

Unit of Competency CPPCOM4002

Implement safe work practices in the property industry

Application

This unit specifies the skills and knowledge required to apply work health and safety (WHS) practices and measures to manage risks to self, others and property while working in the property industry.

This unit is for individuals who work independently using specialised knowledge and skills in a range of property services sectors and organisations and workplace contexts. Workplace contexts may include the office environment or client sites during inspections. It involves completing routine and non-routine tasks and dealing with predictable and sometimes unpredictable problems.

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

Prerequisite Unit

None.

Competency Field

Common.

1. Confirm and apply workplace WHS requirements.	<ul style="list-style-type: none">1.1 Identify key requirements of WHS legislation, regulations and codes of practice applicable to work role and jurisdiction.1.2 Confirm own responsibilities to protect people and property in the workplace and implement actions necessary to comply with duty of care requirements.1.3 Review workplace WHS documentation to identify and assess hazards and risks and implement required control measures.1.4 Use personal protective equipment (PPE) and follow work practices required to prevent injury or impairment.1.5 Use tools, equipment and materials to complete work activities following safe work practices.1.6 Prepare an emergency action plan to protect self, others and property in the event of a workplace emergency.
2. Minimise risks to self, others and property.	<ul style="list-style-type: none">2.1 Identify and assess risks to self, others and property in the workplace.2.2 Identify and apply measures to control risks and client confidentiality according to workplace requirements and emergency action plan.2.3 Monitor and review the effectiveness of control measures and take further actions as required to mitigate risk.
3. Report risks and recommend improvements to WHS practices.	<ul style="list-style-type: none">3.1 Report identified WHS risks according to workplace requirements.3.2 Evaluate response to identified risks and identify improvements to WHS practices.3.3 Document recommendations for improving WHS practices and disseminate to relevant persons.

Foundation Skills

Candidates require:

- writing skills to prepare succinct and logically structured documentation
- reading skills to interpret key requirements of WHS information and documentation including safe work method statements (SWMS) and job safety analysis (JSA).

Unit Mapping Information

Supersedes and equivalent to CPPHSA4005A Minimise health, safety and security risks when assessing home sustainability.

Links

Companion Volume Implementation Guide:

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPCOM4002

Implement safe work practices in the property industry

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by implementing safe work practices in two different property industry workplace contexts, involving for each workplace:

- identifying a minimum of five hazards and assessing and controlling the risks associated with those hazards
- identifying and controlling a minimum of one risk for each of the following:
 - property
 - personal safety
 - client confidentiality
- identifying a minimum of three recommendations to improve WHS practices.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- contents of, and techniques for developing emergency action plans
- insurance coverage requirements for safety associated with work tasks
- methods for identifying actual and potential hazards in the workplace
- methods for controlling risks using the hierarchy of controls
- organisational procedures for consulting with others on WHS issues associated with work tasks
- own responsibilities and general duty of care under work health and safety (WHS) legislation, regulations and codes of practice applicable to work role and jurisdiction
- purpose and content of safe work method statements (SWMS)
- purpose and content of job safety analysis (JSA) procedures
- risk assessment process and how it is applied to mitigate risk
- safe work practices to be followed in different property workplace contexts:
 - conducting property inspections and site visits
 - working in an office using computing equipment
- types and uses of personal protective equipment (PPE) required for work tasks
- types of WHS risks associated with the workplace and work role and control measures for each
- types of risks to information, people and property associated with work tasks and control measures for each
- types of WHS documentation used to report WHS hazards and risks.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

This unit must be assessed in the workplace or a close simulation using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to:

- WHS legislation, regulations and codes of practice including *How to Manage Work Health and Safety Risks Code of Practice*, Safe Work Australia Work for the relevant jurisdiction and to allow achievement of the performance evidence
- tools, equipment, materials and documentation to allow achievement of the performance evidence.

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