • record keeping • reporting OHS issues • training and assessment • safe operating procedures or instructions that cover but are not limited to: • awareness of electrical hazards • confined space procedures • provision of first aid • safe use of tools and equipment • working safely around electrical wiring, cables and overhead powerlines • specific hazards • reporting OHS issues • use of personal protective equipment • workplace safety inspections.
Work group members may include:	• contractors authorised by the organisation to perform specified work or functions • employees under direct supervision • entry-level trainees • full-time, part-time and casual employees • trainee supervisors and trainee team leaders.
Company requirements may include:	• counselling and disciplinary processes • maintenance of plant and equipment • purchase of supplies and equipment • work procedures and work instructions, including those relating to disposing of, re-using or recycling resources.

Information may be:	• about hazards and risk-management procedures • about nature of work, tasks and procedures • as part of providing direct supervision, such as to inexperienced workers • for induction of new workers • to assist in work tasks • to communicate legislation and codes of practice, such as those relating to work area hazards.
Readily accessible refers to information that:	• caters for individual language and literacy levels • conforms to the principles of plain English • is openly available.
Appropriate personnel may include:	• health and safety representatives • managers • OHS personnel • other persons, including emergency service personnel, authorised or nominated by the organisation or industry to: • approve specified work • direct specified work or functions • inspect specified work • perform specified work or functions.
Participating may include:	• formal and informal meetings of: • OHS committees • other committees, such as consultative, planning and purchasing • health and safety representatives • suggestions, requests, reports and concerns put forward by employees to management.
Contributions may include:	• behaviour that contributes to a safe workplace • listening to ideas and opinions of others in work group • sharing opinions, views, skills and knowledge.
Identifying hazards and assessing risks may include:	• audits • assessing job and work system • checking work area and equipment before and during work • housekeeping • identifying employee concerns • maintaining plant and equipment • reviewing material safety data sheets (MSDS) and manufacturer or supplier information when purchasing supplies and equipment • reviewing OHS records, including registers of: • hazardous substances

	• dangerous goods • workplace inspections.
Controlling risks may include:	• administrative controls • application of the hierarchy of control, namely: • elimination of the risk • substitution controls • engineering controls • administrative controls, including training • personal protective equipment (PPE).
Emergency procedures may include:	• accident and incident reporting • chemical containment • evacuations • following instructions from authorised or appropriate personnel during hazardous events • provision of first aid.
Hazardous events may include:	• accidents, including motor vehicle accidents • bomb threats • chemical spills • environmental issues • fires and explosions • inhalation of dangerous substances • natural disasters • public health issues • violent incidents, such as armed robberies.
Hazards may include those associated with:	• electrical and mechanical faults of plant or equipment • blocked exits • environment • ergonomics • obstructions • reliance on low-order control measures to reduce worker risk instead of controlling the hazard • slippery or uneven floors • unlabelled chemicals and substances • untidy or noisy work areas.
OHS training needs may include:	• emergency and evacuation training • induction training • specific hazard training • specific task or equipment training • training as part of broader programs, such as equipment operation.

Training may include:	• coaching and mentoring • off-the-job training • on-the-job training • presenting and promoting benefits of a safe workplace • providing encouragement • providing feedback and clarifying points where necessary.
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Unit Sector(s)

Common

Custom Content Section

Not applicable.