



CPPCMN2002A Participate in workplace safety arrangements

Practical Assessment Instructions and Checklists V3.0

Participant Instructions

The CPPCMN2002A Provide effective client service practical assessment consists of a number of practical assessment activities.

Each separate practical activity is focussed on a set of skills required to complete a workplace task. Each activity has a checklist of items that are required to be completed for assessment. Participants are required to provide evidence of every item in the following checklists. Evidence can be presented by direct observation by one of our assessors or by submitting a video of each item being completed to an assessor.

External Participant Instructions

Participants are required to provide evidence of every item in the following checklists. A combination of observation by an assessor and videos is also possible as long as all items have been covered. Verbal questions must be answered in the video.

Assessment Activities

1. Demonstrate correct use of a portable fire extinguisher to extinguish a simulated paper fire.
2. Verbal questions

Assessment Conditions

This is an **open book** assessment. Participants can have access to any written resource, normally available at the workplace, for the duration of this assessment.

Important Note:

Observers are **not** allowed to assist the participants in any way.

Assessment Resources Needed

- Copy of the self-paced participant guide for CPPCMN2003A Provide effective client service
- Simulated workplace

Activity 1: Perform a simple OHS risk analysis and determine the controls

The participant is required to perform a simple OHS risk analysis for the servicing of a piece of fire equipment in the workplace.

The participant is to determine the appropriate risk control measures based on the hierarchy of controls including

- describing equipment and material use, storage, cleaning and disposal procedures
- relevant workplace safety signs and symbols
- use of personal protective equipment (PPE)

The participant is to briefly describe communication channels and procedures to report OHS concerns.

Checklist Items	
Hazards in work area are identified and reported to appropriate personnel according to workplace procedures and company requirements.	<input type="checkbox"/>
Workplace procedures and work instructions for controlling risks are followed according to company requirements.	<input type="checkbox"/>
OHS issues are raised with appropriate personnel according to relevant OHS legislation, workplace procedures and company requirements.	<input type="checkbox"/>
Emergency procedures are followed within scope of own role and responsibilities according to company requirements.	<input type="checkbox"/>
Details of hazardous events are reported to appropriate personnel according to company requirements.	<input type="checkbox"/>
Read and interpret directions and information, including emergency responses, product instructions, safety signs, work instructions	<input type="checkbox"/>
Equipment and material use, storage, cleaning and disposal procedures	<input type="checkbox"/>

Activity 2: Verbal questions

The participant is required to answer the following questions verbally.

Checklist Items	
What is the purpose of personal protective equipment (PPE)?	<input type="checkbox"/>
What are some ways to maintain OHS in emergency situations?	<input type="checkbox"/>
What are 2 communication channels and procedures to report OHS concerns?	<input type="checkbox"/>