



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM3009A Maintain workplace safety in the property industry

Release: 1

CPPDSM3009A Maintain workplace safety in the property industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to follow defined OHS policies and procedures to ensure own safety and that of others in the property industry workplace. It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations, and communicate workplace safety requirements.

The unit has been contextualised and is based on Generic Competency 'A' in the National Guidelines for Integrating OHS Competencies into National Industry Competency Standards.

This unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of all those involved in the property operations and development industry.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

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 Assist implementation of safety policy and procedures in the workplace. | 1.1 Workplace safety requirements relevant to own role and responsibilities are identified and complied with according to <i>legislative and organisational requirements</i> .
1.2 Organisational information outlining <i>OHS policies and procedures</i> is identified and accessed.
1.3 Information identifying and controlling workplace <i>risks and hazards</i> is reviewed according to organisational procedures.
1.4 Work is conducted using safe workplace practices and according to OHS policies and procedures and organisational requirements. |
| 2 Follow workplace procedures for hazard identification and risk control. | 2.1 Hazards in work area are recognised and reported to <i>relevant people</i> according to organisational requirements.
2.2 Workplace instructions and <i>procedures for controlling risks and hazards</i> are followed accurately.
2.3 Emergency procedures are followed according to OHS and organisational requirements.
2.4 Workplace procedures for dealing with emergency situations are followed within scope of own role, responsibilities and competencies. |
| 3 Contribute to participative arrangements for management of OHS. | 3.1 OHS issues are raised with relevant people according to legislative and organisational requirements, including applicable OHS policies and procedures.
3.2 Colleague contributions to <i>participative arrangements</i> for OHS management in the workplace are encouraged. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills:

- application skills to comply with ergonomic and environmental protection requirements and follow safe operating practices and procedures when using tools

REQUIRED SKILLS AND KNOWLEDGE

and equipment

- communication skills to accurately follow written and verbal instructions, record and report details of incidents in the work area, and clearly explain information on OHS issues
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- evaluation skills to identify potential or existing risks and hazards in the workplace and interpret and comply with OHS safety signs and symbols
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities.

Required knowledge and understanding:

- organisational communication channels and procedures
- range and meaning of OHS safety signs and symbols
- range of workplace hazards, risks and control measures
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - property sales, leasing and management
- rights and responsibilities of employers and employees with regard to OHS legislation
- techniques to control risks, such as the hierarchy of control
- types and purposes of personal protective clothing and equipment
- workplace OHS management processes and designated personnel.

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 through practical

demonstration of following defined OHS policies and procedures to ensure own safety and that of others in the workplace. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

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:

- identifying potential or existing risks, hazards and incidents in the workplace
- carrying out work activities in a safe manner using safe operating practices and procedures
- contributing to and participating in workplace OHS arrangements
- following appropriate OHS risk and hazard response procedures within scope of own role and responsibilities.
- knowledge of agency practices, ethical standards and legislative requirements associated with following designated OHS standards in the workplace.

Context of and specific resources for assessment

Resource implications for assessment include:

- access to suitable simulated or real opportunities and resources to demonstrate competence
- assessment instruments that may include personal planner and assessment record book
- access to a registered provider of assessment services.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- 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.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

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.

Legislative requirements may be outlined and reflected in:

- Australian standards, and quality assurance and certification requirements
- award and enterprise agreements
- privacy requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS
- relevant industry codes of practice
- trade practices.

Organisational requirements may be outlined and reflected in:

- business and performance plans
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- OHS policies, procedures and programs
- policies and procedures relating to own role and responsibility
- quality assurance and procedure manuals
- records and information systems and processes.

OHS policies and procedures may relate to:

- consultative arrangements for employees
- emergency and evacuation procedures
- equipment maintenance and use
- first aid
- hazard and risk identification and reporting
- hazard, incident and accident investigation
- OHS audits and safety inspections
- on-site contractors, visitors and members of public
- risk assessment and control measures

Risks and hazards:

- safe operating procedures and instructions
- transport, use and storage of dangerous goods and hazardous substances
- use and maintenance of personal protective clothing and equipment.
- may be:
 - environmental
 - ergonomic
 - hazardous materials
 - loose objects and fixtures
 - mechanical and electrical
 - obstructions
- may be identified through:
 - continuous monitoring of equipment operation and work areas prior to and during work activities
 - ongoing training
 - regular housekeeping activities
 - regular formal and informal consultation and meetings with colleagues
 - regular inspections of equipment and work areas
 - review of health and safety records, such as:
hazard reports
dangerous goods registers.

Relevant people may include:

- clients
- colleagues
- designated OHS representatives
- emergency personnel
- supervisors.

Procedures for controlling risks and hazards may include:

- compliance with environmental requirements
- compliance with ergonomic requirements, including safe lifting and manual handling procedures
- correct selection, use, storage and maintenance procedures for personal protective clothing and equipment
- emergency, fire and accident procedures
- following safe operating procedures
- hazard, accident and incident reporting procedures
- regular OHS consultations.

Participative arrangements may relate to:

- formal and informal meetings to discuss OHS matters
- mechanism for conveying employee suggestions, requests and concerns to management

- OHS committees, such as consultative, planning and purchasing committees.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development