



**Australian Government**

**CPCCWHS2001 Apply WHS requirements,  
policies and procedures in the construction  
industry**

**Release: 1**

# **CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry**

## **Modification History**

Release 1.

Supersedes and equivalent to CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry.

The unit of competency was updated to the Standards for Training Packages 2012.

This version first released with CPC Construction, Plumbing and Services Training Package Version 4.0.

## **Application**

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces.

It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

It applies to workers in the construction industry.

This unit also relates directly to the general construction induction training requirements of the Model Work Health and Safety Regulations 2011 and relevant occupational health and safety regulations for Victoria and for Western Australia. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* covers these induction training requirements.

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

## **Pre-requisite Unit**

Nil

## Unit Sector

### Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Identify and assess risks.	<p>1.1 Identify, assess and report hazards in the work area to designated personnel.</p> <p>1.2 Report safety risks in the work area based on identified hazards, to designated personnel.</p> <p>1.3 Follow safe work practices, duty of care requirements and safe work instructions for controlling risks.</p> <p>1.4 Contribute to WHS, hazard, accident or incident reports in accordance with workplace procedures, Australian government and state or territory WHS legislation, and relevant information.</p>
2. Identify hazardous materials and other hazards on work sites.	<p>2.1 Correctly identify and, if appropriate, handle and use hazardous materials on a work site in accordance with legislative requirements, and workplace policies and procedures.</p> <p>2.2 Apply measures for controlling risks and construction hazards effectively and immediately.</p> <p>2.3 Use appropriate signs and symbols to secure hazardous materials that have safety implications for self and other workers, immediately they are identified.</p> <p>2.4 Identify asbestos-containing materials on a work site and report to designated personnel.</p>
3. Plan and prepare for safe work practices.	<p>3.1 Identify, wear, correctly fit, use and store correct personal protective equipment and clothing for each area of construction work in accordance with workplace procedures</p> <p>3.2 Select tools, equipment and materials, and organise tasks in conjunction with other personnel on site and in accordance with workplace procedures.</p> <p>3.3 Determine required barricades and signage, and erect at the appropriate site location.</p> <p>3.4 Apply material safety data sheets (MSDSs), job safety analyses (JSAs) and safe work method statements (SWMSs) relevant to the work to be performed.</p>
4. Apply safe work practices.	<p>4.1 Carry out tasks in a manner that is safe for operators, other personnel and the general community, in accordance with legislative requirements, and workplace policies and procedures.</p>

	<p>4.2 Use plant and equipment guards in accordance with manufacturers' specifications, work site regulations and Australian Standards.</p> <p>4.3 Follow procedures and report hazards, incidents and injuries to relevant authorities.</p> <p>4.4 Recognise and do not use prohibited tools and equipment in areas containing identified asbestos.</p> <p>4.5 Identify and follow requirements of work site safety signs and symbols.</p> <p>4.6 Clear and maintain work site area to prevent and protect self and others from incidents and accidents, and to meet environmental requirements.</p>
<p>5. Follow emergency procedures.</p>	<p>5.1 Identify designated personnel in the event of an emergency for communication purposes.</p> <p>5.2 Follow safe workplace procedures for dealing with accidents, fire and other emergencies, including identification and use, if appropriate, of fire equipment within scope of own responsibilities.</p> <p>5.3 Describe, practice and effectively carry out emergency response and evacuation procedures when required.</p> <p>5.4 Carry out emergency first aid treatment of minor injuries and, as soon as possible, accurately report treatment details to designated personnel.</p>

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>



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# **CPCCOM1014 Conduct workplace communication**

**Release: 3**

## CPCCOM1014 Conduct workplace communication

### Modification History

- Release 3 This version first released with CPC Construction, Plumbing and Services Training Package Release 6.2.  
Correction to unit mapping metadata.
- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.  
Rectified to reflect endorsed version.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.  
Supersedes and is equivalent to CPCCCM1014 Conduct workplace communication. Updated to reflect current industry terminology, tools and equipment.

### Application

This unit of competency specifies the skills and knowledge required to communicate effectively with other workers in a construction workplace environment.

The unit includes gathering, conveying and receiving information through verbal and written forms of communication.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

### Pre-requisite Unit

Nil.

### Unit Sector

Common

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |  |     |   |
|--|-----|---|
| 1 Convey and receive information and instructions. | 1.1 | Receive information and instructions from others using effective listening, questioning and speaking skills to confirm understanding. |
|  | 1.2 | Convey information and instructions to others using effective listening, questioning and speaking skills to confirm understanding.    |
| 2 Access, interpret and present information.       | 2.1 | Access and interpret basic information from a range of sources.   |
|  | 2.2 | Select and sequence information to prepare a basic written report.  |
|  | 2.3 | Select and sequence information to prepare and present a basic verbal report.   |
|  | 2.4 | Enter information into basic workplace records and documents.   |
| 3 Participate in simple meeting processes.         | 3.1 | Describe and follow simple processes and procedures for meetings.   |
|  | 3.2 | Provide constructive contributions to meeting discussions.  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCCM1014 Conduct workplace communication.

## **Links**

Companion volumes to this training package are available at the VETNet website -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>





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# **CPCCOM2001 Read and interpret plans and specifications**

**Release: 2**

# CPCCOM2001 Read and interpret plans and specifications

## Modification History

- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.  
Knowledge Evidence formatted for clarity.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.  
Supersedes and is equivalent to CPCCCM2001 Read and interpret plans and specifications. Updated to reflect current industry terminology, tools and equipment

## Application

This unit of competency specifies the skills and knowledge required to read and interpret plans and specifications relevant to construction operations at a basic level.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCCWHS1001 *Prepare to work safely in the construction industry* meets this requirement.

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

## Pre-requisite Unit

CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry.

## Unit Sector

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |   |     |  |
|---|-----|--|
| 1 Explain features and functions of plans /drawings and specifications. | 1.1 | Explain the key features and functions of each of the main types of plans/drawings used in the construction industry.            |
|   | 1.2 | Locate and explain the purpose of the legend on <i>plans/drawings</i> used in the construction industry.                         |
|   | 1.3 | Explain the meaning of construction symbols and abbreviations used on plans/drawings in the construction industry.               |
|   | 1.4 | Check title panels on plans/drawings and specifications to verify latest amendments are included, and report inconsistencies.    |
| 2 Locate key features on a site from site plan/drawings.                | 2.1 | Select and use personal protective equipment (PPE) required to enter a proposed construction site.                               |
|   | 2.2 | Orientate the site plan with the site.   |
|   | 2.3 | Locate existing services, key features and boundaries of the site from the site plan and associated drawings.                    |
| 3 Identify project requirements from plans/drawings and specifications. | 3.1 | Identify construction types, project dimensions and nominated locations from project plans/drawings and specifications.          |
|   | 3.2 | Identify environmental requirements, controls and locations from environmental plans, project plans/drawings and specifications. |
|   | 3.3 | Identify standards of work, finishes and tolerances from project plans/drawings and specifications.                              |
|   | 3.4 | Identify required materials from project plans/drawings and specifications.  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## **Unit Mapping Information**

Supersedes and is equivalent to CPCCCM2001 Read and interpret plans and specifications

## **Links**

Companion volumes to this training package are available at the VETNet website -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>



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# **CPCCOM1013 Plan and organise work**

**Release: 2**



## CPCCOM1013 Plan and organise work

### Modification History

- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.  
Rectified to reflect endorsed version.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.  
Supersedes and is equivalent to CPCCCM1013 Plan and organise work.  
Updated to reflect current industry terminology, tools and equipment.

### Application

This unit of competency specifies the skills and knowledge required to plan and organise basic work tasks on a construction site.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

### Pre-requisite Unit

Nil.

### Unit Sector

Common

### Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |   |     |  |
|---|-----|--|
| 1 | 1.1 | Determine work task outcomes and other requirements. |
|---|-----|--|



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- |  |     |   |
|--|-----|---|
| Determine and plan basic work task activities. | 1.2 | Break the work task into its component tasks.   |
|  | 1.3 | Assess the component tasks to determine what needs to be done and how it is to be done.   |
|  | 1.4 | Estimate the time and the number of personnel required to complete each component task.   |
|  | 1.5 | Identify the tools and equipment required, including personal protective equipment (PPE) for each stage of the task                                     |
|  | 1.6 | Plan the sequence of the component tasks in a logical order and to maximise efficient use of resources.   |
|  | 1.7 | Prepare a written work plan and a list of resources required to complete the overall work task.   |
|  | 2   | Organise performance of basic work task.  |
|  | 2.1 | Work with team members to review the work plan, schedule the work, allocate roles and responsibilities, and review work health and safety requirements. |
|  | 2.2 | Confirm availability of required tools and equipment, including PPE.  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCCM1013 Plan and organise work.

## Links

Companion volumes to this training package are available at the VETNet website -



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# **CPCCCM1011 Undertake basic estimation and costing**

**Release: 1**



# CPCCCM1011 Undertake basic estimation and costing

## Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCCM1011A Undertake basic estimation and costing. Updated to meet the Standards for Training Packages 2012.

## Application

This unit of competency specifies the skills and knowledge required to prepare a basic estimate of material, labour and costs for a construction project.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Common

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                       |     |   |
|-----------------------|-----|---|
| 1 Gather information. | 1.1 | Review plans and specifications for basic construction task.    |
|                       | 1.2 | Create a material list for the basic construction task.         |
|                       | 1.3 | Obtain unit costs of materials on material list from suppliers. |

2 Estimate and cost materials for basic construction task	2.1	Estimate quantities of each item on material list.
	2.2	Calculate cost of materials based on estimated quantities and unit costs.
3 Estimate and cost labour for basic construction task.	3.1	Estimate labour hours required for the basic construction task.
	3.2	Calculate cost of labour based on estimated hours and hourly rate.
4 Document costs of basic construction task.	4.1	Calculate total cost of task materials and labour.
	4.2	Prepare basic costing sheet for the task.

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCCM1011A Undertake basic estimation and costing.

## Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

