

U31101: Follow health, safety and security procedures in the Entertainment and Events Industry

Unit Descriptor:

This unit deals with the skills and knowledge required to follow health, safety and security procedures and applies to all individuals operating in the entertainment and events industry.

ELEMENT	PERFORMANCE CRITERIA
	<i>To be competent you must achieve the following:</i>
1. Follow occupational health, safety and security procedures	1.1 Health, safety and security procedures are complied with in accordance with organisational policies and safety plans. 1.2 Breaches of health, safety and security procedures are identified and promptly reported to the appropriate parties. 1.3 All work activities are undertaken in a safe manner and do not present a hazard to others.
2. Deal with emergency situations	2.1 Potential emergency situations are recognized and the required action is determined and taken within the scope of individual responsibility. 2.2 Emergency procedures are correctly followed in accordance with organisational policies and procedures. 2.3 Assistance is promptly sought from colleagues and/or supervisors where appropriate. 2.4 Details of emergency situations are accurately reported in accordance with organisational policies and procedures.
3. Maintain safety standards	3.1 Appropriate safety clothing, footwear and relevant protective equipment are used to ensure the health and safety of self and others.

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| 4. | Take steps to minimize the potential risk of workplace hazards | 3.2 | Appropriate measures are undertaken to prevent injury or impairment related to workplace activities and to control workplace hazards . |
| | | 3.3 | Safe manual handling and lifting are carried out to avoid back strain and other injuries in accordance with the range statement B. |
| | | 3.4 | Correct posture is maintained and ergonomics are consistently practiced in all work environments. |
| | | 3.5 | Appropriate actions that contribute to maintaining a safe and secure work environment are taken. |
| | | 3.6 | Compliance with the health and safety standards of entertainment and event industry venues and equipment is assured. |
| 4. | Take steps to minimize the potential risk of workplace hazards | 4.1 | The risks for people exposed to work place hazards and possible exposure to such risks are identified. |
| | | 4.2 | Appropriate protective devices are evaluated and used correctly. |
| | | 4.3 | Electronic measuring devices are used at Entertainment and Events Industry venues to ensure appropriate levels are in accordance with health, safety and security procedures. |
| 5. | Provide feedback on health, safety and security | 5.1 | Occupational health and safety issues requiring attention are promptly identified. |
| | | 5.2 | Occupational health and safety issues are raised with the designated person in accordance with organisation and legislative requirements. |

RANGE STATEMENT

You must cover the items below:

A. Health, safety and security procedures (at least 5)

- (i) emergency, fire and accident
- (ii) hazard identification and control
- (iii) adopting correct posture
- (iv) lifting and handling
- (v) security of documents, cash, equipment and people
- (vi) key control systems
- (vii) safe use of equipment
- (viii) safe use of chemicals and toxic substances
- (ix) safe construction of rigs and supports
- (x) safe sensory levels
- (xi) dealing with difficult customers

B. Measures to prevent injury or impairment (at least 4)

- (i) following all safety procedures accurately
- (ii) adopting correct posture
- (iii) taking adequate rest breaks
- (iv) controlling noise/sound levels and length of exposure to high levels of noise
- (v) using personal protective equipment e.g. ear plugs
- (vi) avoid eye strain
- (vii) correct use of chemical and dangerous substances/equipment
- (viii) stress management techniques

C. Workplace hazards (at least 3)

- (i) occupational overuse injury
- (ii) back injury
- (iii) hearing impairment
- (iv) stress
- (v) electricity
- (vi) noise/sound level
- (vii) adverse weather/lighting conditions

UNDERPINNING KNOWLEDGE AND SKILLS

1. The major safety requirements for the locations in which work is carried out.
2. The major hazards that exist in the workplace.
3. Emergency evacuation procedures.
4. Symbols used for Occupational Health and Safety.
5. Designated personnel responsible for Occupational Health and Safety.
6. Posture requirements to avoid strain or injury.
7. Relevant industry safety guidelines.
8. Relevant industry national Occupational Health and Safety legislation and code of practice.
9. Fire hazards and workplace fire hazard minimization procedures.
10. Safety report and safety implementation reports.
11. Follow health, safety and security procedures in the Entertainment and Events Technology industry.
12. Identify major causes of workplace accidents.
13. Identify and appropriately deal with security risks in the work environment.

EVIDENCE GUIDE

(1) Critical Aspect of Evidence

You must provide evidence that shows you have done this over a sufficient period of time for your assessor to consider that you are competent. You have to prove that you can meet all of the performance criteria on at least two (2) occasions. This evidence must come from working in the Entertainment and Events Technology industry.

It is essential that competence be observed in the following aspects:

- (i) following established safety and security procedures and understanding the implications of disregarding those procedures
- (ii) demonstrate knowledge of the industry guidelines and relevant legislative and insurance requirements
- (iii) demonstrate understanding of the legal requirement to work in accordance with health, safety and security procedures
- (iv) demonstrate the ability to explain safety procedures to others and deal with emergency situations
- (v) understanding the need and legal requirement to work in accordance with health, safety and security procedures

(2) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

- direct observation
- oral questioning
- written test
- testimonials from clients
- evaluation of qualifications/portfolio/awards/resume/workplace documents
- authenticated assessments and/or assignments from relevant training courses
- supporting statement from supervisor or previous employer

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties).

(3) Context of Assessment

This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to assess underpinning knowledge should support this.