

UNIT NAME	Identify, prevent and report potential workplace emergency situations
UNIT CODE	PUAWER001A
UNIT DESCRIPTOR	<p>This unit covers the competency required to identify and prevent the development of workplace emergency situations, or to minimise their consequences, and to report if emergency protection systems, emergency control equipment and evacuation systems are compromised.</p> <p>For this unit the term workplace is defined as the area encompassed by an individual's responsibilities.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • covers the work required before the emergency services or specialist response team arrives • does not cover the specific use of equipment to prevent workplace emergency situations • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the prevention stream

ELEMENT	PERFORMANCE CRITERIA
1. Identify, monitor and report situations that could lead to workplace emergencies	<ol style="list-style-type: none"> 1. <i>Situations that could lead to workplace emergencies</i> are identified and reported according to workplace procedures and accepted safe practices 2. Immediate work area is routinely checked for any situations that could lead to emergencies 3. <i>Hazardous work</i> is monitored to ensure precautions and workplace procedures are followed
2. Identify, report and correct situations that could prevent workplace emergencies from being safely handled	<ol style="list-style-type: none"> 1. Principles of operation of relevant <i>emergency protection systems</i> are identified 2. Principles of operation of relevant <i>emergency control equipment</i> are identified 3. <i>Evacuation systems</i> are identified 4. Immediate work area is routinely checked according to workplace procedures and accepted safe practices for any <i>situations that could lead to emergency protection systems, emergency control equipment and evacuation systems being made inoperable</i> 5. Situations that could lead to emergency protection systems, emergency control equipment and evacuation systems being made inoperable are identified, corrected and/or reported according to workplace procedures and accepted safe practices 6. Workplace procedures and accepted safe practices are regularly monitored and followed to ensure operability of emergency protection systems, emergency control equipment and evacuation systems

RANGE STATEMENT

Emergencies must include those emergencies identified by the workplace hazard analysis, which may include	<ul style="list-style-type: none"> Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Situations that could lead to workplace emergencies may include	<ul style="list-style-type: none"> Deficient or ineffective security arrangements Failure to follow safe practices Fire/smoke hazards Poor maintenance Unreported faults Unsafe practices Unsafe storage and handling of dangerous goods and hazardous materials Unsafe use of electrical or mechanical equipment
Hazardous work includes the hazards identified in the hazard analysis and may include	<ul style="list-style-type: none"> Handling dangerous goods and hazardous materials (including waste) Hot work Manufacturing Unsafe manual handling Using, mixing and/or moving chemicals Working at heights, in confined spaces, in poorly ventilated spaces or around noise Working around traffic Working with plant and machinery Working with unstable equipment or equipment that has deteriorated

Emergency protection systems may include	<ul style="list-style-type: none"> Automatic fire/leak/spill/movement detectors CCTV Communications systems Manual alarms Passive installations, fire/smoke doors, fire walls Security infrastructure Special hazard identification systems Spill/leak containment systems Sprinkler and deluge systems Warning systems
Emergency control equipment may include	<ul style="list-style-type: none"> Communications equipment Escape equipment Fire/smoke detection, alarm, mitigation and suppression systems First-aid kits Forcible entry tools Initial response firefighting equipment Isolation barriers Personal protection kits Shower and eyewash Spill control kits/equipment
Evacuation systems include	<ul style="list-style-type: none"> Access, egress Exits Procedures
Situations that could lead to emergency protection systems, emergency control equipment and evacuation systems being made inoperable may include	<ul style="list-style-type: none"> Blocking egress Compromising security infrastructure or integrity Emergency lighting and/or exit lighting being damaged, missing or under service Locking or blocking exits Impairing exits and/or pathways to exits Interfering with alarm systems Not replacing or replenishing used emergency equipment Not reporting damage to emergency control equipment or facilities Propping open fire/smoke doors
EVIDENCE GUIDE	
Critical aspects of evidence	<p>Assessment must confirm the ability to identify emergency protection systems, emergency control equipment and evacuation systems; to identify and report situations that may lead to or contribute to workplace incidents and/or emergencies</p>
Interdependent assessment of units	<p>Pre-requisite units: Nil Co-requisite units: Nil</p>

Underpinning knowledge	<p>Basic types, principles of operation and limitations of emergency protection systems and emergency control equipment typically installed in the workplace</p> <p>Hazards in the workplace that reduce the effectiveness of emergency protection systems and emergency control equipment</p> <p>Procedures for identifying, minimising or preventing, correcting and reporting situations within the organisation that may lead to workplace emergencies</p> <p>Safe practices applicable to the workplace that help to prevent emergencies</p> <p>Situations in the workplace that may lead to emergencies</p> <p>Situations that may make emergency protection systems and emergency control equipment inoperable</p>
Underpinning skills	<p>Communicate effectively according to workplace procedures and accepted safe practices</p> <p>Identify hazards in the workplace that reduce the effectiveness of emergency protection systems, emergency control equipment and evacuation systems</p> <p>Monitor the work area to identify new and emerging risks on an on-going basis</p>
Resource implications	<p>Access to:</p> <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • appropriate emergency protection systems and emergency control equipment • relevant standards and workplace procedures
Consistency in performance	<p>Competency should be demonstrated in the workplace</p>
Context of assessment	<p>Competency should be assessed in the workplace</p>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	1	1	N/A	1	1

UNIT NAME	Ensure workplace emergency prevention procedures, systems and processes are implemented
UNIT CODE	PUAWER002A
UNIT DESCRIPTOR	<p>This unit covers the competency required to implement workplace emergency prevention procedures within a workplace or a defined group of workplaces.</p> <p>The person undertaking this work may be supervising some people in the workplace.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the prevention stream

ELEMENT	PERFORMANCE CRITERIA
<p>1. Ensure workplace emergency prevention processes are implemented</p>	<p>1. Workplace emergency prevention inspections are carried out according to workplace procedures, safe practices and workplace emergency management plan</p> <p>2. <i>Situations that could lead to workplace emergencies</i> are identified, mitigated or corrected, and recorded or reported according to workplace procedures</p> <p>3. Processes are reviewed and reported according to workplace procedures</p>
<p>2. Ensure appropriate hazard analysis is undertaken and results are implemented</p>	<p>1. Workplace procedures are implemented to ensure that an emergency prevention <i>hazard analysis</i> in the area is routinely undertaken</p> <p>2. Personnel are designated to implement the processes according to the hazard analysis</p> <p>3. Workplace procedures are implemented to ensure personnel comply with identified emergency prevention processes</p>
<p>3. Ensure workplace emergency protection systems, emergency control equipment and evacuation systems remain effective</p>	<p>1. Workplace procedures are implemented to ensure work practices do not interfere with the area's <i>emergency protection systems, emergency control equipment and evacuation systems</i></p> <p>2. Workplace procedures are implemented to ensure problems or deficiencies with area emergency protection systems, emergency control equipment and evacuation systems are corrected and reported according to workplace procedures</p>

RANGE STATEMENT	
Emergencies must include those emergencies identified by the workplace hazard analysis, which may include	<ul style="list-style-type: none"> Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Workplace emergency prevention processes may include	<ul style="list-style-type: none"> Audits Inspections Records that indicate equipment and systems operate within acceptable safety limits Training logs and records Visual checks
Situations that could lead to workplace emergencies may include	<ul style="list-style-type: none"> Deficient or ineffective security arrangements Failure to follow safe practices Fire/smoke hazards Poor housekeeping Unreported faults Unsafe practices Unsafe storage and handling of dangerous goods and hazardous materials Unsafe use of electrical or mechanical equipment
Hazard analysis is	<ul style="list-style-type: none"> Assessed either subjectively (non-quantitatively) or numerically Ongoing and dynamic Part of an emergency risk management process The process of determining the degree of threat that is posed by one or more hazards to one or more resources, or the product of that process
Emergency protection systems may include	<ul style="list-style-type: none"> Automatic fire/leak/spill/movement detectors Communications equipment CCTV Fire/smoke doors Manual alarms Security infrastructure

Emergency control equipment may include	<p>Special hazard identification systems Spill/leak containment systems (sprinkler and deluge systems Warning systems</p> <p>Communications equipment Escape equipment Fire/smoke detection, alarm, mitigation and suppression systems First-aid kits Forcible entry tools Initial response firefighting equipment Isolation barriers Personal protection kits Shower and eyewash Spill control kits/equipment</p>
Evacuation systems include	<p>Access, egress Exits Procedures</p>

EVIDENCE GUIDE

Critical aspects of evidence	Assessment must confirm the ability to identify workplace emergency prevention procedures and to ensure these procedures are routinely implemented
Interdependent assessment of units	Pre-requisite units: Nil Co-requisite units: Nil
Underpinning knowledge	Basic types, principles of operation and limitations of emergency prevention and protection systems and emergency control equipment typically installed in the workplace Hazard analysis processes Reporting procedures Workplace procedures to rectify problems
Underpinning skills	Communicate Delegate Leadership Organising
Resource implications	Access to: <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • relevant workplace hazard analysis results
Consistency in performance	Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	1

Ensure workplace emergency prevention procedures, systems and processes are implemented

UNIT NAME	Manage and monitor workplace emergency, procedures, equipment and other resources
UNIT CODE	PUAWER003A
UNIT DESCRIPTOR	<p>This unit covers the competency required to participate in the management and monitoring of workplace <i>emergency prevention and control structures</i> for a complex workplace or a defined group of workplaces.</p> <p>It involves managing problems and resolving issues in relation to the organisation's workplace emergency prevention process and emergency control structures.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the prevention stream

ELEMENT	PERFORMANCE CRITERIA
1. Manage emergency measures and practices	<ol style="list-style-type: none"> 1. <i>Emergency prevention measures</i>, practices and control equipment are identified, documented and disseminated according to the requirements of the workplace emergency procedures 2. Purchasing, installation and commissioning procedures are followed 3. Instructions in the safe and effective use and care of <i>emergency control equipment</i> are documented and disseminated 4. <i>Situations that could lead to workplace emergencies</i> are identified and recorded, and options for mitigating or avoiding these situations are formulated, tested and implemented
2. Manage emergency control equipment	<ol style="list-style-type: none"> 1. <i>Emergency control equipment maintenance requirements</i> are specified and managed 2. Instructions and training are provided for on-site personnel in the care of emergency control equipment 3. Equipment maintenance is audited for compliance 4. Emergency control equipment is assessed for useability and accessibility and is reported according to workplace procedures 5. Procedures are followed to correct emergency control equipment defects and deficiencies
3. Record and report emergency control equipment and faults	<ol style="list-style-type: none"> 1. Schedule for verifying and reporting faults is developed and implemented 2. Details and nature of faults are recorded and where possible rectified 3. Maintenance logs, records and tests are consulted and corrective action is verified 4. Reports on faults verified are provided in a timely manner and contain recommendations for improving verified faults

<p>4. Monitor emergency control structures</p>	<p>5. Frequency of occurrence of faults is monitored and reported according to workplace procedures</p> <p>1. Currency, compliance and appropriateness of the workplace emergency plan are monitored</p> <p>2. Emergency control organisation activities are monitored to ensure they comply with workplace emergency plans, relevant standards and are appropriate for the workplace</p> <p>3. Advice is provided to emergency planning committee and emergency control organisation</p> <p>4. Compliance with relevant standards and statutory requirements is checked and appropriate recommendations are made where compliance is an issue</p> <p>5. Implementation of hazard analysis recommendations is monitored</p> <p>6. Representation on the emergency planning committee and emergency control organisation is monitored according to the workplace emergency plan, relevant standards and statutory requirements</p> <p>7. Recommendations and reports are provided to stakeholders</p> <p>8. Training is provided and monitored in accordance with the workplace emergency plan and statutory requirements</p>
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RANGE STATEMENT

<p>Emergency prevention and control structures may include</p>	<p>Emergency control organisation Emergency planning committee</p>
<p>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</p>	<p>Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire</p>

Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Emergency prevention measures may include	Emergency control equipment Emergency evacuation systems Emergency protection systems
Emergency control equipment may include	Communications equipment Escape equipment Fire/smoke detection, alarm, mitigation and suppression systems First-aid kits Forcible entry tools Initial response firefighting equipment Isolation barriers Personal protection kits Shower and eyewash Spill control kits/equipment
Situations that could lead to workplace emergencies may include	Deficient or ineffective security arrangements Failure to follow safe practices Faults not being reported Fire/smoke hazards Poor housekeeping Unsafe practices Unsafe storage and handling of dangerous goods and hazardous materials Unsafe use of electrical or mechanical equipment
Emergency control equipment maintenance requirements will cover	Australian Standards Industry practices or needs identified as specific to the organisation or workplace Legislative requirements including codes of practice Manufacturers' guidelines
EVIDENCE GUIDE	
Critical aspects of evidence	Assessment must confirm the ability to ensure compliance of workplace emergency procedures, emergency control structures, equipment and other resources with relevant standards and statutory requirements
Interdependent assessment of units	Pre-requisite units: Nil Co-requisite units: Nil
Underpinning knowledge	Characteristics, use and limitations of workplace emergency procedures and emergency control equipment Maintenance requirements of workplace emergency procedures and emergency control equipment Principles of emergency prevention Relevant legislation and standards Typical applications of emergency prevention

Underpinning skills	Analyse operational effectiveness of emergency control equipment Apply emergency prevention principles Implement emergency prevention solutions Implement maintenance auditing and fault reporting procedures Report emergency prevention problems and suggestions for correction
Resource implications	Access is required to: <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • workplace emergency management plan • workplace emergency procedures • emergency control organisation policy documents • emergency planning committee policy documents
Consistency in performance	Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	2	3	2

UNIT NAME	Respond to workplace emergencies
UNIT CODE	PUAWER004A
UNIT DESCRIPTOR	<p>This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action.</p> <p>For this unit workplace is defined as the area encompassed by an individual's responsibilities.</p> <p>This unit:</p> <ul style="list-style-type: none"> • applies to all personnel within an organisation • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the workplace evacuation stream

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for emergency situations	<ol style="list-style-type: none"> 1. Current workplace emergency procedures to be used by employees and other workplace occupants are identified and followed 2. Emergency resources in the workplace are identified and located 3. <i>Emergency response exercises</i> are participated in according to workplace emergency procedures
2. Report emergencies and potential emergencies	<ol style="list-style-type: none"> 1. Emergencies and potential emergencies are identified and reported according to workplace emergency procedures 2. People in any immediate danger from the emergency or potential emergency are alerted according to workplace emergency procedures
3. Respond to emergency warnings and advice	<ol style="list-style-type: none"> 1. <i>Emergency warnings</i> and advice are responded to according to workplace emergency procedures 2. Instructions from emergency control response personnel are complied with during an emergency 3. Sources of additional information are identified and information is sought from relevant people if the situation is not clear
4. Evacuate from the work area	<ol style="list-style-type: none"> 1. Need to evacuate from the work area is determined according to the level of immediate danger or instruction issued under the workplace emergency procedures 2. Work area is prepared for evacuation according to workplace emergency procedures and the nature of the emergency 3. Area of danger is evacuated according to workplace emergency procedures 4. Where it is safe to do so, <i>assistance is provided to people who may require assistance</i> 5. Evacuation procedures and <i>instructions</i> from emergency control organisation or <i>emergency response personnel</i> are followed

6. Alternative pathways or methods of evacuation are identified, assessed and chosen according to workplace emergency procedures if usual means of evacuation are blocked or endangered
7. Communication systems are used according to workplace procedures

RANGE STATEMENT

Emergencies must include those emergencies identified by the workplace hazard analysis, which may include	<ul style="list-style-type: none"> Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Emergency response exercises may include	<ul style="list-style-type: none"> Briefings Debriefings Emergency exercises, simulations and reviews Table/desk top exercises
Emergency warnings may include	<ul style="list-style-type: none"> Audible/visual alarms Audible or vibrating pagers Coded or uncoded public address announcements E-mail Screen alerts Stench alarms
Providing assistance to people who may require assistance is part of the indemnification as specified in AS 3745—2002 and may include	<ul style="list-style-type: none"> Guidance Reassurance Support

People who may require assistance may include	<p>Babies and children</p> <p>People with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response</p> <p>People from diverse cultural and linguistic backgrounds</p> <p>People who are injured</p> <p>People who are not able to comprehend the instructions given</p> <p>Pregnant women</p>
Instructions may include	<p>To evacuate</p> <p>Not to evacuate</p> <p>To partially evacuate</p> <p>Alternative evacuation</p> <p>Any guidance from emergency response team</p> <p>Designated assembly area</p> <p>Evacuation routes and destination</p> <p>Not to re-enter the evacuated area until directed by emergency personnel</p> <p>Protection in place/lockdown</p> <p>Use of response equipment</p>
Emergency response personnel may include	<p>Emergency control organisation members</p> <p>Counsellors</p> <p>Emergency response team members</p> <p>Police, fire and emergency services</p> <p>Peer support</p> <p>Recovery team</p>
Emergency response personnel may be identified through	<p>Prior advice</p> <p>Publicity eg armbands, helmets, caps, hats, uniforms, tabards, vests or other distinguishing/distinctive clothing</p> <p>Workplace procedures</p>

EVIDENCE GUIDE

Critical aspects of evidence	<p>Assessment must confirm the ability to apply workplace procedures; to maintain own safety and the safety of others in emergency situations; and to follow workplace emergency procedures and the advice of emergency control organisation members</p>
Interdependent assessment of units	<p>Pre-requisite units: Nil</p> <p>Co-requisite units: Nil</p>
Underpinning knowledge	<p>Circumstances where evacuation may need to be modified</p> <p>Emergency reporting systems and procedures used on site</p> <p>Emergency warning system, signals and instructions used on site</p> <p>Evacuation alarms and workplace emergency procedures used at the workplace</p> <p>Location of assembly areas and post-evacuation actions</p> <p>Location of emergency equipment in the workplace</p> <p>Procedures for reporting emergencies</p> <p>Roles, responsibilities and authority of emergency personnel, emergency control organisation and emergency response team</p> <p>Types of emergencies, the hazards and the evacuation actions associated with each one</p>

	Type of workplace evacuation information to ask for when working in a new or unfamiliar area Workplace procedures
Underpinning skills	Communicate effectively in an emergency situation as outlined in the workplace emergency procedures Identify an emergency/potential emergency
Resource implications	Access to: <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • appropriate emergency resources • range of communication equipment relevant to the workplace • workplace emergency procedures and documentation
Consistency in performance	Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace including assisting people who may need assistance
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	1

UNIT NAME	Operate as part of an emergency control organisation
UNIT CODE	PUAWER005A
UNIT DESCRIPTOR	<p>This unit covers the competency required to implement the emergency response specified in the workplace emergency procedures or specified by a person at a higher level in the emergency control organisation.</p> <p>People who undertake this work will be working within the command, control and coordinate structure of the emergency control organisation.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the workplace evacuation stream

ELEMENT	PERFORMANCE CRITERIA
1. Respond to emergency reports, signals and warnings	<ol style="list-style-type: none"> 1. <i>Emergency reports, signals and warnings</i> are identified and appropriate action is taken 2. Emergency situations and possible <i>further development</i> are assessed and relevant action is taken according to workplace emergency procedures 3. Arrangements are made for <i>people who may require assistance</i> 4. <i>Emergency stations</i> are attended and operated according to workplace emergency procedures 5. Suitable <i>identification</i> is worn according to workplace emergency procedures and <i>relevant standards</i>
2. Initiate and control initial emergency response	<ol style="list-style-type: none"> 1. <i>Initial emergency response</i> is initiated and carried out according to the workplace emergency procedures or authorised instruction 2. Evacuated areas are checked according to workplace emergency procedures 3. Results of the evacuation of an area are reported to the relevant person according to the workplace emergency procedures 4. People are accounted for appropriately after the evacuation and the results are reported to the relevant person according to the workplace emergency procedures 5. Persons not accounted for are reported in accordance with workplace emergency procedures
3. Anticipate the further development of emergencies	<ol style="list-style-type: none"> 1. Emergency responses are based on the emergency management plan, taking into account the current situation and possible <i>further development</i> 2. Possible further development of emergency situations is continually assessed, reported to the <i>relevant person</i> and acted on according to workplace emergency procedures

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| <p>4. Assist with post initial response</p> | <ol style="list-style-type: none"> 1. Emergency evacuation or alternative action is completed before any <i>post initial response activities</i> are undertaken 2. Post initial response activities are conducted under the control of the relevant person and are consistent with the workplace emergency plan |
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RANGE STATEMENT

<p>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</p>	<ul style="list-style-type: none"> Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
<p>Workplaces include</p>	<p>Workplaces, buildings and structures as outlined in Australian Standard 3745—2002</p>
<p>Emergency reports, signals and warnings may include</p>	<ul style="list-style-type: none"> Audible/visual alarms Audible or vibrating pagers Coded or uncoded public address announcements E-mail Screen alerts Stench alarms
<p>Further development may include</p>	<ul style="list-style-type: none"> Air contamination Danger of explosion Environmental impact Injury, loss of life or property Loss of communications Loss of containment Loss of emergency resources Reaction of people to the emergency Release of hazardous materials Risk of cross-infection or contamination Risk of increased threatening behaviour Spread of hazard/incident area Structural collapse Threat to adjoining/neighbouring areas Vapours, fumes, gases

People who may require assistance may include	<ul style="list-style-type: none"> Babies and children People with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response People from diverse cultural and linguistic backgrounds People who are injured People who are not able to comprehend the instructions given Pregnant women
Emergency stations may include	<ul style="list-style-type: none"> Assembly or marshalling points Designated telephone or intercom Designated muster points Emergency control point Master emergency control point Warden's inter-communication point (WIP) phones
Identification may include	<ul style="list-style-type: none"> Armbands Helmets, caps, hats Uniforms Tabards, vests or other distinguishing/distinctive clothing
Relevant standards may include	<ul style="list-style-type: none"> Relevant Australian Standards such as Australian Standard 3745—2002
Initial emergency response may include	<ul style="list-style-type: none"> To evacuate Not to evacuate To partially evacuate Advice or requests for emergency services Alternative evacuation Any guidance from emergency response team Designated assembly area Evacuation routes and destination Not to re-enter the evacuated area until directed by emergency personnel Protection in place/lockdown Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Searching floors or areas Supplying emergency equipment Use of response equipment
Relevant person may include	<ul style="list-style-type: none"> Emergency control organisation members Emergency services personnel People with overall evacuation control responsibility or a person delegated with this responsibility Police, fire and emergency services
Post initial response activities may include	<ul style="list-style-type: none"> Assisting with recovery activities Assisting with authorised restoration of normal activity Participating in debriefing Providing advice Requests for emergency services or specialist response team Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Security Supplying emergency equipment

EVIDENCE GUIDE

Critical aspects of evidence	Assessment must confirm the ability to respond to emergency reports, signals and warnings appropriately; to supply clear directions under emergency conditions; to make decisions appropriate to the situation; to keep others appropriately informed; to respond according to the workplace emergency procedures; and to take on a leadership role consistent with the emergency control organisation
Interdependent assessment of units	Pre-requisite units: Nil Co-requisite units: Nil
Underpinning knowledge	<p>Arrangements for evacuating people who need support</p> <p>Assessing and anticipating the progress of emergencies that might reasonably be expected in the workplace</p> <p>Command, control and coordinate function of the emergency control organisation</p> <p>Context of own role within the workplace emergency procedures</p> <p>Emergency assessment and reporting procedures</p> <p>Emergency reporting signals, alarms, warnings and procedures</p> <p>Emergency response and operating procedures</p> <p>Members of the emergency control organisation and their roles and responsibilities</p> <p>Evacuation priorities</p> <p>Hazard identification</p> <p>Precautions to be taken during emergencies and during an evacuation</p> <p>Methods of accounting for people during and after emergencies</p> <p>Need to keep the relevant person informed of the developing situation</p> <p>Post initial response emergency activities</p> <p>Responses to meet the various situations</p> <p>Workplace procedures</p>
Underpinning skills	<p>Ability to relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities</p> <p>Apply methods of accounting for people</p> <p>Assist people who need assistance</p> <p>Carry out a search pattern within an area</p> <p>Communicate clearly by the means specified in the workplace emergency procedures</p> <p>Contribute to emergency management planning</p> <p>Exercise leadership within a workplace emergency context</p> <p>Use equipment assigned to assist with implementing the workplace emergency procedures</p>
Resource implications	Access to scenarios that reflect a range of emergency situations that may be expected in the workplace
Consistency in performance	Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	1	2	1

UNIT NAME	Lead an emergency control organisation
UNIT CODE	PUAWER006A
UNIT DESCRIPTOR	<p>This unit covers the competency required to make decisions about people's safety during a workplace emergency and to give instructions on the priority order for responding to the emergency incident area.</p> <p>People who undertake this work may act as the primary liaison with emergency services after their arrival.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the workplace evacuation stream

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for workplace emergencies	<ol style="list-style-type: none"> 1. Possible emergency situations in the workplace are identified 2. Information on possible <i>development</i> and characteristics of typical emergency situations is gathered, assessed, analysed and applied according to workplace emergency plan 3. Emergency actions for typical workplace emergency situations and emergency developments are identified according to the workplace emergency plan
2. Apply command, control and coordinate aspects of workplace emergency procedures	<ol style="list-style-type: none"> 1. <i>Initial emergency response</i> is initiated according to workplace emergency procedures 2. Initial emergency response is subsequently controlled and coordinated according to incident type and workplace emergency procedures 3. Suitable arrangements are made for the safety of people 4. <i>Welfare</i> of evacuated people is arranged according to workplace emergency procedures 5. Emergency response priority activities are completed before <i>post initial response activities</i> 6. <i>Assets</i> are secured where safe to do so 7. Post initial response activities are assessed and initiated in consultation with emergency services 8. Initial recovery activities are coordinated according to the workplace emergency management plan
3. Control the response to emergency reports, signals and warnings	<ol style="list-style-type: none"> 1. <i>Emergency reports, signals and warnings</i> are correctly identified or initiated 2. Action is taken to ensure <i>emergency stations</i> are attended and operated according to workplace emergency procedures and <i>relevant standards</i> 3. Emergency situations are assessed and appropriate action is taken according to workplace emergency procedures

<p>4. Coordinate reports and results of initial emergency response</p>	<p>4. Emergency response actions are controlled according to workplace emergency procedures</p> <p>1. Reports of areas affected by the incident are received or sought</p> <p>2. <i>Accounting for evacuated people</i> is coordinated according to workplace emergency procedures</p> <p>3. <i>Results and reports</i> of the initial emergency response are analysed according to workplace emergency procedures</p>
<p>5. Conclude incident</p>	<p>1. Action is taken to ensure 'all clear' is advised to appropriate people</p> <p>2. Required information for debriefing is provided in a timely manner</p> <p>3. Critical incident stress management is organised as appropriate</p> <p>4. Reporting is undertaken in accordance with workplace procedures</p>

RANGE STATEMENT

Emergencies must include those emergencies identified by the workplace hazard analysis, which may include

Animal or livestock emergencies
Bomb threat
Building invasion/armed invasion
Chemical, biological and radiological
Civil disorder
Criminal acts
Cyclones, including storm surge
Deliberate self-harm
Earthquake
Failure of utilities
Fire
Flood
Hazardous substances incidents
Hostage situations
Industrial accident
Letter bomb
Medical emergency
Severe weather/storm damage
Structural instability
Terrorism
Transport accident
Toxic emission
Veterinary emergencies
Wildfire

Workplaces include

Workplaces, buildings and structures as outlined in Australian Standard 3745—2002

Development may include

Air contamination
Danger of explosion
Environmental impact
Injury, loss of life or property
Loss of communications
Loss of containment
Loss of emergency resources
Reaction of people to the emergency
Release of hazardous materials
Risk of cross-infection or contamination
Risk of increased threatening behaviour

	<ul style="list-style-type: none"> Spread of hazard/incident area Structural collapse Threat to adjoining/neighbouring areas Vapours, fumes, gases
Initial emergency response may include	<ul style="list-style-type: none"> To evacuate Not to evacuate To partially evacuate Advice or requests for emergency services Alternative evacuation Any guidance from emergency response team Designated assembly area Evacuation routes and destination Not to re-enter the evacuated area until directed by emergency personnel Protection in place/lockdown Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Searching floors or areas Supplying emergency equipment Use of response equipment
Welfare may include	<ul style="list-style-type: none"> Arranging medical or first aid assistance where required Arranging transport Collecting personal or critical items when safe to do so Liaising with counselling services Relocating evacuated persons to other areas
Post initial response activities may include	<ul style="list-style-type: none"> Advice or requests for emergency services Assisting with recovery activities Assisting with authorised restoration of normal activity Participating in debriefing Providing advice Requests for emergency services or specialist response team Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Searching floors or areas Security Supplying emergency equipment
Assets may include	<ul style="list-style-type: none"> Equipment Information Livestock Machinery Material Plant
Emergency reports, signals and warnings may include	<ul style="list-style-type: none"> Audible/visual alarms Audible or vibrating pagers Coded or uncoded public address announcements E-mail Screen alerts Stench alarms
Emergency stations may include	<ul style="list-style-type: none"> Assembly or marshalling points Designated telephone or intercom Designated muster points Emergency control point Master emergency control point Warden's inter-communication point (WIP) phones

Relevant standards may include	Relevant Australian Standards such as Australian Standard 3745—2002
Accounting for evacuated people may be carried out by	Floor checks Head counts Provisions for people evacuated outside normal working hours or during other unusual workplace situations that can be reasonably anticipated Provisions related to visitors, contractors and other staff Roll calls or checklists Tagging systems Visitor registers
Results and reports may be reported to	Emergency teams or services Senior management
EVIDENCE GUIDE	
Critical aspects of evidence	Assessment must confirm the ability to respond to emergency reports, signals and warnings properly; to give clear directions under emergency conditions; to make decisions appropriate to the situation; to keep others appropriately informed; to respond in accordance with the workplace emergency procedures; to take on a leadership role consistent with the emergency control organisation; and to operate in accordance with the command, control and coordinate framework of the emergency control organisation structures
Interdependent assessment of units	Pre-requisite units: PUAWER005A Operate as part of an emergency control organisation Co-requisite units: Nil
Underpinning knowledge	Accounting for evacuated persons and analysis of reports from evacuation areas Actions to take in response to developing situations Command, control and coordinate framework Emergency plan and procedures Emergency response reports or signals Emergency response structure including external agencies and disaster plans Emergency risk assessment, response and coordination actions Hazard identification and precautions to be taken during emergencies and during an evacuation Liaison requirements of emergency services Own role in the emergency plan and role and authority of the emergency services People's typical behaviour in an emergency Range of appropriate post initial response activities
Underpinning skills	Ability to relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities Communicate clearly by the means specified in the emergency plan Interpersonal communication
Resource implications	Access to scenarios that reflect a range of emergency situations that may be expected in the workplace

Consistency in performance

Competency should be demonstrated controlling an emergency response or a simulated emergency response

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	3	3	1	3	2

UNIT NAME	Manage an emergency control organisation
UNIT CODE	PUAWER007A
UNIT DESCRIPTOR	<p>This unit covers the competency required to manage or to operate as part of the management of an emergency control organisation.</p> <p>People who undertake this work would generally be members of an emergency planning committee.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the workplace evacuation stream

ELEMENT	PERFORMANCE CRITERIA
1. Initiate a system of emergency response planning	<ol style="list-style-type: none"> 1. A system of emergency alerting is planned, specified, implemented and maintained according to the workplace emergency plan, needs, resources and relevant legislation 2. A means of alerting people to the need for evacuation or other <i>initial emergency response</i> is provided in accordance with relevant legislation or appropriate standards 3. Emergency risk management process is developed and implemented according to legislative requirements and <i>relevant standards</i> 4. Emergency control organisation is established and trained to meet organisational needs and resources and the workplace emergency plan 5. Resources required to support the effective operation of the emergency control organisation are identified and allocated
2. Ensure emergency control organisation is in place	<ol style="list-style-type: none"> 1. Possible emergencies are identified and defined and plans are developed to deal with them 2. Building plans are analysed for initial emergency response issues 3. Emergency response procedures are based on emergencies identified in the hazard analysis
3. Provide for initiation and control of initial emergency response	<ol style="list-style-type: none"> 1. Procedures for initiating and controlling the initial emergency response are developed, implemented and communicated according to workplace emergency procedures 2. Suitable arrangements are established for the evacuation of <i>people who need assistance</i> 3. Plans provide for <i>assets</i> to be secured where safe to do so 4. Plans provide for restricted access to the evacuated area 5. Evacuation exercises are conducted to validate and amend the procedures as required 6. A system to <i>account for all people during emergencies</i> is developed and implemented

<p>4. Provide for post initial response activities</p>	<ol style="list-style-type: none"> 1. Priorities for evacuation and <i>post initial response activities</i> are put in place 2. Need for post initial response activities is considered and discussed with emergency services 3. Possible post initial response activities and procedures are documented in workplace emergency procedures 4. Workplace emergency procedures provide for initial emergency response activities being completed before post initial response activities are undertaken 5. Workplace emergency procedures provide for recovery activities to be identified and developed, and their implementation to be facilitated
<p>5. Plan and implement emergency control organisation training</p>	<ol style="list-style-type: none"> 1. <i>Training</i> needs are identified and documented 2. Relevant training is developed, implemented and regularly reviewed according to workplace emergency plan, legislative requirements and relevant standards 3. Training covers topics identified in the needs analysis before a person is assigned emergency duties, when those duties are changed, or when a significant change occurs to the risk of emergencies at the workplace 4. Sufficient relevant refresher training, drills and exercises are conducted so that competencies needed by the workplace emergency initial response team are maintained 5. Resources required for training are identified and provided 6. Training provided reflects the needs of the workplace, the individuals and statutory requirements 7. Qualified and experienced people are used to provide training 8. Feedback on training is sought and used to improve future training
<p>6. Provide advice and support for people in the post response and recovery phase</p>	<ol style="list-style-type: none"> 1. Provision is made for minimising adverse consequences to people involved, the environment and the organisation 2. A process is provided for debriefing to be undertaken according to workplace procedures 3. A process is provided for <i>external support services</i> to be accessed as necessary 4. Provision is made for liaison with the media to be undertaken according to organisation procedures 5. Provision is made for appropriate reports to be completed and processed according to organisation procedures

RANGE STATEMENT

<p>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</p>	<p>Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents</p>
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	<ul style="list-style-type: none"> Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
Workplace includes	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Initial emergency response may include	<ul style="list-style-type: none"> To evacuate Not to evacuate To partially evacuate Advice or requests for emergency services Alternative evacuation Any guidance from emergency response team Designated assembly area Evacuation routes and destination Not to re-enter the evacuated area until directed by emergency personnel Protection in place/lockdown Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Searching floors or areas Supplying emergency equipment Use of response equipment
Relevant standards may include	Relevant Australian Standards such as Australian Standard 3745—2002
People who need assistance may include	<ul style="list-style-type: none"> Babies and children People with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response People from diverse cultural and linguistic backgrounds People who are injured People who are not able to comprehend the instructions given Pregnant women
Assets may include	<ul style="list-style-type: none"> Equipment Information Livestock Machinery Material Plant
Accounting for all people during emergencies may include	<ul style="list-style-type: none"> Floor checks Head counts Provisions for people evacuated outside normal working hours or during other unusual workplace situations that can be reasonably anticipated Provisions related to visitors, contractors and other staff Roll calls or checklists Tagging systems Visitor registers

<p>Post initial response activities may include</p>	<p>Advice or requests for emergency services Assisting with recovery activities Assisting with authorised restoration of normal activity Participating in debriefing Providing advice Requests for emergency services or specialist response team Relocating or providing welfare services for evacuated persons Restricting entry to danger areas Searching floors or areas Security Supplying emergency equipment</p>
<p>Training may include</p>	<p>Briefings Coaching Drills or critiques Exercises Formal and informal training sessions Instructions Meetings Mentoring On-the-job and off-the-job training Regular testing</p>
<p>External support services may include</p>	<p>Community services Counselling services Unions</p>

EVIDENCE GUIDE

<p>Critical aspects of evidence</p>	<p>Assessment must confirm the ability to plan and prepare for the range of possible emergencies as identified by the hazard analysis</p>
<p>Interdependent assessment of units</p>	<p>Pre-requisite units: Nil Co-requisite units: Nil</p>
<p>Underpinning knowledge</p>	<p>Characteristics, limitations and use of emergency alerting systems and procedures Emergency alerting needs Hazard identification and the precautions to be observed during emergencies Legislative requirements Methods/priorities in managing media responses in emergency situations Organisation and its human resources People who may need assistance and the assistance they may require Pre-planning procedures to allow for the conduct of post initial response activities Roles and responsibilities under legislation of employers, managers, supervisors, employees and contractors Requirements under relevant standards and codes of practice Resources required to support an emergency control organisation Systems for controlling the entry of visitors, contractors and staff during an emergency Workplace emergency hazard analysis</p>

Underpinning skills	Analyse Chair meetings Manage projects Manage risk Plan
Resource implications	Access is required to: <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • hazard analyses • emergency planning committee
Consistency in performance	Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	1	3	2

UNIT NAME	Confine small workplace emergencies
UNIT CODE	PUAWER008A
UNIT DESCRIPTOR	<p>This unit covers the competency required to confine small workplace emergencies.</p> <p>Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the initial response stream <p>This unit does not cover the competency required for first aid; there are other units that cover first aid competence such as PUAEME001A Provide emergency care.</p>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for emergency situations	<ol style="list-style-type: none"> 1. Possible workplace emergency situations and appropriate responses, within the range of current skills and relevant workplace emergency procedures, are identified 2. Relevant <i>emergency resources</i> are identified and their location is ascertained in the work area 3. Any problems with the serviceability of the emergency resources are identified and reported to relevant people in accordance with workplace procedures
2. Identify and assess the emergency	<ol style="list-style-type: none"> 1. Emergency situation or potential emergency situation and risks are identified and the likely effectiveness of <i>initial response action</i> is considered 2. Advice in relation to emergency situation is sought according to workplace emergency procedures 3. Where initial response actions are considered unsafe or inappropriate, action is taken according to workplace emergency procedures
3. Safely confine emergencies where possible	<ol style="list-style-type: none"> 1. Emergencies are confined to the immediate area according to workplace emergency procedures 2. Emergency resources are used within the individual's limitations imposed by current skills, relevant workplace procedures and relevant legislative requirements 3. Emergency resources used to confine emergency situation are used in a manner that will promote and enhance safe work conditions

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| <p>4. Use initial response equipment</p> | <ol style="list-style-type: none"> 1. <i>Initial response equipment is checked</i> to ensure its serviceability prior to use 2. Appropriate equipment is selected for use in emergency situations 3. Initial response equipment is used according to accepted safe practices and training 4. Use of equipment is coordinated with other emergency actions |
| <p>5. Report workplace emergency response</p> | <ol style="list-style-type: none"> 1. Emergency situation response is <i>documented and reported</i> in accordance with workplace procedures 2. Use of initial response equipment is documented and reported according to workplace procedures 3. Initial response <i>equipment is marked or positioned after use</i> and reported to relevant personnel or authority to indicate if it requires servicing or replacing |

RANGE STATEMENT

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| <p>Emergencies must include those emergencies identified by the workplace hazard analysis where the impact on the work area is limited, which may include</p> | <ul style="list-style-type: none"> Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire |
| <p>Workplaces include</p> | <p>Workplaces, buildings and structures as outlined in Australian Standard 3745—2002</p> |
| <p>Emergency resources may include</p> | <ul style="list-style-type: none"> Personal access bar codes/swipe cards Barricades Communication systems Fire protection equipment First-aid kits Mechanical ventilation and air handling equipment Personal protective equipment Spill control kits Surveillance equipment Warning signs |

Initial response action may include	<ul style="list-style-type: none"> Activation of response team Activation of suppression systems Alerting others Containing the emergency Evacuating the area Removing people from danger Removing the emergency Rendering basic aid as required Shut down procedures Use of containment systems Use of portable fire extinguishers, fire blankets or hose reels
Checking initial response equipment may involve	<ul style="list-style-type: none"> Manufacturers'/company instructions Relevant standards Workplace procedures Written instructions
Documentation and records may be used to	<ul style="list-style-type: none"> Ensure equipment is restored to service Initiate incident investigations Record details of emergencies Report follow-up action Review own actions/performance appraisal Upgrade initial response equipment or procedures
Marking or positioning equipment after use may include	<ul style="list-style-type: none"> Correctly disposing of contaminated spill absorbent Labelling/tagging with an appropriate label or tag Laying extinguishers on their side Not replacing extinguishers on hooks Replenishing equipment
EVIDENCE GUIDE	
Critical aspects of evidence	<p>Assessment must confirm the ability to correctly identify the type of emergency that has occurred; to identify and take action to avoid or control any associated hazards; to use initial response equipment and techniques to safely and effectively control or contain the emergency</p>
Interdependent assessment of units	<p>Pre-requisite units: Nil Co-requisite units: Nil</p>
Underpinning knowledge	<ul style="list-style-type: none"> Actions to be followed when initial response action is not safe Appropriate initial response equipment Facilities that may be used to confine emergencies Hazards involved with initial response action Implications of the incorrect use of equipment Limitations of initial response equipment Limitations of use of emergency control equipment or facilities Methods of extinguishment Safe use of initial response equipment Situations that must not be responded to because of the risk Types of emergencies Workplace procedures

Underpinning skills	<p>Communicate in an effective manner</p> <p>Give and follow instructions</p> <p>Implement workplace procedures</p> <p>Re-stow initial response equipment</p> <p>Risk management</p> <p>Use initial response equipment</p>
Resource implications	<p>Access to scenarios that reflect a range of emergency situations that may be expected in the workplace</p>
Consistency in performance	<p>Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace using initial response equipment</p>
Context of assessment	<p>Competency should be assessed in a simulated environment under conditions that safely replicate workplace emergency situations</p>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	N/A	1	1

UNIT NAME	Participate as a member of a workplace emergency initial response team
UNIT CODE	PUAWER009A
UNIT DESCRIPTOR	<p>This unit covers the competency required 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>.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies and workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the initial response stream <p>This unit does not cover the competency required for crisis management, recovery or restoration.</p>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for workplace emergencies	<ol style="list-style-type: none"> 1. <i>Emergency equipment</i> assigned for use by the initial response team is stored and maintained in a safe, accessible and serviceable state 2. Current workplace emergency procedures to be used by employees are identified and accessed 3. Risk assessment of initial response team activities is undertaken according to workplace procedures 4. Initial response team training activities are undertaken according to workplace emergency procedures and relevant legislation
2. Respond to workplace emergencies	<ol style="list-style-type: none"> 1. Emergency is responded to according to workplace emergency procedures 2. Emergency situation is assessed for <i>hazards</i> and appropriate <i>precautions</i> against those hazards are implemented 3. Identified hazards are reported to people in danger and the initial response team leader 4. Instructions from the initial response team leader are confirmed and implemented safely and promptly 5. Appropriate equipment is selected and operated according to workplace emergency procedures 6. Situation is contained to the extent necessary to prevent an escalation of the emergency and to enable emergency services and specialist response team activity to be completed safely

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| <p>3. Communicate with and complement other personnel</p> | <ol style="list-style-type: none"> 1. Effective communication with initial response team members and initial response team leader is constantly maintained 2. Activities are consistent with the initial response team leader's plan of action and support the work of other initial response team members 3. Activities support the actions of <i>other initial response teams</i> 4. Any injuries, accidents or near misses involving team members are reported to the team leader |
| <p>4. Assist with recovery from workplace emergencies</p> | <ol style="list-style-type: none"> 1. Evidence relating to the cause, origin and progress of the emergency is preserved and recorded as far as possible 2. Appropriate assistance is provided in accordance with the workplace emergency procedures 3. Emergency equipment is returned to a state of readiness as soon as is reasonably practicable 4. Debriefings are attended and participated in as appropriate |

RANGE STATEMENT

Emergency services or specialist response teams may include

Ambulance/medical services
 Coast guard
 Defence workplace response teams
 Fire services
 Organisational specialist response team
 Organisations identified as response or support agencies as defined in the appropriate state/territory and/or commonwealth legislation
 Other external agencies such as hazmat teams, bomb squads, animal rescue services
 Police services
 Relevant state/territory and commonwealth authorities (such as environmental protection)
 Rescue services

Emergencies must include those emergencies identified by the workplace hazard analysis, which may include

Animal or livestock emergencies
 Bomb threat
 Building invasion/armed invasion
 Chemical, biological and radiological
 Civil disorder
 Criminal acts
 Cyclones, including storm surge
 Deliberate self-harm
 Earthquake
 Failure of utilities
 Fire
 Flood
 Hazardous substances incidents
 Hostage situations
 Industrial accident
 Letter bomb
 Medical emergency
 Severe weather/storm damage
 Structural instability
 Terrorism
 Transport accident
 Toxic emission
 Veterinary emergencies
 Wildfire

Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Emergency equipment may include	Emergency vehicles, trailers, trolleys or caches Fire protection equipment Forcible entry tools Life support equipment Monitors (or turrets) Personal protective clothing and equipment Rescue equipment Spill or leak control kits
Hazards may include	Chemical, biological, radiological Climatic Electrical Environmental Explosive Fire Mechanical Psychological (eg critical incident stress) Noise related Security related Storm/flood Structural Thermal Wildlife related
Precautions must include	Risk controls developed by using the hierarchy of controls, also called the safety decision hierarchy, with the priority being in order of: <ul style="list-style-type: none"> • eliminate the hazard • substitute with a lesser hazard • isolate the hazard • engineer controls i.e. guarding • implement procedures to minimise risk • use appropriate personal protective equipment
Other initial response teams may include	Damage control Emergency control organisation Fire team First aid Maintenance Security

EVIDENCE GUIDE

Critical aspects of evidence	Assessment must confirm the ability to be prepared for a safe and prompt response to a workplace emergency; to identify hazards and implement appropriate precautions; to use equipment safely and effectively; and to work as a team member safely and effectively under the direction of a workplace emergency initial response team leader
Interdependent assessment of units	Pre-requisite units: Nil Co-requisite units: Nil

Underpinning knowledge	<p>Alarm systems and associated equipment</p> <p>Appropriate personal protective clothing and equipment</p> <p>Concept of dynamic risk assessment</p> <p>Equipment operating characteristics, limitations, hazards, precautions, procedures and general care</p> <p>General emergency priorities and strategies</p> <p>Hazard analysis</p> <p>Hazards and the precautions necessary during control activities</p> <p>Procedures for responding to alarms</p> <p>Survival, rescue and recovery procedures</p> <p>Tactics for safely handling specific emergencies</p> <p>Workplace emergency procedures</p>
Underpinning skills	<p>Access and use protective clothing and equipment safely and effectively under emergency conditions</p> <p>Communication skills during emergencies</p> <p>Care for protective clothing and equipment</p> <p>Interpret and respond to alarm systems</p> <p>Re-stow initial response equipment</p>
Resource implications	<p>Access to:</p> <ul style="list-style-type: none"> • scenarios that reflect a range of emergency situations that may be expected in the workplace • material safety data sheets • workplace register of hazardous substances
Consistency in performance	<p>Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace, including dealing with plausible contingencies</p>
Context of assessment	<p>Competency should be assessed in a simulated environment under conditions that safely replicate workplace emergency situations</p>

KEY COMPETENCIES						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	2	1	2	1	2	1

UNIT NAME	Lead a workplace emergency initial response team
UNIT CODE	PUAWER010A
UNIT DESCRIPTOR	<p>This unit covers the competency required to lead a workplace emergency initial response team in the control of workplace emergencies in their early stages prior to the arrival of <i>emergency services or specialist response teams</i>.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies and workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the initial response stream

ELEMENT	PERFORMANCE CRITERIA
1. Prepare the team for workplace emergencies	<ol style="list-style-type: none"> 1. <i>Pre-incident planning</i> sessions are conducted to familiarise team members with relevant workplace procedures and safe and effective actions to control workplace emergencies according to relevant legislative requirements 2. Processes are developed and implemented to ensure the competence of team members is developed and maintained 3. Discussions, practice drills and exercises are conducted in accordance with workplace emergency procedures 4. <i>Emergency equipment</i> is confirmed to be in a serviceable and accessible condition in accordance with standard/operating procedures
2. Coordinate the response to control workplace emergencies	<ol style="list-style-type: none"> 1. <i>Initial response team is made aware</i> of the workplace emergency 2. Team's response to the emergency is coordinated according to workplace emergency procedures, risk assessment and available resources 3. Situation and its likely development is constantly assessed, <i>hazards</i> are identified and appropriate <i>precautions</i> are applied and maintained to safeguard team members 4. Appropriate actions to safely control the emergency are selected, and <i>contingency plans</i> are developed and implemented if needed 5. Instructions to implement selected actions are conveyed to team members in a clear manner and confirmed with them 6. Actions chosen for the team to implement are consistent with available resources and the priority order of safely protecting self, other people and property where safe to do so 7. Team actions are monitored, recorded and adjusted if needed to ensure safe and appropriate action is maintained

<p>3. Communicate with and coordinate personnel</p>	<ol style="list-style-type: none"> 1. Effective communication with team members is constantly maintained according to communication systems 2. Activities are consistent with the workplace emergency procedures and team members' actions are coordinated 3. Team members' actions are coordinated with the activities of <i>other initial response teams</i> 4. On arrival incident controller is briefed and control is transferred to the appropriate emergency services/specialist response team 5. Liaison is established with the responding emergency services or specialist response team, and all relevant information and support is provided to them
<p>4. Lead team's recovery from workplace emergencies</p>	<ol style="list-style-type: none"> 1. Team actions are coordinated to prevent a re-occurrence of the emergency and to enable recovery activities to be commenced safely 2. Appropriate assistance is coordinated, within the scope of the workplace emergency procedures 3. Equipment is checked, serviced and stored, replaced or disposed of, to ensure its readiness for use 4. Any injuries, accidents or near misses involving the team are reported and critical incident support services for the team are requested in accordance with relevant regulatory requirements 5. A debriefing of the team is conducted and an incident report is prepared and submitted according to workplace procedures

RANGE STATEMENT

<p>Emergency services or specialist response teams may include</p>	<p>Ambulance/medical services Coast guard Defence workplace response teams Fire services Organisational specialist response team Police services Relevant state/territory and commonwealth authorities (such as environmental protection) Rescue services Organisations identified as response or support agencies as defined in the appropriate state/territory and/or commonwealth legislation Other external agencies such as hazmat teams, bomb squads, animal rescue services</p>
<p>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</p>	<p>Animal or livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm Earthquake Failure of utilities Fire Flood Hazardous substances incidents</p>

	<p>Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire</p>
Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Pre-incident planning may include	<p>Contingency plans, sketches or notes about workplace layout, features, hazards and emergency control facilities Discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures or material safety data sheets</p>
Emergency equipment may include	<p>Emergency vehicles, trailers, trolleys or caches Fire protection equipment Forcible entry tools Life support equipment Monitors (or turrets) Personal protective clothing and equipment Rescue equipment Spill or leak control kits</p>
Initial response team may be made aware of the emergency through an alerting system such as	<p>Computer screen alert Emergency warning system Fire alarm system Radio, telephone or pager system</p>
Hazards may be	<p>Chemical, biological, radiological Climatic Electrical Environmental Explosive Fire Mechanical Psychological (eg critical incident stress) Noise related Security related Storm/flood Structural Thermal Wildlife related</p>
Precautions must include	<p>Risk controls developed by using the hierarchy of controls, also called the safety decision hierarchy, with the priority being in order of:</p> <ul style="list-style-type: none"> • eliminate the hazard • substitute with a lesser hazard • isolate the hazard • engineer controls i.e. guarding • implement procedures to minimise risk • use appropriate personal protective equipment

Contingency plans may include provision for	<p>An unexpected threat to team member safety</p> <p>Communications problems</p> <p>Failure of emergency control equipment</p> <p>Injury to a team member</p> <p>Loss of emergency supplies</p> <p>Unexpected development of the emergency</p> <p>Team leader being injured or not being available</p>
Other initial response teams may include	<p>Damage control</p> <p>Emergency control organisation</p> <p>Fire team</p> <p>First aid</p> <p>Maintenance</p> <p>Security</p>

EVIDENCE GUIDE

Critical aspects of evidence	<p>Assessment must confirm the ability to lead a safe and prompt response to a workplace emergency; to constantly assess the situation, identify hazards, apply and coordinate appropriate precautions; to select, implement and coordinate safe and effective actions by the team; to support the responding emergency services or specialist response teams; and to complete appropriate reports</p>
Interdependent assessment of units	<p>Pre-requisite units: PUAWER009A Participate as a member of a workplace emergency initial response team</p> <p>Co-requisite units: Nil</p>
Underpinning knowledge	<p>Alarm systems and associated equipment</p> <p>Appropriate personal protective clothing and equipment</p> <p>Building fire safety features</p> <p>Dealing with contingencies</p> <p>Equipment operating characteristics, limitations, hazards, precautions, procedures and general care</p> <p>General emergency priorities and strategies</p> <p>Hazards and relevant precautions</p> <p>How people react in emergency situations</p> <p>Procedures for responding to alarms</p> <p>Risk assessment</p> <p>Roles, responsibilities and authority of emergency services personnel</p> <p>Situational awareness</p> <p>Survival, rescue and recovery procedures</p> <p>Tactics for safely handling specific emergencies</p> <p>Workplace emergency management plan</p>
Underpinning skills	<p>Coordinate the use of emergency equipment safely and effectively under emergency conditions</p> <p>Leadership and communication skills during emergencies</p>
Resource implications	<p>Access to:</p> <ul style="list-style-type: none"> • scenarios that reflect emergency situations that may be expected in the workplace • workplace emergency initial response equipment

Consistency in performance

Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace, including dealing with plausible contingencies while leading a team

Context of assessment

Competency should be assessed in a simulated environment under conditions that safely replicate a range of workplace emergency situations

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	3	3	2	2	2	2

UNIT NAME	Manage workplace emergency initial response teams
UNIT CODE	PUAWER011A
UNIT DESCRIPTOR	<p>This unit covers the competency required to manage the workplace emergency initial response teams assigned to control workplace emergencies in their early stages prior to the arrival of <i>emergency services or specialist response teams</i>.</p> <p>Depending on the size and structure of the workplace, management may involve more than one workplace emergency initial response team over more than one physical location as specified in the emergency management plan.</p> <p>This unit:</p> <ul style="list-style-type: none"> • has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002 • is part of a suite of eleven workplace emergency response units of competency that has three streams • is part of the initial response stream

ELEMENT	PERFORMANCE CRITERIA
1. Establish and maintain initial response teams	<ol style="list-style-type: none"> 1. Role, authority, structure and scope of the team are negotiated with the management of the workplace and are clearly defined and documented in the workplace emergency procedures 2. An appropriate and effective <i>system for alerting initial response team members</i> to an emergency is developed, demonstrated to members and regularly tested 3. An appropriate business plan and budget are developed and maintained for the initial response team 4. Workplace emergency systems and procedures are audited for compliance
2. Provide appropriate information and procedures	<ol style="list-style-type: none"> 1. Risk assessment relevant to the expected activities of the initial response team is conducted at intervals relevant to the levels of risk 2. Possible <i>hazards</i> are identified, and appropriate controls for those hazards are developed and implemented 3. Relevant, current information is provided to the initial response team about its role, authority, structure, scope, equipment, training 4. Workplace emergency procedures are developed, provided to appropriate people and regularly reviewed 5. <i>Pre-incident planning</i> information about the current layout of the workplace and key features relevant to emergencies is provided to the initial response team in an accessible form 6. Members of the initial response team and emergency control organisation are consulted and encouraged to participate in the development and review of relevant workplace emergency procedures

<p>3. Make recommendations for the provision of appropriate emergency equipment and manage its maintenance</p>	<ol style="list-style-type: none"> 1. Recommendations are made for the acquisition of <i>emergency equipment</i> appropriate to the role and scope of the initial response team 2. Safe operating procedures, based on risk assessment and manufacturers' instructions, are developed and communicated to initial response team 3. Appropriate arrangements are made for the storage of emergency equipment in a location that is safe, convenient and readily accessible to initial response team 4. Appropriate arrangements are made to ensure emergency equipment is maintained in an accessible and serviceable condition, according to relevant standards and/or the manufacturers' instructions 5. Appropriate personal protective equipment, and information about its characteristics, limitations, safe use and care, are provided to each member of the initial response team
<p>4. Arrange appropriate training for the initial response teams</p>	<ol style="list-style-type: none"> 1. Training and assessment is arranged before a person is assigned initial response duties 2. Training is arranged according to the needs analysis to ensure currency of competence and where the duties or risks within the workplace change 3. Arrangements are made for the effective scheduling, promoting, reporting and recording of training 4. Feedback on performance during training is used to validate and improve the training
<p>5. Monitor and report on effectiveness of the initial response teams</p>	<ol style="list-style-type: none"> 1. Initial response team is regularly audited and reviewed for relevance and ability of the workplace to implement the system 2. Status of the initial response team and emergency control system is reported to <i>management</i> on a regular basis

RANGE STATEMENT

<p>Emergency services or specialist response teams may include</p>	<p>Ambulance/medical services Coast guard Defence workplace response teams Fire services Organisational specialist response team Police services Relevant state/territory and commonwealth authorities (such as environmental protection) Rescue services Organisations identified as response or support agencies as defined in the appropriate state/territory and/or commonwealth legislation Other external agencies such as hazmat teams, bomb squads, animal rescue services</p>
<p>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</p>	<p>Animal and livestock emergencies Bomb threat Building invasion/armed invasion Chemical, biological and radiological Civil disorder Criminal acts Cyclones, including storm surge Deliberate self-harm</p>

	<ul style="list-style-type: none"> Earthquake Failure of utilities Fire Flood Hazardous substances incidents Hostage situations Industrial accident Letter bomb Medical emergency Severe weather/storm damage Structural instability Terrorism Transport accident Toxic emission Veterinary emergencies Wildfire
Workplaces include	Workplaces, buildings and structures as outlined in Australian Standard 3745—2002
Systems for alerting initial response team members may include	<ul style="list-style-type: none"> Computer screen alert Emergency warning system Fire alarm system Radio, telephone or pager system
Hazards may be	<ul style="list-style-type: none"> Chemical, biological, radiological Climatic Electrical Environmental Explosive Fire Mechanical Psychological (eg critical incident stress) Noise related Security related Storm/flood Structural Thermal Wildlife related
Pre-incident planning may include	<ul style="list-style-type: none"> Contingency plans, sketches or notes about workplace layout, features, hazards and emergency control facilities Discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures or material safety data sheets
Emergency equipment may include	<ul style="list-style-type: none"> Emergency vehicles, trailers, trolleys or caches Fire protection equipment Forcible entry tools Life support equipment Monitors (or turrets) Personal protective clothing and equipment Rescue equipment Spill or leak control kits
Management may include	<ul style="list-style-type: none"> Board chairperson Board of directors Chief executive officer Executive officer/director General manager

EVIDENCE GUIDE

Critical aspects of evidence	Assessment must confirm the ability to conduct a risk assessment; to identify hazards; to implement controls effectively; and to audit all processes. There should also be clear evidence of a systematic approach to managing the workplace emergency initial response team
Interdependent assessment of units	Pre-requisite units: Nil Co-requisite units: Nil
Underpinning knowledge	Appropriate personal protective clothing and equipment Audit management systems Emergency warning systems Equipment operating characteristics, limitations, hazards, precautions, procedures and general care General emergency priorities and strategies Hazards and relevant precautions How people react in emergency situations Maintenance management systems Situational awareness Statutory and legislative requirements Tactics for safely handling specific emergencies Training management systems Workplace emergency management plan
Underpinning skills	Assess resources needed by workplace emergency initial response teams Communicate and consult effectively with a range of agencies, professions and advisers Conduct meetings Deal with conflict Develop procedures Leadership Manage and conduct risk assessments/analysis Negotiation Plan and promote training Relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities Select team members Write reports for a range of audiences including senior management and external agencies
Resource implications	Access is required to scenarios that reflect a range of emergency situations that may be expected in the workplace
Consistency in performance	Competency should be demonstrated over time with a range of emergencies and workplace emergency team management issues that could be expected in the workplace
Context of assessment	Competency should be assessed in the workplace or in a simulated workplace

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
3	3	3	3	2	3	2