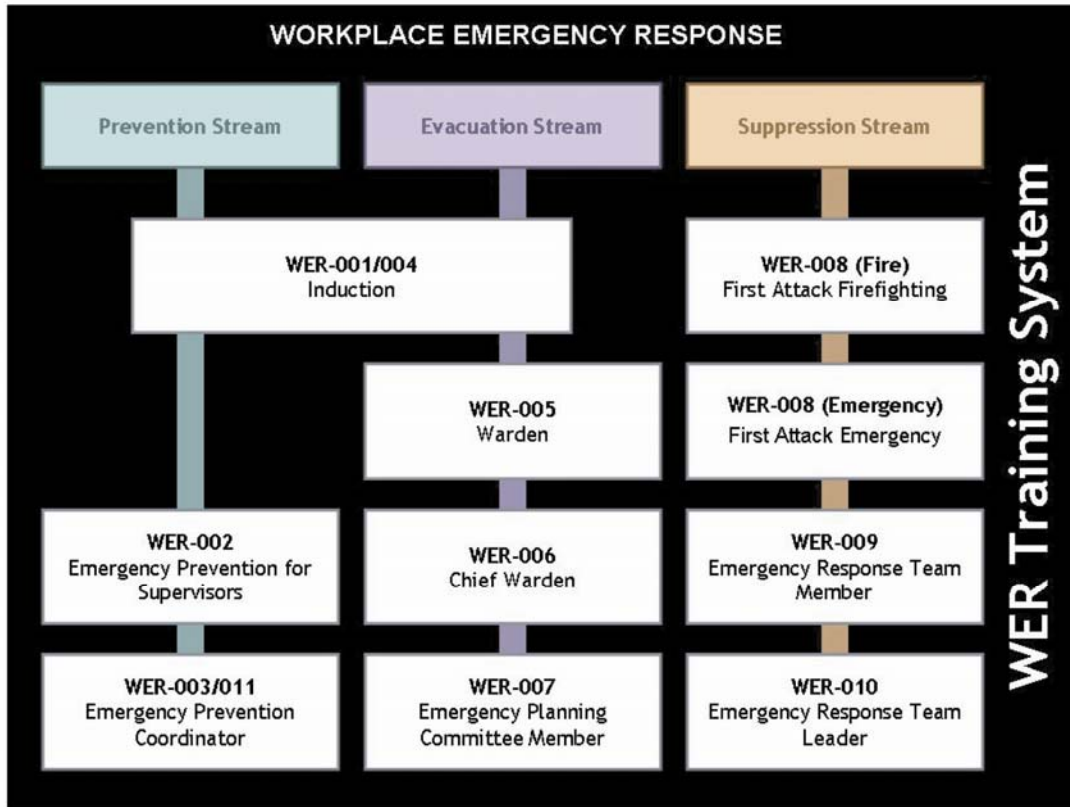


WER Training Resources

The WER Training System is based on Workplace Emergency Response units from the Public Safety Training Package. The following diagram is a guide to how the various parts of the Workplace Emergency Response (WER) training system all fit together.



A detailed Learner Resource and a Delivery and Assessment Tool have been developed for each unit. The contents of these are described in detail in the following pages.



WER-001/004 – Induction

PREVENTION & EVACUATION STREAMS

Overview	WER-001/004 – <i>Induction</i> is designed to train personnel in how to minimise the occurrence of workplace emergencies and the actions to be taken when emergency protection and evacuation systems and control equipment are compromised.
Target audience	The course is designed for workplace personnel who are required to: <ul style="list-style-type: none">• identify and prevent the development of workplace emergencies or to minimise the consequences of workplace emergencies• report when emergency protection systems, emergency control equipment and evacuation systems are compromised and take appropriate action.
Nominal duration	Four hours
Relationship to PUAWER units	<ul style="list-style-type: none">• PUAWER001A – <i>Identify, prevent and report potential workplace emergency situations</i>• PUAWER004A – <i>Respond to workplace emergencies</i>
Course content	<p>WER-001/004 – <i>Induction</i> covers the knowledge and skills to:</p> <ul style="list-style-type: none">• identify, monitor and report situations that could lead to workplace emergencies• identify, report and correct situations that could prevent workplace emergencies from being safely handled• prepare for emergency situations• report emergencies and potential emergencies• respond to emergency warnings and advice• evacuate personnel from a work area. <p>The content also includes the key points of learning specified for induction training for employees and casual staff in Australian Standard 3745 – 2002, incorporating Amendment No. 1 (May 2004), <i>Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces</i>. This includes:</p> <ul style="list-style-type: none">• employee responsibilities• reporting emergencies• reacting safely to emergency signals• evacuating from endangered areas• emergencies that may occur in a structure• roles and responsibilities of Wardens.
Learning objectives	On completion of WER-001/004 – <i>Induction</i> , participants will be able to: <ul style="list-style-type: none">• explain and demonstrate the procedures for the correction and reporting of emergency problems in the workplace• explain the operation of emergency control equipment and facilities and conditions and actions which may prevent the safe handling of emergencies• explain how to prepare for emergency situations• explain and demonstrate how emergencies are reported• identify and explain workplace emergency systems, signals, instructions (identify designated personnel)• explain and demonstrate how to evacuate from an endangered area• explain how the emergency response may need to be varied to suit different emergency situations that could occur in a workplace.

Overview	WER-005 – <i>Warden</i> is designed to train personnel to perform the role of Warden, but not Chief Warden, in their workplace Emergency Control Organisation (ECO).
Target audience	This course is designed for personnel who are required to assist with evacuation control during an emergency in the workplace.
Nominal duration	Seven hours
Relationship to PUAWER units	PUAWER005A – <i>Operate as part of an emergency control organisation</i>
Course content	<p>WER-005 - <i>Warden</i> covers the knowledge and skills to:</p> <ul style="list-style-type: none"> • respond to emergency reports, signals and warnings • initiate and controlling initial emergency response • anticipate the further development of emergencies • assist with post initial response. <p>The content also covers the key points of learning specified for Floor or Area Wardens, Deputies and Wardens training specified in Australian Standard 3745 (2002), incorporating Amendment No 1 (May 2004), <i>Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces</i>. In particular this includes:</p> <ul style="list-style-type: none"> • role and responsibilities of an ECO • emergency response training, exercises and assessment • communication during emergencies • responding to alarms and reports of emergencies • procedures for specific emergencies • initiating emergency alarms • evacuation activities • post-evacuation activities • human behaviour in emergencies.
Learning objectives	<p>On completion of WER-005 – <i>Warden</i>, participants will be able to:</p> <ul style="list-style-type: none"> • identify the priorities to be observed during emergencies • identify the broad types of workplace emergencies that might occur • outline the likely behaviour of people during an emergency • identify the principles of operating in an ECO • outline the structure of an ECO • identify and explain the roles and authority of public emergency services • describe the system of preparing for emergencies used by an ECO • identify and demonstrate response to workplace emergency reports, signals and warnings as a member of an ECO • identify and demonstrate how to initiate and control an initial workplace emergency response as a member of an ECO • identify and demonstrate appropriate handling of the escalation of an emergency • identify and demonstrate assistance with the post-initial response to a workplace emergency as a member of an ECO • describe how response may need to be varied to suit different emergency situations that could occur in a workplace.

Overview	WER-006 – <i>Chief Warden</i> is designed to train participants in the role of a Chief Warden, Deputy Chief Warden or Communications Officer in their workplace Emergency Control Organisation (ECO).
Target audience	<p>The course is designed for personnel in the workplace who are required to:</p> <ul style="list-style-type: none"> • make decisions about the safety of people during a workplace emergency • lead and/or communicate instructions to members of the ECO during emergencies. <p>People who undertake this work may act as the primary liaison person with emergency services after their arrival.</p>
Nominal duration	<p>Fourteen hours or Seven hours (if already competent in PUAWER005A)</p>
Relationship to PUAWER units	PUAWER006A – <i>Lead an Emergency Control Organisation</i> .
Course content	<p>WER-006 – <i>Chief Warden</i> covers the knowledge and skills to:</p> <ul style="list-style-type: none"> • prepare for workplace emergencies • apply command, control, and coordination aspects of workplace emergency procedures • control the response to emergency reports, signals, and warnings • coordinate reports and results of initial emergency response • conclude an incident. <p>The content also covers the key points of learning specified for Chief Wardens, Deputy Chief Wardens and Communications Officers, as specified in Australian Standard 3745 – 2002 (incorporating Amendment 1, May 2004) – <i>Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces</i>. In particular, it describes the:</p> <ul style="list-style-type: none"> • role and responsibilities of an EPC and an ECO • coordination of emergency planning, training, exercising and assessment activities for an ECO • coordination of communications during an emergency • initiation of emergency notification and warnings • procedures for specific emergencies • liaison with emergency services during an emergency response • coordination of evacuation and post-evacuation management • decision making and command and control processes during an emergency response • human behaviour in emergencies.
Learning objectives	<p>On completion of WER-006 – <i>Chief Warden</i>, participants will be able to:</p> <ul style="list-style-type: none"> • describe the roles and responsibilities of a Chief Warden as a member of an ECO • describe the role of a Chief Warden in preventing emergencies • describe and demonstrate the role of Chief Warden in preparing for emergencies • describe and demonstrate the role of the Chief Warden in responding to emergencies • describe and demonstrate the role of a Chief Warden in the recovery from emergencies • describe the impact of special workplace situations on emergency management.

WER-007 – Emergency Planning Committee Member

EVACUATION STREAM

Overview	WER-007 – <i>Emergency Planning Committee (EPC) Member</i> is designed to train members to participate in a Workplace Emergency Planning Committee (EPC).
Target audience	<p>The course is designed for personnel in the workplace who are required to:</p> <ul style="list-style-type: none">• manage an emergency control organisation, or• operate as part of the management of an emergency control organisation. <p>Individuals who undertake this work are generally members of an emergency planning committee.</p>
Nominal duration	Seven hours
Relationship to PUAWER units	PUAWER007A – <i>Manage an Emergency Control Organisation</i>
Course content	<p>WER-007 – <i>Emergency Planning Committee Member</i> covers the knowledge and skills to:</p> <ul style="list-style-type: none">• initiate a system of emergency response planning• ensure an Emergency Control Organisation (ECO) is in place• provide for initiation and control of initial emergency response• provide for post initial response activities• plan and implement emergency control organisation training• provide advice and support for people in the post response and recovery phase. <p>The content covers the key points of learning specified for members of the EPC in Australian Standard 3745 (2002), incorporating Amendment No 1 (May 2004), <i>Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces</i>, in particular:</p> <ul style="list-style-type: none">• the role and responsibilities of an EPC and an ECO• establishing and managing an ECO• managing and developing emergency procedures and assessment activities• emergency communications, notifications and warnings• training, drills and exercises• liaison with emergency services• evacuation and post evacuation management• emergency prevention, mitigation and preparedness.
Learning objectives	<p>On completion of <i>WER-007 – EPC Member</i>, participants will be able to:</p> <ul style="list-style-type: none">• explain how to initiate an effective system of workplace emergency response planning• explain how to ensure an appropriate Emergency Control Organisation (ECO) is in place• identify provisions needed to facilitate an initial emergency response• identify provisions needed to facilitate a post initial emergency response• identify the training needs of ECO members• identify the role of EPC members in the post emergency response and recovery phase.

WER-008 (Fire) – First Attack Firefighting

SUPPRESSION STREAM

Overview	WER-008 (Fire) – <i>First Attack Firefighting</i> is designed to train personnel to control small, uncomplicated fires using a fire extinguisher, hose-reel (20 mm diameter hose) or a fire blanket.
Target audience	The course is designed for personnel in the workplace who are required to confine small workplace emergencies.
Nominal duration	Three hours
Relationship to PUAWER units	PUAWER008A – <i>Confine small workplace emergencies</i>
Course content	WER-008 (Fire) – <i>First Attack Firefighting</i> covers the knowledge and skills to: <ul style="list-style-type: none">• prepare for fire emergency situations• identify and assess fire situations• safely confine fire emergencies where possible• use initial response (first attack firefighting) equipment• report workplace fire response.
Learning objectives	On completion of WER-008 (Fire) – <i>First Attack Firefighting</i> , participants will be able to: <ul style="list-style-type: none">• describe and demonstrate actions to be taken before using an extinguisher, hose-reel or fire blanket• describe and demonstrate the use of an extinguisher, hose-reel and fire blanket.

WER-008 (Emergency) – First Attack Emergency

Overview	WER-008 (Emergency) – <i>First Attack Emergency</i> is designed to train personnel to use first attack equipment and/or techniques in the workplace to control small, uncomplicated fires, spills or leaks of hazardous materials and to minimise damage from heat, smoke, storm, flooding, accident, structural fault or civil disorder.
Target audience	The course is designed for personnel in the workplace who are required to confine small workplace emergencies.
Nominal duration	Seven hours
Relationship to PUAWER units	PUAWER008A – <i>Confine small workplace emergencies</i>
Course content	WER-008 (Emergency) – <i>First Attack Emergency</i> covers the knowledge and skills to: <ul style="list-style-type: none">• prepare for emergency situations• identify and assess the situation• safely confine emergencies where possible• use initial response equipment• report workplace emergency response.
Learning objectives	On completion of WER-008 (Emergency) – <i>First Attack Emergency</i> , participants will be able to: <ul style="list-style-type: none">• describe how to assess an emergency• describe the safe containment of an emergency• demonstrate the use of first-attack equipment• describe how the use and servicing requirements of emergency control equipment should be reported.

WER-009 – Emergency Response Team Member

SUPPRESSION STREAM

Overview	WER-009 – <i>Emergency Response Team Member</i> is designed to train personnel in how to participate as a member of a workplace emergency initial response team. This team works in conjunction with the emergency control organisation in the control of workplace emergencies in their early stages prior to the arrival of <i>emergency services or specialist response teams</i> .
Target audience	Personnel in the workplace who are required to perform the role of a member of a workplace emergency initial response team.
Nominal duration	Fifteen to twenty hours of instruction, plus fifteen to twenty hours of supervised practise and assessment.
Relationship to PUAWER units	PUAWER009A – <i>Participate as a member of a workplace emergency initial response team</i>
Course content	WER-009 – <i>Emergency Response Team Member</i> covers the knowledge and skills to: <ul style="list-style-type: none">• prepare for and respond to a workplace emergency• communicate with and work effectively with team members• assist with recovery operations after a workplace emergency has occurred.
Learning objectives	On completion of WER-009 <i>Emergency Response Team Member</i> , participants will be able to: <ul style="list-style-type: none">• describe the basic principles for the safe handling of workplace fires and other emergencies• describe and demonstrate the selection, use and basic operator care of first attack fire and emergency equipment• identify the common types of workplace fires and emergencies, and describe their behaviour, hazards and associated precautions• demonstrate safe and effective use and operator care of firefighting hoses, hose fittings, branches, nozzles and water supply• demonstrate the safe and effective use, and operator care, of fire and emergency support equipment• describe the general characteristics, use and limitations of fixed fire protection and emergency mitigation systems• describe and demonstrate typical workplace emergency handling techniques.

WER-010 – Emergency Response Team Leader

SUPPRESSION STREAM

Overview	<i>WER-010 – Emergency Response Team Leader</i> is designed to train personnel in how to lead a workplace emergency initial response team in the control of a workplace emergency in its early stages prior to the arrival of emergency services or specialist response teams.
Target audience	Personnel in the workplace who are required to lead a workplace initial emergency response team to control an emergency prior to the arrival of the emergency services or specialist response teams.
Nominal duration	Seventy hours. This can be reduced to 35 hours, if already competent in PUAWER009A.
Relationship to PUAWER units	PUAWER010A – <i>Lead a workplace emergency initial response team</i>
Course content	<i>WER-010 – Emergency Response Team Leader</i> covers the knowledge and skills to: <ul style="list-style-type: none">• prepare a team for a workplace emergency• coordinate a team response to control a workplace emergency• communicate with and coordinate personnel• lead a team in recovery activities resulting from an incident.
Learning objectives	On completion of <i>WER-010 – Emergency Response Team Leader</i> , participants will be able to: <ul style="list-style-type: none">• apply the principles of emergency team leadership• apply the principles of incident ground leadership• apply incident control tactics for a range of emergency situations that could be encountered in a typical workplace• describe and demonstrate the administration of an emergency team, and the coordination of its non-emergency activities.