



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOL016A Manage risk

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the competency to develop, implement and evaluate risk management strategies in accordance with organisational policies and procedures.

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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.

Elements and Performance Criteria

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Element	Performance Criteria
1 Identify and describe risks	1.1 Environmental and workplace risks are clearly identified
	1.2 Relevant organisations and community

- representatives are consulted during the identification process
- 2 Analyse and evaluate risk and determine vulnerability
 - 2.1 The nature of environmental and workplace risks are accurately and comprehensively analysed
 - 2.2 Levels of risk are documented according to organisational guidelines and procedures
 - 2.3 Evaluative criteria determined based on legal, technical, financial, political and social considerations and current best practice
 - 2.4 Risks are compared against the evaluation criteria and are prioritised
 - 3 Identify risk management strategies
 - 3.1 Existing risk management strategies are reviewed through research and stakeholder consultation
 - 3.2 A range of strategies is identified through researching current best practice, alternative options, and seeking expert opinion
 - 3.3 Strategies are evaluated and limitations and impacts identified and communicated to stakeholders
 - 4 Develop and document risk management strategies
 - 4.1 Strategies are documented according to organisational requirements
 - 4.2 Strategies are submitted for approval in line with organisational procedures
 - 5 Implement and monitor prevention strategies
 - 5.1 Risk prevention is implemented in accordance with selected strategies
 - 5.2 Prevention activities are communicated to and coordinated with relevant stakeholders
 - 5.3 Progress reports are provided to stakeholders in line with organisational procedures

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of evidence

It is essential for this unit that competence be demonstrated in environmental and workplace risks being fully identified and described.

Evaluation of risk must be undertaken against established criteria in consultation with relevant stakeholders

Interdependent assessment of units

Pre-requisite units: Nil

Co-requisite units: Nil

Underpinning knowledge

legislative requirements relevant to emergency management

problem solving and decision making techniques

emergency management concepts and principles

techniques for the prioritisation and evaluation of Public Safety risk management systems

organisation policy and procedures

Underpinning skills

analyse risk

define problems

identify stakeholders

negotiate with stakeholders

evaluate and prioritise risks

Resource implications

For the demonstration of competence in this unit it will be necessary to provide a real life environment and/or simulations based on real life incidents. These resources may involve complex scenarios sufficient to allow evidence to be gathered from a variety of sources and stakeholders on more than one occasion and over an extended period of time. Controlled access to organisational records and personnel may have significant cost implications for the staging of scenarios

Consistency in performance

Candidates should be expected to present evidence from at least one real event or potential event of major impact, or one or more simulations or a combination of real and simulated conditions

Context of assessment

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments

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Range Statement

Environmental and workplace risks may include

commercial&legal relationships
economic
human behaviour
natural events
political circumstances
technology - technical issues
management activities&controls
individual activities

Risk evaluation criteria may be based on

technical
economic
legal
social
humanitarian
other criteria determined by stakeholders

Stakeholders may include

staff
client groups
members of the public
community groups
industry groups
public&private sector organisations
government authorities
non-government organisations.

Criteria for selection may include

equity
timing
leverage for further vulnerability-reducing action
cost effectiveness
workplace practices
administrative efficiency
continuity of effects
compatibility with other strategies
jurisdictional authority
effects on economy
effects on environment
possibility of vulnerability creation
vulnerability reduction potential
public and pressure group reaction
effects on individual freedom

Organisational documentation may include

existing disaster plans
operational manuals
historic time series data
policies&procedures

legislation

Community information may include

community information booklets

local media

local council

local emergency service personnel

Communication strategies may include

meetings

letters

facsimile

electronic transmission of information

small group or individual verbal communication

Communicating to promote understanding may include

using plain English (or appropriate community language)

avoidance of technical terminology and jargon

taking account of education levels

literacy levels

English language levels

familiarity with technical terms

may require use of interpreter or community liaison officer

open communication processes / techniques

Sources of risk may include

commercial and legal relationships

economic

human behaviour

natural events

political circumstances

technology/technical issues

management activities and controls

individual activities

Possible strategies may include

all aspects of comprehensive emergency management evolved from considering

prevention/mitigation

preparedness

response and recovery including safety standards

legislation and regulation

building codes

land use management

public education

emergency management planning

mutual aid agreements

training and exercises

warning systems

critical incident stress management

community restoration

mobilising resources

implementing plans

financial support

restoration and reconstruction

personal support and counselling

Evaluation of strategies may include

determination of advantages

disadvantages

deficiencies and limitations

costs and benefits

Applicable legislation, regulations and organisational requirements may include

State, Territory and Commonwealth legislation and regulations relating to public safety

state of emergency

occupational health and safety regulations and legislation

industrial relations

workers compensation

privacy and confidentiality legislation

freedom of information

environment protection legislation

equal opportunity, equal employment opportunity and affirmative action legislation

standards and certification requirements

quality assurance procedures

memorandum of understanding/ agreement

conventions

protocols

policies

codes of practice

procurement procedures

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Unit Sector(s)

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