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| **UNIT CODE** | CPPSEC2XXX |
| **UNIT TITLE** | Apply WHS, emergency response and evacuation procedures to maintain security |
| **APPLICATION** | This unit specifies the skills and knowledge required to apply workplace health and safety (WHS), emergency response and evacuation procedures to maintain security and ensure the safety of self and others in the work environment.It includes: * interpreting procedures to comply with workplace policies and legal rights and responsibilities and to operate within the limits of own authority
* identifying, assessing, reporting and controlling security hazards and risks using the hierarchy of controls.
* collaborating with others to identify emergency situations and to follow procedures and instructions to respond to emergencies, including carrying out a safe evacuation of the work area
* using communication equipment to give and receive information
* completing documentation
* participating in a review of an emergency response to identify improvements to procedures

It applies to people working under general supervision as members of a security team.This unit may form part of the licensing requirements for people engaged in security operations in those states and territories where these are regulated activities. |
| **PREREQUISITE UNIT** | Nil |
| **ELEMENTS** | **PERFORMANCE CRITERIA** |
| Elements describe the essential outcomes. | Performance criteria describe what needs to be done to demonstrate achievement of the element. |
| 1. Follow WHS procedures for emergency situations. | 1.1 Interpret WHS and emergency procedures and comply with workplace policies, legal rights and responsibilities.1.2 Clarify emergency procedures, personal authority and response limitations with relevant persons.1.3 Identify and locate emergency resources and instructions within the workplace.1.4 Select and use communications and personal protective equipment (PPE) to follow safe operating practices. |
| 2. Identify, assess and control security hazards and risks. | 2.1 Identify hazards in the work area and assess security risks.2.2 Report hazards and risks immediately to relevant persons.2.3 Use the hierarchy of control to select and apply appropriate methods to control the hazard or minimise risk as far as possible within limits of own authority. |
| 3. Identify and respond to emergency situation. | 3.1 Identify emergency situation and promptly notify emergency personnel and relevant persons.3.2 Follow emergency response procedures and comply with instructions to maintain security within limits of own competence and authority.3.3 Seek information from relevant persons to maintain situational awareness.3.4 Identify need to evacuate from the work area according to nature of emergency and immediate danger level.3.5 Select safe evacuation pathway and methods following emergency procedures and instructions and modify evacuation pathway as required.3.6 Communicate regularly with relevant persons and others in the work area to give and receive instructions.3.7 Evacuate work area following emergency procedures. |
| 4. Complete documentation and assist review of emergency response. | 4.1 Record details of identified hazards, risks and incidents using workplace documentation.4.2 Discuss WHS arrangements and emergency response with relevant persons to seek feedback, exchange information and identify procedural improvements. |
| ***FOUNDATION SKILLS***A person demonstrating competency in this unit must have the following language, literacy, numeracy and employment skills:* language skills to provide information or advice in a form that is preferred and understood by the receiver
* writing skills to record and describe observations, actions, hazards, risks and incidents, and to complete forms
* reading skills to interpret and follow:
	+ standard operating procedures and policies that clarify legal rights and responsibilities and WHS requirements
	+ emergency response and evacuation procedures and instructions that may be written in English or in diagrammatic form
* speaking and listening skills to:
	+ ask questions and listen to answers to seek information and confirm spoken instructions
	+ orally report WHS and emergency information
* numeracy skills to estimate time required to carry out emergency procedures
* problem solving skills to adjust evacuation pathways where the usual means of evacuation are blocked or endangered
* teamwork skills to adjust personal communication styles in response to the opinions, values and needs of others
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| **UNIT MAPPING INFORMATION** | No equivalent unit |
| **LINKS** | Companion volumes to this training package are available at the VETNet website:<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b> |

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| **TITLE** | CPPSEC2XXX Apply WHS, emergency response and evacuation procedures to maintain security |
| **PERFORMANCE EVIDENCE** |
| A person who demonstrates competency in this unit must apply workplace health and safety (WHS), emergency response and evacuation procedures to maintain security to the following three (3) scenarios:* identify and control two (2) different types of hazards in the work area
* respond to a bomb threat requiring evacuation of the work area
* respond to an accident involving injury to a person.

In doing this, the person must meet the performance criteria for this unit. |
| **KNOWLEDGE EVIDENCE** |
| To be competent in this unit, a person must demonstrate knowledge of:* standard operating procedures and workplace policies that ensure compliance with legislative and regulatory requirements including:
	+ duty of care
	+ limits of own authority
	+ workplace health and safety (WHS)
* approved communication terminology, call signs and radio channels used by emergency personnel
* basic definition of a ‘hazard’
* basic definition of a ‘risk’
* circumstances where evacuation methods or pathways may need to be modified
* emergency warning system, resources, signals and instructions used in the workplace
* how to apply the hierarchy of control to control hazards and minimise risk
* location of assembly areas and post-evacuation actions
* location of emergency equipment in the workplace
* procedures for communicating and collaborating with emergency services
* range and meanings of common WHS signs and symbols
* types of security emergencies and the basic hazards and evacuation actions associated with each one
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| **ASSESSMENT CONDITIONS**  |
| Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations. Assessment of performance must be undertaken in a simulated workplace or environment that reflects workplace conditions. Tasks are to be performed to the level of proficiency and within the time limits that would be expected in a workplace.Assessors are responsible for ensuring that the person demonstrating competency has access to:* specifications of assessment tasks to apply WHS, emergency response and evacuation procedures to maintain security
* appropriate documents, materials, equipment and personal protective equipment currently used in industry
* standard operating procedures and workplace policies related to the security work role and which specify requirements for complying with industry legislation and regulations
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For inclusion in separate Companion Volume: Range Statements

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| ***Workplace policies and legal rights and responsibilities*** may relate to: | * assignment instructions
* client service standards
* code of conduct and ethics
* communication and reporting procedures
* duty of care
* emergency and evacuation procedures
* industry codes of practice
* licensing requirements
* own role, responsibilities and authority
* risk management
* team work
* use of force guidelines
* workplace health and safety (WHS) policies and procedures
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| ***Emergency procedures*** may relate to: | * evacuation procedures
* first aid response
* notifying and communicating with emergency services agencies
* requests for back-up assistance
* reporting requirements
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| Personal ***limitations*** may relate to: | * communication barriers
* difficulties in meeting designated timeframes
* licensing requirements
* need for back-up support or additional resources
* own competence level
* procedural knowledge
* scope of own role and responsibilities
* situational knowledge
 |
| ***Relevant persons*** may include: | * clients
* colleagues
* supervisors
 |
| ***Safe operating practices*** may relate to: | * following WHS and emergency procedures and instructions
* remaining vigilant and aware while at work
* requesting back-up support
* risk and hazard recognition
* using communication to defuse conflict or potentially dangerous situations
* wearing personal protective equipment
* using approved communication equipment and protocols
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| Hazards relate to: | * anything (including an intrinsic property of a thing) or situation with the potential to cause injury or harm
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| Hazards may be identified through: | * continuous monitoring of the work area including people, vehicles, objects and equipment
* debrief and review of security incidents
* regular informal and informal discussions with colleagues
* regular inspections of equipment and work area
* review of WHS records
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| Risk relates to: | * the likelihood of a hazard causing injury or harm.
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| Security risks may include: | * breaches of law e.g. trespass, criminal damage, offences against people, public order, misuse of drugs and alcohol
* emergencies e.g. fire, scenes of crime, accidents
* hazards e.g. physical, chemical, electrical, psychological, biological
* terrorism threats e.g. vehicles, packages, bombs, sabotage, assassination
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| Procedures for controlling hazards and risks may include: | * application of the hierarchy of control
* basic risk assessment
* communicating WHS information to others
* complying with safe operating procedures
* correct selection, use, storage and maintenance procedures for PPE
* evacuation
* maintaining vigilance, awareness and observation in the work environment
* reporting identified risks and hazards
* requesting back-up support or further information
* safe lifting and manual handling
* securing documents, cash, equipment or persons
* tactical withdrawal
* use of fire safety equipment
* use of reasonable force
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| Emergency situations may include: | * accidents
* armed or unarmed robbery
* bomb threats
* collapse or partial collapse of buildings or structures
* criminal activity
* crowd density, dynamics or behaviours that pose a risk
* damage to people or property
* explosion
* fire
* spills or release of toxic chemicals or biological substances
* suspicious packages, objects, people, equipment or vehicles
* terrorism threats
* threatening, challenging or aggressive persons
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| Emergency personnel may include: | * emergency services personnel: police, ambulance, fire brigade or emergency rescue
* first aid officer
* fire warden
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| Incidents may include: | * accidents resulting in injury
* fatigue
* fire
* security breaches
* situations affecting the security of self, others or property
* theft
* use of unreasonable force
* use of weapons
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| WHS arrangements may relate to: | * accessing and exchanging up-to-date information and industry trends relating to WHS to maintain awareness and vigilance
* attendance at WHS meetings in the workplace
* discussions with WHS representatives
* formal and informal meetings with team members to discuss WHS procedures and issues
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| Documentation may include: | * activity logs
* incident reports
* request for assistance forms
* security risk and incident details
* vehicle and personnel movements
* written and electronic reports
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