



CPPCMN2002A

Participate in workplace safety arrangements

Learner Pack

CERTIFICATE II IN FIRE PROTECTION INSPECTION AND TESTING

CPP20511



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Guide

This publication has been developed in line with the National Training Package developed by Service Skills Organisations (formerly by Industry Skills Councils) for use within the learning programs of Pacific Institute of Technology Pty Ltd and is based on a philosophy of flexibly delivered, competency based education and training.

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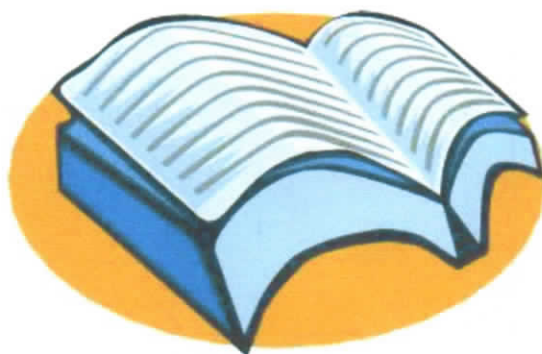
About this Learner Book

This student learner book is to assist students with completing the units of competency CPPCMN2002A.

Students should ideally work through this learner book in class with a Trainer/Assessor or in their own time with support from their Supervisor.

This Learner Book contains information about the learning outcomes associated with these units of competency and also includes session information, student activities, and practical/group exercises to complete.

Assessment tasks are designed to assist in your Workplace Assessor grading your competency against the performance criteria of elements associated with the relevant units of competency.



Unit Information

CPPCMN2002A Participate in workplace safety arrangements

Modification History

Revised unit

Unit updated and equivalent to PRMCMN201A Participate in workplace safety arrangements.

Unit Descriptor

This unit of competency specifies the outcomes required to ensure own safety and that of others in the workplace. It also covers recognising hazards and following workplace emergency procedures.

The unit is based on Generic Competency A in the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards (NOHSC:7025 [1998] 2nd edition).

Application of the Unit

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

Learning Outcomes

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

1	Follow workplace procedures for hazard identification and risk control.	1.1	Hazards in work area are identified and reported to appropriate personnel according to workplace procedures and company requirements .
		1.2	Workplace procedures and work instructions for controlling risks are followed according to company requirements.
2	Participate in arrangements for managing occupational health and safety (OHS).	2.1	OHS issues are raised with appropriate personnel according to relevant OHS legislation , workplace procedures and company requirements.
		2.2	Opportunities to participate in OHS management in workplace are identified and used within scope of own role and responsibilities, according to workplace procedures and company requirements.
3	Follow emergency procedures in workplace.	3.1	Emergency procedures are followed within scope of own role and responsibilities according to company requirements.
		3.2	Details of hazardous events are reported to appropriate personnel according to company requirements.

Required Skills and Knowledge

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

Required skills

- interpersonal skills to relate to people from diverse backgrounds
- language and literacy skills to:
 - communicate clearly and concisely verbally and in writing
 - communicate OHS information to personnel
 - participate in OHS training
- read and interpret directions and information, including:
 - emergency responses
 - product instructions
 - safety signs
 - work instructions
- report potential and existing risks or hazards
- skills to work safely when:
 - identifying hazards and controlling risks
 - using tools, equipment and products

Required knowledge

- common workplace hazards and risk control measures, including:
- equipment and material use, storage, cleaning and disposal procedures
- range and meaning of workplace safety signs and symbols
- site safety plan
- types and purpose of personal protective equipment (PPE)
- ways to maintain OHS in emergency situations
- communication channels and procedures to report OHS concerns
- rights and responsibilities of parties in workplace under relevant OHS Acts, regulations and codes of practice

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 the recognition of hazards in the workplace, ensuring own safety and that of others, and following emergency procedures.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • follow emergency procedures in emergency situations (note that evidence in this area may be gathered through simulations) • identify hazards and risks in the workplace and report them to appropriate personnel • follow workplace procedures for controlling risks in the workplace.
Context of and specific resources for assessment	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include access to:</p> <ul style="list-style-type: none"> • assessment documentation forms and record books • manuals and relevant documentation, including OHS policies and procedures • PPE commonly used to reduce workplace risk • relevant products, tools, specialist equipment and associated instructions • suitable work area, or simulated workplace environment, that allows for identification of hazards.
Method of assessment	<p>Assessment methods must:</p> <ul style="list-style-type: none"> • 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. <p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p>

Guidance information for assessment	<p>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.</p> <p>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.</p>
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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.

Hazards may include:	<ul style="list-style-type: none"> blocked access to emergency entry and exit points electrical and mechanical faults unsafe manual handling methods improper use of hazardous materials and chemicals.
Identifying hazards may include:	<ul style="list-style-type: none"> checking equipment or work area before and during work housekeeping inspecting workplace equipment and work areas.
Appropriate personnel may include:	<ul style="list-style-type: none"> health and safety representatives managers OHS personnel other persons, including emergency service personnel authorised or nominated by organisation or industry to: <ul style="list-style-type: none"> approve specified work direct specified work and functions inspect specified work perform specified work and functions supervisors and team leaders.
Workplace procedures may include specific OHS procedures and organisational policies or procedures relating to:	<ul style="list-style-type: none"> assessment and control of risks consultation and participation arrangements for employees emergency response OHS issue resolution safe operating procedures or instructions that cover but are not limited to: <ul style="list-style-type: none"> awareness of electrical hazards awareness of environmental 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 PPE workplace safety inspections.

Company requirements may include:	<ul style="list-style-type: none"> • counselling and disciplinary processes • following procedures to dispose of, re-use or recycle resources • maintaining plant and equipment • purchasing supplies and equipment • work procedures and work instructions.
OHS legislation may include:	<ul style="list-style-type: none"> • general duty of care under OHS legislation and common law • provisions relating to OHS issue resolution • provisions relating to roles and responsibilities of health and safety representatives and OHS committees • regulations and codes of practice, including regulations and codes of practice relating to hazards present in workplace or industry • state, territory and commonwealth OHS Acts.
Participating may include:	<ul style="list-style-type: none"> • formal and informal meetings of: • OHS committees • other committees, such as consultative, planning and purchasing • suggestions, requests, reports and concerns put forward by employees to management.
Emergency procedures may include:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • accidents, including motor vehicle accidents • acts of violence • bomb threats • chemical spills • fire and explosions • inhalation of dangerous substances • natural disasters.

Prior learning

If you believe you have already gained these skills or have this knowledge, or you can demonstrate these skills to your trainer to the required standards and provide sufficient supporting evidence you can apply for Recognition of Prior Learning (RPL).

Learning needs

If you require assistance or special equipment or modifications to assist you to complete the module, ask your Trainer/Assessor.



Session One: Follow & participate in work procedures for management of OH&S

Fire Service Technicians perform their work in multiple workplaces during a work week. Much of this work will involve inspection, testing and maintenance of fire protection equipment to Australian Standards.

Technicians are also in a regular work week required to install new or replacement fire protection equipment. This may be related to maintenance operations or it may be related to new installations in a new building.

Technicians therefore must regularly:

1. Assess hazards and control risks in their surrounding work area;
2. Ensure they are performing their work in accordance with organisational procedures, client requirements and OH&S policies and procedures.

Assessing hazards in work areas

Fire Service Technicians are working on a variety of workplaces each presenting their own unique hazards. Some hazards may include:

- Ergonomic, such as incorrect manual handling techniques;
- Environmental, such as improper use of materials and chemicals, including Ozone Depleting Substances and Synthetic Greenhouse Gases (ODS & SGGs);
- Obstructions, such as blocked access to emergency exit or exit points
- Hazards associated with electrical equipment or mechanical moving equipment
- Power tools and equipment
- Falling objects on construction site
- Gas pipe work
- Flying objects
- Vehicles
- People under the care of your client; i.e. mental health patients

Methods for Management of Hazards & Risks

Apply the Risk Management approach to your work as a Fire Service Technician:

- Identify & analyse hazards
- Assess & Examine Risks
- Decide on Controls / Risk Treatment
- Implement controls
- Review & Evaluate



Hazard Identification

Effective consultation with your client at the work site will greatly assist in identification of hazards. Where possible fire service technicians should be site or industry inducted (i.e. Generic Induction for mine sites)

- Identify what can happen;
- How it can happen;
- Where it can happen
- Anecdotal evidence
- Check equipment / work area
- Undertake regular housekeeping
- Conduct workplace inspections
- Monitor atmosphere of work area



Hazard....



Assessment of Risks

- Determine the likelihood and consequences of the hazard when considering risk level
- Separate minor risks from major
- Obtain data to assist in assessment (statistical analysis)
- Fault Tree Analysis / Risk Priority Chart
- Risk Tie-Line
- Compare risk levels
- Risk acceptance?
- Priorities



Many worksites now require Fire Service Technicians to complete Safe Work Method Statements (SWMS) prior to performing any work. These are also referred to as JSEAs (Job Safety & Environment Analysis).

The completion of a SWMS is one way both the Fire Service Technician and client can be satisfied that a risk management approach has been applied to the job task/s.

Often this may involve assessment of risks using a Risk Analysis Matrix.

Risk Control

For occupational, health and safety risks, the following prioritised treatment measures are to be followed (Hierarchy of Control):

1. **Elimination** - remove the hazard or risk of exposure.
2. **Substitution** - use something less hazardous
3. **Isolation** - provide a barrier between hazard and person.
4. **Engineering** – new or modify equipment - eg. using trolleys or other equipment for carrying or lifting, guarding on machinery.
5. **Administrative** - provide training, policies and procedures for safe work practices, rest breaks, job rotation.
6. **Personal protective equipment** (used as a last resort and in conjunction with one of the above) - eg. goggles, gloves, respirator.

Monitor and Review:

Monitor and review the effectiveness and performance of the risk treatment options, strategies, and the management system and changes which might affect it.

- Each step undertaken should be documented to enable effective monitoring and review.
- Risks and the effectiveness of treatment measures need to be monitored to ensure changing circumstances do not alter the risk priorities.

Identification, assessment, and treatments must be reviewed to ensure the risks remain relevant and continue to be managed and that any new or emerging risks are identified and managed.

Construction Site Safety Plans:

A construction safety plan can assist principal contractors to manage their workplace health and safety obligations. It is also a good source of information for Fire Service Technicians to identify any potential hazards that may be created by or through their work.

A principal contractor must prepare a construction safety plan before construction work starts.

The plan must state:

- workplace address
- name and address of the principal contractor
- principal contractor's ABN
- whether there is a WHS committee
- whether there is a WHS Officer appointed
- expected start date
- estimated duration of the work
- type of construction
- plant provided for common use
- site rules
- the risks the principal contractor is obliged to manage
- proposed control measures for the risks
- how the controls will be implemented
- arrangements for monitoring and reviewing controls
- emergency procedures
- public safety strategies



The plan must be written so it is easy to understand, signed and dated by the principal contractor. It must be available for the length of the project.

The principal contractor must sign and date work method statements that have been received and keep them with the plan, as well as monitor their implementation.



Safety Signage at Workplaces



Signs will be in place at work sites that comply to AS1319 to advise you of safety requirements and warn of hazards:

- Red circle and slash – prohibition
- Yellow triangle – warning
- Blue circle – mandatory
- Danger header – danger
- Green background / white lettering – emergency / first aid
- Red background – fire

Inspect, maintain, use and store Personal Protective Equipment (PPE)

Personal Protective Equipment used by Fire Service Technicians may include:

- Hard hats (AS1801)
- Safety eyewear (AS1337)
- Respiratory protection
- Protective clothing (i.e. PVC apron)
- Hearing protection (ie. ear plugs or muffs)
- Gloves and glove holder
- Safety footwear (ankle high, lace-up, steel toe)
- 2-way radio
- Anti-static devices
- Personal gas detector
- Hi-visibility clothing



Always ensure all PPE is current, fit for use and stored correctly.



OH&S Obligations

To understand your obligations and safety requirements you must be familiar with the State/Territory and/or Commonwealth legislation that is relevant to your place of work:

For e.g. in Queensland the following legislation outlines obligations of persons in relation to OH&S:

- **Workplace Health and Safety Act 2011**, which imposes obligations on people at workplaces to ensure workplace health and safety.
- **Workplace Health and Safety Regulation 2011** describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- **Codes of practice**, which are designed to give practical advice about ways to manage exposure to risks common to industry.

Every employer must have **workers' compensation** insurance. Most employers insure with their respective state authority, while a small number of large organisations have their own insurance. This insurance coverage ensures that employees injured at work receive financial support.

What you must do

It is a requirement of the *Workplace Health and Safety legislation* that risks must be assessed and control measures then implemented and reviewed to prevent or minimise exposure to the risks.

If a regulation describes how to prevent or minimise a risk at your workplace you **must** do what the regulation says. If there is a code of practice that describes how to prevent or minimise a risk at your workplace you **must** do what the code says or adopt and follow another way that gives the same level of protection against the risk.

If there is no regulation or code of practice about a risk at your workplace you **must** choose an appropriate way to manage exposure to the risk. People must, where there is no regulation or code of practice about a risk, take reasonable precautions and exercise proper diligence against the risk.



Obligations of Persons in Workplaces:

The following people may have obligation under legislation in the relevant jurisdiction:

- people who conduct a business or undertaking (employers / self-employed)
- people in control of a workplace / workplace areas
- principal contractors
- people in control of
- people in control of fixtures, fittings or plant included in relevant workplace areas
- Owners, designers, manufactures, hirers, and suppliers of plant
- erectors and installers of certain plant
- manufacturers, suppliers and importers of substances used at workplaces
- workers



Employer Obligations

- Ensure the health and safety of each of the employer's workers at work;
- Ensure the health and safety of other is not affected by the way the employer conducts their undertaking

Employee Obligations

- Comply with safety procedures and work practice put in place by the employer;
- Must not willfully or recklessly interfere with or misuse safety equipment that is provided;
- Employees must not willfully put at risk their own health and safety and the health and safety of others;
- Employees must wear PPE that is provided for their protection where instructed in its use.



Persons in control of workplaces

The person in control of a workplace is usually the owner unless a lease or contract arrangement puts the effective control of the area in someone else's hands.

You must ensure:

- the workplace is safe and without risk of injury or illness to anyone coming to your workplace to work
- the workplace is safe and without risk of illness or injury from any plant or substance used properly in the course of work
- appropriate safe access to and from the workplace.

Principal contractors

Principal contractors must:

- assist employers and/or self-employed people at the workplace to discharge their workplace health and safety obligations
- protect people at the workplace from exposure to risks arising from something provided for general use at the workplace and a hazard for which no one else owes a workplace health and safety obligation
- protect members of the public from injury or illness caused by work activities at or near the workplace
- provide safeguards and take safety measures under a regulation made for principal contractors
- ensure people at the workplace comply with their workplace health and safety obligations

People in control of fixtures, fittings or plant in relevant workplace areas

The person in control of fixtures, fittings or plant is usually the owner unless a lease or contract arrangement puts the effective control in someone else's hands.

For example:

A business leases a building from a building owner, but installs its own plumbing and lighting. The business owner is then considered to be in control of the fixtures and fittings at that workplace

You must ensure that the fixtures, fitting or plant are safe and without risk to health.

Designers of plant

You must ensure that the plant for use at a workplace is:

- designed to be safe and without risk to health when used properly
- accompanied by information about how it is to be used to ensure health and safety

Owners of plant

Owners of plant must ensure the plant is maintained in a condition that ensures it is safe and without risk to health when used properly.

Erectors and installers of plant

You must ensure that plant :

- is erected or installed in a way that is safe and without risk to health, and that
- nothing about the plant's installation or erection makes it unsafe or a risk to health when used properly

Manufacturers of substances

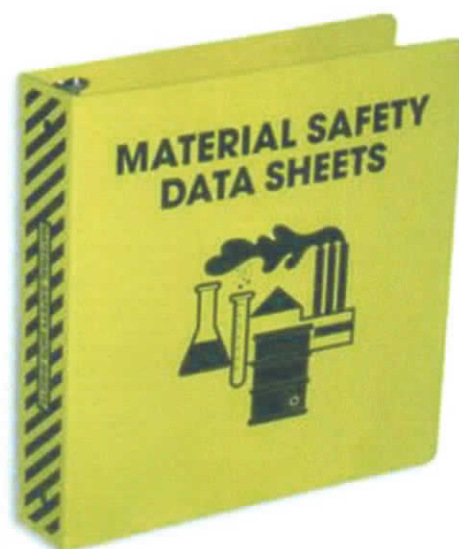
You have an obligation to ensure that the substance is:

- safe and without risk to health when used properly
- tested and examined to ensure it is safe when used properly
- accompanied by relevant information about its use when supplied to another person.

Suppliers of substances

A supplier includes an importer when supplying substances. You have an obligation to ensure that:

- all reasonable steps are taken to guarantee the substance is safe and without risk to health when properly used
- the substance is accompanied by relevant information about its use.



OH&S Consultative Arrangements

Workplace health and safety officers / OH&S personnel are often appointed by employers and principal contractors to provide advice about workplace health and safety. They carry out inspections and audits, set up educational programs about workplace health and safety, help investigate all workplace incidents and conduct annual workplace assessments. WHSOs require special training.



Workplace health and safety representatives (WHSR) are elected by fellow workers. Representatives are entitled to carry out inspections and review the circumstances of workplace incidents. They are also entitled to participate in a workplace health and safety committee. A workplace health and safety representative does not need any experience or special qualifications.

Workplace health and safety committees help in the cooperation between employers and workers. A committee member must be an employer, principal contractor or worker at the workplace. A committee considers health and safety issues and reports on these to the employer. An employer may form a workplace health and safety committee on his or her own initiative, but may need to do so if the WHSR requests it.



Incident Reporting

It is recommended that the record of injury or illness be made on the approved form asap of the person making the record becoming aware of the incident.

If the incident is a work caused illness, or work injury, the following persons must make a record of it:

- if it happened to a worker - the worker's employer & the worker
- if it happened to an employer - the employer
- if it happened to a self-employed person - the self-employed person
- if it happened at a construction workplace - the principal contractor & injured worker

If the incident is a dangerous event or hazardous event, the following persons must make a record of it:

- if it happened at a workplace - the employer or self-employed person
- if it happened at a construction workplace - the principal contractor
- Complete a Hazard Report



How to investigate an incident

Ways to investigate an incident include:

- Collect information and establish facts about the incident - who was involved, what happened, where and how it happened and why.
- Isolate the contributory factors - what are the underlying causes of the incident?
- Determine how to fix the problem - investigators should make recommendations based on the underlying causes.
- Fix the problem - involve the right people to implement recommendations and corrective actions.





Session Two: Follow emergency procedures in the workplace

- Fire Technicians are often working on other work sites.
- Emergency procedures often vary from site to site and you must be familiar with them
- Site inductions may be required
- You may be required to wear emergency equipment (ie. gas detectors, UHF radio, etc) and have emergency equipment in your vehicle (ie. beacon, first aid kit, extinguisher)



Types of emergencies you may need to respond to include:

- Fire / smoke
- Bomb threat
- Personal threat
- Medical emergency
- External disaster
- Internal emergency (ie. gas leak, utility failure)
- Evacuation



Ensure you always follow workplace procedures and directions of Wardens. Where unsure, evacuate to the site assembly point via the nearest safe exit

Emergency warning signals and signs

- Dangerous Goods signage
- PPE signage
- Warning signage (ie. no ignition sources)
- Fire Alarms (alert & evacuation tone)
- Emergency shut off valves & isolation devices
- Manual call points
- Gas / electrical / process alarms
- First Aid Room / Kit



Reporting of Hazardous Events

- Workplace procedures should be followed for reporting of events that may include:
- Use of a hazard report for 'potential' hazards
- Use of an incident report for 'actual' events that may have caused harm
- Other workplace forms
- Be aware that some sites may have their own internal emergency number other than 000
- Mine site and other remote sites using UHF radio may also have specific emergency reporting requirements.

END OF UNIT OF COMPETENCY

QUESTIONS & DISCUSSION

