

# CUFSAF01A Follow health, safety and security procedures

This unit describes the skills and knowledge which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.

Element	Performance criteria
1 Follow workplace procedures on health, safety and security	1.1 Comply with health, safety and security procedures in accordance with organisational policy, relevant legislation, insurance requirements and safety plan where appropriate
	1.2 Identify and report breaches of health, safety and security procedures promptly
	1.3 Work safely and ensure that all work activities are undertaken in a safe manner and do not present a hazard to fellow workers or the public
2 Deal with emergency situations	2.1 Recognise emergency and potential emergency situations and determine and take required action within scope of individual responsibility
	2.2 Follow emergency procedures in accordance with organisational procedures
	2.3 Seek assistance from colleagues and/or other authorities where appropriate
	2.4 Report details of emergency situations accurately as required in accordance with organisational policy
3 Maintain personal safety standards	3.1 Use appropriate safety clothing, footwear and personal protection equipment
	3.2 Undertake measures to prevent injury or impairment related to workplace activities and control workplace hazards
	3.3 Carry out all manual handling in accordance with legal requirements, enterprise policies and national health and safety guidelines
	3.4 Assist in maintaining workplace in a safe condition

- |   |   |     |   |
|---|---|-----|---|
| 4 | Provide feedback on health, safety and security | 4.1 | Identify occupational health and safety issues requiring attention  |
|   |   | 4.2 | Raise occupational health and safety issues with the designated person in accordance with organisation and legislative requirements |

## Range of variables

### Variable

### Scope

Health, safety and security procedures may include:

- emergency, fire and accident
- hazard identification and control
- use of personal protective clothing and equipment
- safe sitting, lifting and handling
- security of documents, cash, equipment, people
- key control systems
- safe use of electrical equipment
- safe use of chemicals and toxic substances
- safe construction of rigs and supports

Emergency situations may include:

- bomb threats
- accidents
- robbery
- fire
- armed hold-up
- floods
- earthquakes
- equipment collapse

Work hazards may include:

- occupational overuse injury
- back injury
- hearing impairment
- stress
- performance anxiety
- electricity
- noise/sound level
- water and chemicals
- falls
- firearms/ammunition
- animals
- execution of special effects/stunts or action sequences
- adverse weather/lighting conditions
- diving and underwater work

- Measures to prevent injury or impairment:
- following all safety procedures accurately
  - adopting correct posture
  - taking adequate rest breaks
  - controlling noise/sound levels and length of exposure to high levels of noise
  - using personal protective equipment, eg earmuffs
  - avoiding eye strain
  - correct use of chemical and dangerous substances/equipment
  - stress management techniques
- Oral communication tasks may include:
- participating in team meetings/routine briefing of the occupational health and safety consultative committee
  - participating in internal/external training
  - workplace induction program
  - updates on use of personal protective equipment
  - reporting occupational health and safety incidents and accidents to supervisor
  - reporting hazards and risks to supervisor
  - reporting suspicious behaviour to supervisor
  - participating in simulated situations with team members and appropriate authorities
  - reporting details of emergency or incident (where, what, who etc)
  - using two-way radio/pager/telephone/workplace internal communication system
- Materials to be read and interpreted may include:
- operational manual
  - Australian standards signage
  - safety plan for production
  - workplace occupational health and safety information
  - workplace newsletter
  - agenda and minutes of workplace occupational health and safety consultative committee meeting
  - workplace procedures
  - MSDS
- Written tasks may include:
- completing workplace accident and incident pro forma and insurance record book
- Numeracy tasks may include:
- using measuring equipment
  - measuring amounts to mix liquids

## Evidence guide

### Underpinning skills and knowledge

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- knowledge of relevant state/territory occupational health and safety legislation and codes of practice
- knowledge of the major safety requirements for entertainment venues as outlined in state/territory occupational health and safety legislation
- major causes of workplace accidents relevant to the work environment
- knowledge of hazards which exist in the workplace
- applying emergency evacuation procedures
- knowledge of fire hazards, workplace fire hazard minimisation procedures, and ability to use fire extinguisher devices
- organisational health, safety and security procedures
- providing feedback on procedures
- symbols used for occupational health and safety signs
- designated personnel responsible for occupational health and safety
- detailed knowledge of the SPAA (Screen Producers' Association of Australia), MEAA (Media Entertainment and Arts Alliance), Film Industry Recommended Safety Code and Safety Guidance Notes, for assessees working within the film and television industry sectors
- knowledge of the safety report and any safety implementation reports, for assessees working within the film and television industry sectors

### Linkages to other units

This unit underpins effective performance in a range of other units and it is recommended that this unit be assessed concurrently and not stand alone.

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

- following established procedures and understanding of the implications of disregarding those procedures
- understanding of the legal requirement to work in accordance with health, safety and security procedures

---

<b>Critical aspects of assessment</b>	<p>This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be customised to meet the needs of the particular sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.</p> <p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"><li>• knowledge of the relevant occupational health and safety legislation and procedures</li><li>• the ability to work safely</li><li>• the ability to demonstrate emergency procedures</li></ul>
<b>Method and context of assessment</b>	<p>To ensure that the contingency management component of competency is adequately assessed, evidence needs to be gathered across a range of workplace circumstances. When assessing entry level workers, techniques which allow for less workplace experience should be selected. Techniques for assessment may include: observation, simulation, case studies, interviews, written tests, workplace projects.</p> <p>This unit should be assessed by a combination of workplace and off the job assessment. The context for assessment should ensure that evidence relating to the contingency management component of competency could be collected. Evidence must include observation in the workplace as well as off the job techniques such as interviews and simulations. Conditions for simulations should accurately simulate the range of circumstances of the workplace allow for discussion and have the relevant documents available.</p> <p>In particular, information regarding emergency procedures and participative arrangements may be gathered through simulation.</p>
<b>Resource requirements</b>	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"><li>• relevant occupational health and safety acts, regulations and codes of practice</li><li>• organisation's occupational health and safety policies and procedures</li><li>• the organisation's structure (for reporting purposes)</li><li>• personal protective equipment</li><li>• work areas for recognition of hazard and control measures</li><li>• the SPAA (Screen Producers' Association of Australia), MEAA (Media Entertainment and Arts Alliance), Film Industry Recommended Safety Code and Safety Guidance Notes, for assessees working within the film and television industry sectors</li><li>• safety report and any safety implementation reports, for assessees working within the film and television industry sectors</li></ul>

Key competencies	Level
Collecting, organising and analysing information	2
Communicating ideas and information	1
Planning and organising activities	1
Working with others and in teams	1
Solving problems	2
Using mathematical ideas and techniques	1
Using technology	1