



Australian Government

PUAEMR026 Treat operational risk

Release: 2

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Modification History

Release	TP Version	Comments
2	PUA12 V2.1	Editorial changes.
1	PUA12 V2	New unit.

Unit Descriptor

This unit describes the outcomes required to identify, plan and implement treatment options in order to reduce risk.

Application of the Unit

This unit applies to people working in a relatively simple and routine workplace in which they use the organisation's policy and procedures. They would normally have local supervisory/management responsibility and will apply known solutions to a variety of predictable problems.

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

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Make risk decision	1.1 Calculated level of risk is compared to the established risk criteria and determined to be acceptable or unacceptable in consultation with the supervisor. 1.2 Risk that is determined as unacceptable is documented and noted for treatment.
2. Identify and select treatment options	2.1 Treatment options of known risks are identified and confirmed as contained in organisational standards and guidelines or supervisor's guidance. 2.2 Treatment options under consideration are evaluated for effectiveness within the given context. 2.3 Selected treatment options are documented and communicated in accordance with organisational policies and procedures.
3. Implement treatment options	3.1 Treatment plans incorporating selected options are implemented in accordance with organisational policies and procedures. 3.2 Treatment plans are communicated in the workplace in accordance with organisational policies and procedures.
4. Monitor and review risk and the process	4.1 Effectiveness and efficiency of the treatment plan is monitored, reviewed and recorded in accordance with organisational policies and procedures to ensure compliance and validity. 4.2 Residual risk is calculated and communicated to supervisors so that a decision can be made whether to accept this risk or to re-establish the risk management process. 4.3 Treatments are adjusted and communicated following the review process.

Required Skills and Knowledge

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

Required Skills

- communicating effectively with personnel at all levels of organisation and risk management specialists
- preparing more detailed reports for a range of target groups including OHS or risk committee, OHS representatives, managers and supervisors
- managing own tasks within time frame
- using consultation and negotiation skills, particularly in relation to developing plans and implementing and monitoring designated actions
- contributing to the assessment of the resources needed to systematically treat risks and, where appropriate, access resources
- manage simple project implementation
- interpreting information and data to identify areas for improvement
- using language and literacy skills appropriate to the workgroup and the task
- using basic computer and information technology skills to access internal and external information and data on risk
- undertaking basic research to access relevant information and data
- paying attention to detail when making observations and recording outcomes

Required Knowledge

- organisational policies, procedures and guidelines relevant to risk
- risk management terminology and language in accordance with relevant standards (risk, hazard, risk assessment, risk management and risk treatment)
- specified methods or tools endorsed by an organisation and provided for use in the identification and analysis of risk
- treatment options for risks relevant in the workplace
- team work principles and strategies
- basic project management strategies
- techniques for giving and receiving feedback in a constructive manner
- concept of common law duty of care
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- techniques/methods used to identify or analyse information
- verbal and non-verbal communication techniques including language style, active listening

Evidence Guide

Critical aspects for

Assessment must confirm the ability to define and

assessment and evidence required to demonstrate competency in this unit

identify risk language, definitions and terminology. Evidence must also be provided of stakeholders' involvement throughout the treatment process and that an informed analysis and selection of treatment options has been undertaken using the methodology and procedures approved by the organisation.

Consistency in performance

Competency should be demonstrated by gathering evidence over a range of workplace scenarios, using a variety of tools and methodology and should include the assessment of a variety of risks that may adversely impact on the organisation.

Context of and specific resources for assessment**Context of assessment**

Competency should be assessed in the workplace or under conditions that closely simulate the workplace.

Specific resources for assessment

Access to:

- organisational documentation
- relevant organisational standards
- appropriate tools and methods used within the organisation
- simulated or real-world workplace

Guidance information for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when applying the principles of treating operational risk, including coping with difficulties, irregularities and breakdowns in routine
- application of the principles of treating operational risk in a range of 3 or more contexts or occasions, over time

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and should include a combination of two or more of:

- workplace projects
- simulation or role plays

- case studies and scenarios
- observation
- portfolios

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.

- Risk criteria*** may include:
- the nature and types of causes and consequences that can occur and how they will be measured
 - how likelihood will be defined
 - the timeframe(s) of the likelihood and/or consequence(s)
 - how the level of risk is to be determined
 - the views of stakeholders
 - the level at which risk becomes acceptable or tolerable
 - whether combinations of multiple risks should be taken into account and, if so, how and which combinations should be considered
- Treatment options*** may include:
- avoidance of the risk
 - removing a risk source
 - changing the likelihood of
 - an initiating event or source of risk occurring
 - a hazard impacting on elements at risk
 - changing the consequences of an identified hazard impact
 - sharing the risk
 - retaining the risk based on an informed decision
- Organisational standards and guidelines*** may include:
- AS/NZS ISO 31000:2009 Risk management—Principles and guidelines
 - regulatory or legislative requirements
 - environmental protection and sustainability regulations
 - industry standards and codes of practice
 - organisational charter/business plan
 - organisational OHS, risk management or resilience policies or operating procedures
- Effectiveness*** may include:
- benefits to the individual
 - benefits to the organisation

- cost benefits resulting from the implementation of the treatment
 - cost of implementing the treatment option
- Treatment plans*** may include:
- budgeting
 - expected outcome of treatments
 - performance measures
 - responsibilities
 - review process to be set in place
 - schedules
- Monitored*** may include:
- critical observation
 - identification of changes over time
 - regular checking
 - regular recording

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.