

CPPHSA4005A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Minimise health and safety risks.	1.1 Health and safety risks associated with providing home sustainability assessment services are identified and assessed, and actions are taken to minimise or mitigate such risks.	<p>HSA health & safety introduction: Q1</p> <p>Identify hazards for home assessments: Q1 Q2</p> <p>Completed SWMS for personal risks: Q2</p> <p>Hazards and Risks: Q1 Q2 Q3 Q4 Q5</p> <p>Likelihood and consequences: Q1 Q2 Q3 Q5</p> <p>Hierarchy of risk control - HSA: Q1</p> <p>Identify control risks - personal: Q1 Q2 Q3</p> <p>Upload Assessment Documentation: Q1</p> <p>Assess overall risk level: Q1 Q2</p> <p>Manual lifting: Q1</p> <p>Identifying asbestos: Q1 Q2 Q3</p> <p>Identify where asbestos can be found: Q1 Q2 Q3</p> <p>Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	1.2 Legislative, contractual and enterprise requirements related to the health and safety of self, colleagues and others are known and applied.	<p>Legislation for HSA's: Q1 Q2 Q3</p> <p>Environmental legislation: Q1 Q2 Q3 Q4</p> <p>Relevant State Legislation and Regulations: Q1 Q2 Q3</p> <p>Reporting Incidents: Q1 Q2</p> <p>Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>

	<p>1.3 Work practices are safely conducted in line with legislative requirements and enterprise policies and procedures.</p>	<p>Completed SWMS for personal risks: Q2 Legislation for HSA's: Q1 Q2 Q3 Contributing to OHS: Q1 Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Reporting Incidents: Q1 Q2 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>1.4 Equipment, materials and products are used safely in line with manufacturer instructions, legislative requirements and enterprise policies and procedures.</p>	<p>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Upload Assessment Documentation: Q1 Using ladders: Q1 Q2 Q3 Q4 Q5 Q6 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>1.5 Personal conduct in work environment complies with enterprise procedures and does not endanger the health and safety of self and others.</p>	<p>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Upload Assessment Documentation: Q1 Manual lifting: Q1 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>1.6 Appropriate personal protective clothing and equipment are used when providing home sustainability assessment services.</p>	<p>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Upload Assessment Documentation: Q1 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>1.7 Recommendations for improving health and safety policies, procedures and practices are passed on to responsible persons.</p>	<p>Upload Assessment Documentation: Q4 Contributing to OHS: Q1 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>

	<p>1.8 Emergency situations impacting on work environment are identified and responded to in line with enterprise policies and procedures.</p>	<p>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Emergency situations: Q1 Q2 Upload Assessment Documentation: Q3 Reporting Incidents: Q1 Q2 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
<p>Minimise security risks to self and others.</p>	<p>2.1 Security risks to self, colleagues, residents and other people are identified and assessed, and actions are taken to minimise or mitigate such risks.</p>	<p>Hazards and Risks: Q1 Q2 Q3 Q4 Q5 Likelihood and consequences: Q1 Q2 Q3 Q5 Hierarchy of risk control - HSA: Q1 Q3 Control risks - security: Q1 Q2 Identify & assess security risks: Q1 Q2 Upload Assessment Documentation: Q1 Assess overall risk level: Q1 Q2 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>2.2 Legislative, contractual and enterprise requirements related to minimising security risks to self, colleagues and others are known and applied.</p>	<p>Legislation for HSA's: Q1 Q2 Q3 Upload Assessment Documentation: Q1 WHS Legislation and Regulations: Q1 Q2 Q3 Q4 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>2.3 Security procedures for protecting self and others are known and correctly and consistently applied when providing home sustainability assessment services.</p>	<p>Control risks - security: Q1 Q2 Identify & assess security risks: Q1 Q2 Upload Assessment Documentation: Q1 Contributing to OHS: Q1 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>
	<p>2.4 Movement schedules for self and colleagues are accurately completed and stored in line with enterprise policy and procedures.</p>	<p>Upload Assessment Documentation: Q1 Q2 Q4 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</p>

	2.5 Unexpected circumstances, absences or departures from colleagues' agreed schedules are checked and responded to immediately in line with enterprise policy and procedures.	Identify & assess security risks: Q1 Q2 Upload Assessment Documentation: Q1 Q2 Q4 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services
	2.6 Security-related emergencies are identified and appropriate and effective action is taken in line with enterprise policy and procedures.	Control risks - security: Q1 Q2 Emergency situations: Q1 Q2 Upload Assessment Documentation: Q1 Q3 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services
	2.7 Recommendations for improving security policies, procedures and practices are passed on to responsible persons.	Upload Assessment Documentation: Q4 Contributing to OHS: Q1 Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services
Minimise security risks to property.	3.1 Risks to property are identified and assessed, and actions are taken to minimise or mitigate such risks.	Hazards and Risks: Q1 Q2 Q3 Q4 Q5 Likelihood and consequences: Q1 Q2 Q3 Q5 Hierarchy of risk control - HSA: Q1 Q3 Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1 Assess overall risk level: Q1 Q2 Workplace Task: minimise risks to the security of property while providing home sustainability assessment services
	3.2 Legislative, contractual and enterprise requirements for minimising security risks to property are known and applied.	Upload Assessment Documentation: Q1 Workplace Task: minimise risks to the security of property while providing home sustainability assessment services
	3.3 Procedures and guidelines for protecting security of property are known and correctly and consistently applied when providing home sustainability assessment services.	Control risks - property: Q1 Q2 Upload Assessment Documentation: Q1 Q4 Contributing to OHS: Q1 Workplace Task: minimise risks to the security of property while providing home sustainability assessment services

	<p>3.4 Threats to security of property are identified and appropriate and effective action is taken in line with enterprise policy and procedures.</p>	<p>Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1 Q4 Workplace Task: minimise risks to the security of property while providing home sustainability assessment services</p>
	<p>3.5 Recommendations for improving procedures and guidelines for protecting property are passed on to responsible persons.</p>	<p>Upload Assessment Documentation: Q4 Contributing to OHS: Q1 Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</p>
<p>Minimise security risks to information.</p>	<p>4.1 Risks to information are identified and assessed, and actions are taken to minimise or mitigate such risks.</p>	<p>Hazards and Risks: Q1 Q2 Q3 Q4 Q5 Likelihood and consequences: Q1 Q2 Q3 Q5 Hierarchy of risk control - HSA: Q1 Q3 Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Assess overall risk level: Q1 Q2 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.2 Legislative, contractual and enterprise requirements related to the security of information are known and applied.</p>	<p>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.3 Procedures and guidelines for protecting security of information are known and correctly and consistently applied when providing home sustainability assessment services.</p>	<p>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Upload Assessment Documentation: Q1 Contributing to OHS: Q1 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>

	<p>4.4 Confidentiality of client information is maintained in line with legislative requirements and enterprise policy and procedures.</p>	<p>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.5 Enterprise policy and procedures are followed when recording, storing and disposing of information.</p>	<p>Control risks - information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.6 Information is disclosed only to authorised people in line with enterprise policy and procedures.</p>	<p>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.7 Threats to security of information are identified and appropriate and effective action is taken in line with enterprise policy and procedures.</p>	<p>Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5 Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</p>
	<p>4.8 Recommendations for improving procedures and guidelines for protecting information are passed on to responsible persons.</p>	<p>Upload Assessment Documentation: Q5 Contributing to OHS: Q1 Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</p>

REQUIRED SKILLS

Required Skill	Task / Question Map
<i>analytical skills to interpret documents, such as safety and security procedures</i>	<p><i>Hazards and Risks: Q1 Q2 Q3 Q4 Q5</i></p> <p><i>Likelihood and consequences: Q1 Q2 Q3 Q5</i></p> <p><i>Hierarchy of risk control - HSA: Q1 Q3</i></p> <p><i>Control risks - property: Q1 Q2</i></p> <p><i>Emergency situations: Q1</i></p> <p><i>Identify & Assess risks to property: Q1 Q2</i></p> <p><i>Privacy of information: Q1 Q2</i></p> <p><i>Identify & assess risks to information: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i></p>
<i>communication skills to interact with people from diverse social, economic and cultural backgrounds</i>	<p><i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i></p>
<i>decision-making and problem-solving skills to identify and select appropriate actions to deal with occupational health and safety (OHS) risks and security risks to self, colleagues and others</i>	<p><i>Hazards and Risks: Q1 Q3 Q4 Q5</i></p> <p><i>Likelihood and consequences: Q1 Q2 Q3 Q5</i></p> <p><i>Hierarchy of risk control - HSA: Q1 Q3</i></p> <p><i>Emergency situations: Q1 Q2</i></p> <p><i>Contributing to OHS: Q1</i></p> <p><i>Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</i></p>
literacy skills to:	
<i>complete standard forms</i>	<p><i>Completed SWMS for personal risks: Q2</i></p> <p><i>Hazards and Risks: Q1 Q3 Q4 Q5</i></p> <p><i>Control risks - security: Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2</i></p>

<p><i>prepare general information, papers, reports and applications</i></p>	<p><i>Identify hazards for home assessments: Q1 Q2</i> <i>Completed SWMS for personal risks: Q2</i> <i>Hazards and Risks: Q5</i> <i>Hierarchy of risk control - HSA: Q1 Q3</i> <i>Upload Assessment Documentation: Q1 Q2</i></p>
<p><i>read and interpret a variety of texts, including legislation, regulations and codes of practice</i></p>	<p><i>Completed SWMS for personal risks: Q2</i> <i>Hazards and Risks: Q5</i> <i>Likelihood and consequences: Q1 Q2 Q3 Q5</i> <i>Privacy of information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2</i> <i>Relevant State Legislation and Regulations: Q1 Q2 Q3</i></p>
<p><i>write formal and informal letters</i></p>	<p><i>Practical Assessment: Q1</i></p>
<p><i>numeracy skills to calculate and interpret data on risks, emergencies, and safety and security incidents</i></p>	<p><i>Likelihood and consequences: Q1 Q2 Q3 Q5</i> <i>Upload Assessment Documentation: Q1 Q2</i></p>
<p><i>planning, organising and scheduling skills to undertake work-related tasks, such as establishing a movement schedule</i></p>	<p><i>HSA health & safety introduction: Q1</i> <i>Completed SWMS for personal risks: Q2</i> <i>Hierarchy of risk control - HSA: Q1 Q3</i> <i>Control risks - security: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Control risks - information: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2</i></p>

<p><i>research skills to identify and locate documents and information related to OHS and security risks associated with conducting home sustainability assessments</i></p>	<p><i>Identify hazards for home assessments: Q1 Q2</i></p> <p><i>Completed SWMS for personal risks: Q2</i></p> <p><i>Control risks - property: Q1 Q2</i></p> <p><i>Control risks - information: Q1 Q2</i></p> <p><i>Legislation for HSA's: Q3</i></p> <p><i>Emergency situations: Q1</i></p> <p><i>Privacy of information: Q1 Q2</i></p> <p><i>Identify & assess risks to information: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2</i></p> <p><i>WHS Legislation and Regulations: Q1 Q2 Q3 Q4</i></p>
<p><i>technology skills to access online information on risk assessment, risk minimisation and mitigation strategies</i></p>	<p><i>Completed SWMS for personal risks: Q2</i></p> <p><i>Control risks - security: Q2</i></p> <p><i>Control risks - information: Q1 Q2</i></p> <p><i>Legislation for HSA's: Q3</i></p> <p><i>Privacy of information: Q1 Q2</i></p> <p><i>Identify & assess risks to information: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2</i></p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
<i>insurance coverage for safety and security</i>	<i>Required insurances: Q1</i>
OHS:	
<i>code of practice</i>	<p><i>Hazards and Risks: Q5</i></p> <p><i>Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i></p> <p><i>Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</i></p>
<i>risk control measures</i>	<p><i>Completed SWMS for personal risks: Q2</i></p> <p><i>Hazards and Risks: Q3 Q4</i></p> <p><i>Hierarchy of risk control - HSA: Q1 Q3</i></p> <p><i>Identify control risks - personal: Q1 Q2 Q3</i></p> <p><i>Control risks - security: Q2</i></p> <p><i>Control risks - property: Q1 Q2</i></p> <p><i>Control risks - information: Q1 Q2</i></p> <p><i>Emergency situations: Q1 Q2</i></p> <p><i>Identify & assess security risks: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i></p> <p><i>Assess overall risk level: Q1 Q2</i></p> <p><i>Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</i></p>

<p><i>risks associated with home sustainability assessment</i></p>	<p>Completed SWMS for personal risks: Q2 Hazards and Risks: Q3 Q4 Identify control risks - personal: Q1 Q2 Q3 Control risks - security: Q1 Q2 Control risks - property: Q1 Q2 Identify & assess security risks: Q1 Q2 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5 Identifying asbestos: Q1 Q2 Q3 Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</p>
<p><i>sources of information</i></p>	<p>Control risks - information: Q1 Q2 Legislation for HSA's: Q1 Q2 Q3 Emergency situations: Q1 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5 WHS Legislation and Regulations: Q1 Q2 Q3 Q4 Relevant State Legislation and Regulations: Q1 Q2 Q3 Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</p>
<p>relevant commonwealth, state or territory, and local government legislation and regulations related to:</p>	
<p><i>anti-discrimination and equal employment opportunity</i></p>	<p>Anti-discrimination and Equal Opportunity: Q1</p>
<p><i>consumer protection, fair trading and trade practices</i></p>	<p>Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q3</p>
<p><i>employment and industrial relations</i></p>	<p>Control risks - security: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q3</p>
<p><i>environment</i></p>	<p>Environmental legislation: Q1 Q2 Q3 Q4</p>

<p><i>home sustainability assessment</i></p>	<p><i>Identify hazards for home assessments: Q1 Q2</i> <i>Completed SWMS for personal risks: Q2</i> <i>Identify control risks - personal: Q1 Q2 Q3</i> <i>Control risks - security: Q1 Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Legislation for HSA's: Q1 Q2</i> <i>Emergency situations: Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i> <i>Manual lifting: Q1</i></p>
<p><i>OHS</i></p>	<p><i>Completed SWMS for personal risks: Q2</i> <i>Identify control risks - personal: Q1 Q2 Q3</i> <i>Control risks - security: Q1 Q2</i> <i>Legislation for HSA's: Q1 Q2 Q3</i> <i>Emergency situations: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i> <i>Assess overall risk level: Q1 Q2</i> <i>Manual lifting: Q1</i> <i>WHS Legislation and Regulations: Q1 Q2 Q3 Q4</i> <i>Reporting Incidents: Q1 Q2</i></p>
<p><i>privacy</i></p>	<p><i>Control risks - information: Q1 Q2</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i></p>
<p><i>security</i></p>	<p><i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i></p>

risk:

<p><i>assessment</i></p>	<p><i>Completed SWMS for personal risks: Q2</i> <i>Hazards and Risks: Q3 Q4 Q5</i> <i>Likelihood and consequences: Q1 Q2 Q3 Q5</i> <i>Control risks - security: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Control risks - information: Q1 Q2</i> <i>Emergency situations: Q1</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i> <i>Assess overall risk level: Q1 Q2</i></p>
<p><i>evaluation</i></p>	<p><i>Completed SWMS for personal risks: Q2</i> <i>Likelihood and consequences: Q1 Q2 Q3 Q5</i> <i>Identify control risks - personal: Q1 Q2 Q3</i> <i>Control risks - security: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Control risks - information: Q1 Q2</i> <i>Emergency situations: Q1</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i> <i>Assess overall risk level: Q1 Q2</i></p>

<p><i>identification</i></p>	<p>Completed SWMS for personal risks: Q2 Hazards and Risks: Q3 Q4 Control risks - security: Q2 Identify & Assess risks to property: Q1 Q2 Identify & assess security risks: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Assess overall risk level: Q1 Q2 Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Identifying asbestos: Q1 Q2 Q3 Identify where asbestos can be found: Q1 Q2 Q3</p>
<p><i>sources of information</i></p>	<p>Hazards and Risks: Q3 Privacy of information: Q1 Q2 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5 Relevant State Legislation and Regulations: Q1 Q2 Q3</p>
<p><i>treatment</i></p>	<p>Completed SWMS for personal risks: Q2 Hierarchy of risk control - HSA: Q1 Q3 Identify control risks - personal: Q1 Q2 Q3 Control risks - security: Q2 Control risks - property: Q1 Q2 Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q4 Q5</p>
<p>security: risks associated with home sustainability assessment:</p>	
<p><i>personal</i></p>	<p>Control risks - security: Q2 Emergency situations: Q2 Upload Assessment Documentation: Q1 Q3 Q4 Identifying asbestos: Q1 Q2 Q3</p>

<i>property</i>	<p><i>Control risks - property: Q1 Q2</i></p> <p><i>Emergency situations: Q2</i></p> <p><i>Identify & Assess risks to property: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q4</i></p>
<i>information</i>	<p><i>Control risks - information: Q1 Q2</i></p> <p><i>Privacy of information: Q1 Q2</i></p> <p><i>Identify & assess risks to information: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q5</i></p>
<i>security procedures</i>	<p><i>Control risks - security: Q1 Q2</i></p> <p><i>Identify & assess security risks: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q4</i></p>
<i>ways of minimising and mitigating risks</i>	<p><i>Hierarchy of risk control - HSA: Q1 Q3</i></p> <p><i>Control risks - security: Q1 Q2</i></p> <p><i>Control risks - property: Q1 Q2</i></p> <p><i>Control risks - information: Q1 Q2</i></p> <p><i>Identify & assess risks to information: Q1 Q2</i></p> <p><i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i></p>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p><i>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</i></p>	<p><i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i></p>
<p>In particular, the person should demonstrate the ability to:</p>	
<p><i>minimise OHS and security risks to self and other people while providing home sustainability assessment services</i></p>	<p><i>Completed SWMS for personal risks: Q1 Q2 Q3</i> <i>Hazards and Risks: Q3 Q4</i> <i>Hierarchy of risk control - HSA: Q1 Q3</i> <i>Identify control risks - personal: Q1 Q2 Q3</i> <i>Control risks - security: Q1 Q2</i> <i>Emergency situations: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4</i> <i>Assess overall risk level: Q1 Q2</i> <i>Manual lifting: Q1</i> <i>Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Identifying asbestos: Q1 Q2 Q3</i> <i>Workplace Task: Minimise OHS and security risks to self and other people while providing home sustainability assessment services</i></p>
<p><i>minimise risks to the security of property while providing home sustainability assessment services</i></p>	<p><i>Hazards and Risks: Q3 Q4</i> <i>Hierarchy of risk control - HSA: Q1 Q3</i> <i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4</i> <i>Assess overall risk level: Q1 Q2</i> <i>Workplace Task: minimise risks to the security of property while providing home sustainability assessment services</i></p>

<p><i>minimise risks to the security of information while providing home sustainability assessment services</i></p>	<p><i>Hazards and Risks: Q3 Q4</i> <i>Hierarchy of risk control - HSA: Q1 Q3</i> <i>Control risks - information: Q1 Q2</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q5</i> <i>Assess overall risk level: Q1 Q2</i> <i>Workplace Task: minimise risks to the security of information while providing home sustainability assessment services</i></p>
<p><i>apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services.</i></p>	<p><i>Completed SWMS for personal risks: Q2</i> <i>Hazards and Risks: Q1 Q3 Q4 Q5</i> <i>Hierarchy of risk control - HSA: Q1</i> <i>Control risks - security: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Control risks - information: Q1 Q2</i> <i>Legislation for HSA's: Q1 Q2 Q3</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i> <i>WHS Legislation and Regulations: Q1 Q2 Q3 Q4</i> <i>Relevant State Legislation and Regulations: Q1 Q2 Q3</i> <i>Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Using ladders: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Reporting Incidents: Q1 Q2</i> <i>Workplace Task: apply knowledge of legislative requirements and procedures for minimising risks to the health, safety and security of self, other people, property and information while providing home sustainability assessment services</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Health and safety risks may include:</i>	<i>confined spaces</i>	<i>Working in Confined Spaces: Q1 Q2 Q3 Q4</i>
	<i>driving and traffic hazards encountered when driving to and from places of employment</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1</i>
	<i>electricity</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1</i>
	<i>fire</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Emergency situations: Q1 Q2 Upload Assessment Documentation: Q1 Q3</i>
	<i>harassment, bullying and/or violence involving co-workers or customers</i>	<i>Completed SWMS for personal risks: Q2 Emergency situations: Q2 Upload Assessment Documentation: Q1 Q3</i>
	<i>hazardous substances:</i>	
	<i>asbestos</i>	<i>Identifying asbestos: Q1 Q2 Q3 Identify where asbestos can be found: Q1 Q2 Q3</i>
	<i>biological products</i>	
	<i>blood products</i>	
	<i>broken metal</i>	
	<i>chemicals</i>	
	<i>electrical wiring</i>	<i>Identify hazards for home assessments: Q1</i>
	<i>fibres</i>	
	<i>fumes</i>	
	<i>gases</i>	
	<i>glass</i>	

	<i>insulation</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Identify where asbestos can be found: Q1</i>
	<i>leaking containers</i>	
	<i>oil and petrol</i>	
<i>heat:</i>		
	<i>burns</i>	
	<i>scalds</i>	
<i>manual handling:</i>		
	<i>carrying</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Manual lifting: Q1</i>
	<i>lifting</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Manual lifting: Q1</i>
	<i>pulling</i>	<i>Manual lifting: Q1</i>
	<i>pushing</i>	
	<i>machinery, including powered and non-powered equipment</i>	
<i>skin penetrating injuries:</i>		
	<i>knives</i>	
	<i>sharps</i>	
	<i>syringes</i>	
<i>transport:</i>		
	<i>driving</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1</i>
	<i>other vehicles</i>	

waste:		
	<i>biological</i>	
	<i>contaminated</i>	
	<i>inadequately contained waste</i>	
work environment:		
	<i>access</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Using ladders: Q1 Q2 Q3 Q4 Q5 Q6</i>
	<i>animals</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>dust</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2</i>
	<i>floor surfaces</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4 Identify where asbestos can be found: Q1</i>
	<i>lighting</i>	
	<i>noise</i>	
	<i>temperature extremes</i>	
	<i>trips and falls</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>working alone</i>	<i>Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>working at heights</i>	<i>Identify hazards for home assessments: Q1 Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4 Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
	<i>ventilation.</i>	

<i>Actions may include:</i>	<i>avoid risks</i>	<i>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Using ladders: Q1</i>
	<i>consult and communicate with others about risks</i>	<i>Contributing to OHS: Q1</i>
	<i>evaluate risks</i>	<i>Completed SWMS for personal risks: Q2 Emergency situations: Q2 Upload Assessment Documentation: Q1 Assess overall risk level: Q1 Q2</i>
	<i>follow policy and procedures</i>	<i>Identify control risks - personal: Q1 Q2 Q3 Emergency situations: Q1 Upload Assessment Documentation: Q4 Q5 Reporting Incidents: Q1 Q2</i>
	<i>isolate risks</i>	
	<i>report risks</i>	<i>Upload Assessment Documentation: Q4 Q5 Reporting Incidents: Q1 Q2</i>
	<i>training related to risks</i>	
	<i>treat risks</i>	<i>Completed SWMS for personal risks: Q2 Identify control risks - personal: Q1 Q2 Q3 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>
	<i>use personal protective clothing and equipment</i>	<i>Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>use safety signs, symbols and barriers.</i>	
Work practices may include:	general work practices:	
	<i>administrative practices</i>	<i>Identify & Assess risks to property: Q1 Q2 Identify & assess security risks: Q1 Q2 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5 Contributing to OHS: Q1</i>
	<i>carrying out residential building inspections</i>	<i>Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>

	<i>planning and organising activities</i>	<i>Identify & Assess risks to property: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>
	<i>reporting activities</i>	<i>Emergency situations: Q1</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>
	<i>using technology</i>	
<i>hazardous work practices:</i>		
	<i>handling and exposure to hazardous materials</i>	<i>Identify where asbestos can be found: Q1 Q2 Q3</i>
	<i>inspecting residential buildings</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i> <i>Identify where asbestos can be found: Q1 Q2 Q3</i>
	<i>manual handling</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i> <i>Manual lifting: Q1</i>
	<i>using tools and equipment</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i> <i>Using ladders: Q1 Q2 Q3 Q4 Q5 Q6</i>
	<i>using transport</i>	<i>Completed SWMS for personal risks: Q2</i>
	<i>working at heights</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i> <i>Working at Heights: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
	<i>working in confined spaces</i>	<i>Working in Confined Spaces: Q1 Q2 Q3 Q4</i>
	<i>working with and near heat sources</i>	
<i>working with:</i>		
	<i>appliances, machinery and mechanical equipment</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>electricity</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>gas</i>	
	<i>water</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>

	waste.	Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4
Equipment, materials and products may include:	bucket	Upload Assessment Documentation: Q1
	calculator	Upload Assessment Documentation: Q1
	clipboard	
	compass	
	digital camera	Upload Assessment Documentation: Q1
energy monitoring equipment:		
	electricity meters	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1
	gas meters	
	incense sticks to observe air flow and draughts	
	ladder	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1 Q4 Using ladders: Q1 Q2 Q3 Q4 Q5 Q6
	lux meter	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1
	measurement equipment	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1
	power meter	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1
	tape measure	Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1

	<i>testing equipment</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i>
	<i>thermometer</i>	<i>Control risks - property: Q1 Q2</i>
	<i>timer</i>	<i>Control risks - property: Q1 Q2</i>
	<i>torch.</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i>
<i>Work environment may include:</i>	<i>office or place of business</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>
<i>other locations visited as part of work:</i>		
	<i>government agencies</i>	
	<i>libraries and resource centres</i>	
	<i>professional offices</i>	<i>Identify & Assess risks to property: Q1 Q2</i>
	<i>suppliers</i>	
	<i>residential buildings</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q2 Q3 Q4 Q5</i>
	<i>vehicles.</i>	<i>Completed SWMS for personal risks: Q2</i> <i>Control risks - property: Q1 Q2</i>
<i>Personal protective clothing and equipment may include:</i>	<i>body protection:</i>	
	<i>heat resistant aprons</i>	
	<i>insect repellent</i>	
	<i>laboratory coats</i>	
	<i>sunscreen</i>	
	<i>waterproof jackets</i>	
<i>eye and face protection:</i>		
	<i>goggles</i>	

	<i>safety spectacles</i>	
	<i>shields</i>	
	<i>visors</i>	
foot protection:		
	<i>non-slip shoes</i>	
	<i>steel capped boots</i>	
	<i>waterproof boots</i>	
hand protection:		
	<i>gloves</i>	<i>Completed SWMS for personal risks: Q2 Upload Assessment Documentation: Q1 Q4</i>
head protection:		
	<i>caps</i>	
	<i>hats</i>	
	<i>hoods</i>	
	<i>safety helmets</i>	
hearing protection:		
	<i>ear muffs</i>	
	<i>ear plugs</i>	
	<i>helmets</i>	
fall protection:		
	<i>belts</i>	
	<i>harnesses</i>	
	<i>lanyards</i>	
	<i>pole straps</i>	
	<i>supports</i>	
	<i>tennis elbow braces</i>	
respiratory protection:		
	<i>air filter units</i>	
	<i>anti-viral/bacterial protective face masks</i>	
	<i>breathing apparatus</i>	
	<i>face masks</i>	<i>Completed SWMS for personal risks: Q2</i>

	<i>half face respirators</i>	
	<i>self-contained.</i>	
<i>Responsible persons may include:</i>	<i>building manager</i>	
	<i>building owner</i>	
	<i>colleague</i>	
	<i>head contractor</i>	
	<i>employer</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>OHS officer</i>	<i>Upload Assessment Documentation: Q1 Q4</i> <i>Reporting Incidents: Q2</i>
	<i>property manager</i>	
	<i>real estate agent</i>	
	<i>resident</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>supervisor.</i>	<i>Upload Assessment Documentation: Q1 Q4</i> <i>Reporting Incidents: Q2</i>
<i>Emergency situations may include:</i>	<i>bomb threat</i>	<i>Emergency situations: Q1</i> <i>Upload Assessment Documentation: Q3</i>
	<i>civil disturbance</i>	
	<i>conflict</i>	<i>Emergency situations: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
	<i>crime</i>	<i>Emergency situations: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
	<i>cyclone</i>	<i>Emergency situations: Q1</i>
	<i>earthquake</i>	<i>Emergency situations: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
	<i>essential services:</i>	
	<i>electricity</i>	
	<i>gas</i>	
	<i>sanitation</i>	

	<i>transport</i>	
	<i>water</i>	
	fire:	
	<i>building</i>	<i>Emergency situations: Q1</i> <i>Upload Assessment Documentation: Q3</i>
	<i>bush</i>	
	<i>house</i>	<i>Emergency situations: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
	<i>flood</i>	
	<i>lost</i>	
	medical:	
	<i>accident</i>	<i>Upload Assessment Documentation: Q3</i> <i>Reporting Incidents: Q2</i>
	<i>illness</i>	<i>Emergency situations: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
	<i>personal threat.</i>	<i>Emergency situations: Q1 Q2</i> <i>Upload Assessment Documentation: Q3</i>
<i>Security risks may include:</i>	<i>abusive and aggressive behaviour</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>criminal activity</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	environmental hazards:	
	<i>cyclone</i>	
	<i>dust storm</i>	
	<i>fire</i>	<i>Emergency situations: Q1 Q2</i>
	<i>flood</i>	
	<i>snow</i>	
	extreme weather:	
	<i>hail</i>	

	<i>heat</i>	
	<i>rain</i>	
	<i>wind</i>	
	<i>harassment, bullying and/or violence involving co-workers or customers</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>intimidation</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>location</i>	
	<i>sexual assault</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>sexual harassment</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>unauthorised access</i>	
	<i>use of public transport</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>working alone</i>	<i>Control risks - security: Q1 Q2</i> <i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>working in isolation</i>	<i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>working at night</i>	
	<i>working in remote environments.</i>	
<i>Security procedures may include:</i>	<i>avoiding working alone</i>	<i>Control risks - security: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>communication equipment</i>	<i>Control risks - security: Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>communication skills</i>	<i>Control risks - security: Q2</i>

	<i>compliance with security procedures, signs and warnings</i>	
	<i>conflict management skills</i>	<i>Control risks - security: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>geographic positioning systems</i>	
	<i>maps and charts</i>	
	<i>movement schedules</i>	<i>Upload Assessment Documentation: Q1 Q2</i>
	<i>personal security devices</i>	
	<i>planning and preparation</i>	<i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>policy and procedures</i>	<i>Identify & assess security risks: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>reporting security threats and incidents</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>telephone contact</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>training</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>visual checks.</i>	
<i>Movement schedules may include:</i>	<i>arrival and departure times</i>	<i>Upload Assessment Documentation: Q2</i>
	<i>contact details of organisation or persons being visited</i>	<i>Upload Assessment Documentation: Q2</i>
	<i>locations</i>	<i>Upload Assessment Documentation: Q2</i>
	<i>transport details.</i>	<i>Upload Assessment Documentation: Q2</i>
<i>Responsible persons may include:</i>	<i>adult householder</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>contractor</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>employer</i>	<i>Upload Assessment Documentation: Q1 Q4</i>
	<i>police</i>	
	<i>supervisor.</i>	<i>Upload Assessment Documentation: Q1 Q4</i> <i>Reporting Incidents: Q2</i>

<i>Risks to property may include:</i>	<i>arson</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>damage</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>loss</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>theft</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>unauthorised access</i>	<i>Control risks - property: Q1 Q2</i>
	<i>vandalism.</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
Property may include:	residential building being assessed:	
	<i>contents</i>	
	<i>fences and gates</i>	
	<i>garden areas</i>	
	<i>property</i>	<i>Control risks - property: Q1 Q2</i>
	other property:	
	<i>business technology</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>personal property</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>
	<i>vehicles.</i>	<i>Control risks - property: Q1 Q2</i> <i>Identify & Assess risks to property: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q4</i>

<i>Procedures and guidelines for protecting security of property may include:</i>	<i>checking</i>	<i>Control risks - property: Q1 Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>exercising care when performing work duties</i>	<i>Control risks - property: Q1 Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>insurance</i>	<i>Control risks - property: Q1 Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>key control</i>	
	<i>protection of valuables</i>	<i>Control risks - property: Q1 Q2 Identify & Assess risks to property: Q1 Q2 Upload Assessment Documentation: Q1 Q4</i>
	<i>security devices.</i>	
<i>Risks to information may include:</i>	<i>copyright infringement</i>	<i>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5</i>
	<i>loss:</i>	
	<i>intellectual property</i>	<i>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5</i>
	<i>real property</i>	<i>Upload Assessment Documentation: Q1 Q5</i>
	<i>misplacement</i>	<i>Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5</i>
	<i>non-compliance with legislative and contractual requirements for ensuring confidentiality and privacy of information</i>	<i>Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5</i>

	<i>theft</i>	Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
	<i>unauthorised access.</i>	Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
Information may include:	form of information:	
	<i>electronic</i>	Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
	<i>print</i>	Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
	type of information:	
	<i>client information</i>	Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
	<i>contractual information</i>	Control risks - information: Q1 Q2 Privacy of information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5
	<i>enterprise information</i>	Control risks - information: Q1 Q2 Identify & assess risks to information: Q1 Q2 Upload Assessment Documentation: Q1 Q5

	<i>personal information</i>	<i>Control risks - information: Q1 Q2</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>supplier information.</i>	<i>Control risks - information: Q1 Q2</i> <i>Privacy of information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
<i>Procedures and guidelines for protecting security of information may include:</i>	<i>access authorisation</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>codes</i>	
	<i>compliance with policy and procedures</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>duplicate and back-up copies</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>firewalls</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1</i>
	<i>off-site storage of files</i>	
	<i>passwords</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>reporting</i>	<i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>
	<i>secure storage</i>	<i>Upload Assessment Documentation: Q1 Q5</i>
	<i>training.</i>	<i>Control risks - information: Q1 Q2</i> <i>Identify & assess risks to information: Q1 Q2</i> <i>Upload Assessment Documentation: Q1 Q5</i>