



Australian Government

Department of Education, Employment and Workplace Relations

CUFSAF01B Follow health, safety and security procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

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Element	Performance Criteria
1 Follow workplace procedures on health, safety and security	1.1 Comply with health, safety and security procedures in accordance with organisational policy, relevant legislation, insurance requirements and safety plan where appropriate. 1.2 Identify and promptly report breaches of health, safety and security procedures. 1.3 Work safely and ensure that all work activities are undertaken in a safe manner and do not present a hazard to fellow workers or the public.
2 Deal with emergency situations	2.1 Recognise emergency and potential emergency situations, and determine and take required action within scope of individual responsibility. 2.2 Follow emergency procedures in accordance with organisational procedures. 2.3 Seek assistance from colleagues and/or other authorities where appropriate. 2.4 Report details of emergency situations accurately as required in accordance with organisational policy.
3 Maintain personal safety standards	3.1 Use appropriate safety clothing, footwear and personal protection equipment. 3.2 Undertake measures to prevent injury or impairment related to workplace activities and control workplace hazards. 3.3 Carry out all manual handling in accordance with legal requirements, enterprise policies and national health and safety guidelines. 3.4 Assist in maintaining workplace in a safe condition.
4 Provide feedback on health, safety and security	4.1 Identify Occupational Health and Safety issues requiring attention. 4.2 Raise Occupational Health and Safety issues with

the designated person in accordance with
organisation and legislative requirements.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

general knowledge of relevant industry safety guidelines as they apply to particular areas of work, e.g. Screen Producers' Association of Australia, Safety Guidelines for the Entertainment Industry, Film Industry Recommended Safety Code and Safety Guidance Notes relevant State/Territory Occupational Health and Safety legislation and codes of practice major safety requirements for entertainment venues as outlined in State/Territory Occupational Health and Safety legislation
major causes of workplace accidents relevant to the work environment
workplace hazards relevant to a given context
emergency evacuation procedures relevant to a given context
fire hazards and workplace fire hazard minimisation procedures
organisational health, safety and security procedures
literacy skills sufficient to interpret symbols used for Occupational Health and Safety signs
designated personnel responsible for Occupational Health and Safety
safety report and any safety implementation reports, for candidates working within the film and television industry sectors.

Linkages to other units

This unit underpins effective performance in all other units, and combined assessment and/or training is recommended.

Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

following established procedures and understanding of the implications of disregarding those procedures
understanding of the legal requirement to work in accordance with health, safety and security procedures.

Method and context of assessment

The assessment context must provide for:

project or work activities that allow the candidate to demonstrate safe working practices for particular job roles and contexts.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

direct observation of the candidate explaining workplace safety or emergency procedures to others
direct observation of the candidate demonstrating safe working practices for particular job roles
case studies and problem solving exercises for emergency situations, particular safety issues
oral or written questioning to assess knowledge of industry safety guidelines, legislation
review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Resource requirements

Assessment of this unit requires access to:

relevant Occupational Health and Safety acts, regulations and codes of practice
relevant industry safety guidelines
organisation's Occupational Health and Safety policies and procedures
relevant protective equipment
safety report and any safety implementation reports, for candidates working within the film and television industry sectors.

Key competencies in this unit

Key competencies are built into all workplace competencies. The following table describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, organising and analysing information (1)

Reading and following safety procedures.

Communicating ideas and information (1)

Passing on key safety information to colleagues.

Planning and organising activities (1)

Organising work tasks to ensure safety.

Working with others and in teams (1)

Checking safety procedures with other team members.

Using mathematical ideas and techniques (1)

Checking number of patrons does not exceed safety requirements.

Solving problems (1)

Identifying safety issues and reporting them.

Using technology (-)

Not Applicable.

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Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Health, safety and security procedures may include:

- emergency, fire and accident
- hazard identification and control
- use of personal protective clothing and equipment
- safe sitting, lifting and handling
- security of documents, cash, equipment, people
- key control systems
- safe use of electrical equipment
- use of material safety data sheets
- safe use of chemicals and toxic substances
- safe construction of rigs and supports.

Emergency situations may include:

- bomb threats
- accidents
- robbery
- fire
- armed hold-up
- floods
- earthquakes
- equipment collapse.

Work hazards may include:

- occupational overuse injury
- back injury
- hearing impairment
- stress
- performance anxiety
- electricity
- noise/sound level
- water and chemicals
- falls
- firearms/ammunition
- animals
- execution of special effects/stunts or action sequences
- adverse weather/lighting conditions
- diving and underwater work.

Measures to prevent injury or impairment may include:

- following all safety procedures accurately
- adopting correct posture
- taking adequate rest breaks
- controlling noise/sound levels and length of exposure to high levels of noise
- using personal protective equipment, e.g. earmuffs
- avoiding eye strain
- correct use of chemical and dangerous substances/equipment
- stress management techniques.

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Unit Sector(s)

Not applicable.