



Australian Government

Department of Education, Employment and Workplace Relations

FPICOR2204B Follow fire prevention procedures

Release: 1

FPICOR2204B Follow fire prevention procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to follow fire prevention techniques and procedures during normal work activities. The unit includes implementing basic fire prevention measures

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOR2204A Follow fire prevention procedures

Application of the Unit

Application of the unit

The unit involves following fire prevention procedures in a variety of work settings including a forest environment, saw mill, wood chip mill, veneer mill, board/plywood mill, timber treatment plants, downstream processing of timber, timber and wood products production, timber and wood products sales and service, forest products factory, forest products sales and service, horticultural, domestic, local council, emergency services environment

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1. Prepare for fire prevention | 1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to following fire prevention procedures are identified and followed |
| | 1.2. <i>Work order</i> is reviewed in the context of <i>fire prevention</i> requirements, checked and clarified with <i>appropriate personnel</i> |
| | 1.3. Existing and potential <i>fire risks and hazards</i> are detected and reported to appropriate personnel |
| | 1.4. <i>Fire extinguishing equipment</i> is selected appropriate to work requirements and fire prevention in line with site requirements |
| | 1.5. Workplace procedures, work instructions and legislation for fire prevention practices are followed |
| | 1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements |
| 2. Implement fire prevention activities | 2.1. Fire risks and hazards are eliminated or reduced, and reported in accordance with workplace procedures |
| | 2.2. <i>Signs of fire</i> are recognised and alarm raised at appropriate time in line with workplace procedures |
| | 2.3. Appropriate <i>fire extinguishing equipment</i> is selected in line with the nature and type of fire expected, checked and properly stored |
| | 2.4. <i>Training and/or professional development is accessed to maintain currency of competence in assessing fires within role and skill to respond to, and in using and/or accessing fire extinguishing equipment</i> |
| | 2.5. Appropriate personnel are notified and incident report completed |
| | 2.6. Fire prevention procedures are <i>recorded and reported</i> in line with site procedures |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit

REQUIRED SKILLS AND KNOWLEDGE

Required skills

- Technical skills sufficient to select and use fire extinguishing equipment
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to accurately locate, record and report information
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to effectively recognise signs of fire or fire hazards; identify problems and equipment faults and demonstrate appropriate response procedures; review and accurately identify work requirements

Required knowledge

- Applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for fire prevention
- Environmental protection requirements, including the safe disposal of waste material
- Organisational and site standards, requirements, policies and procedures for fire prevention
- Environmental risk assessment and hazard identification
- Established communication channels and protocols
- Problem identification and resolution strategies and common fault finding techniques
- Types of tools and equipment and procedures for their safe use, maintenance and minimisation of carbon emissions
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently follow fire prevention procedures

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- compliance with applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to following fire prevention procedures
- compliance with organisational policies and procedures relevant to following fire prevention procedures
- compliance with applicable licensing or certification requirements
- effective communication and working safely with others
- the ability to follow fire prevention procedures in accordance with environmental legislation and workplace procedures

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

EVIDENCE GUIDE

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the essential required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT

OHS requirements:

are to be in line with applicable Commonwealth, State or Territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- machine isolation and guarding
- hot work permits to be issued by authorised personnel
- protective shields for welding and grinding activities
- written/displayed evacuation procedures
- appropriate fitness for the task

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices
- environmental risk assessment and hazard identification

Legislative requirements:

are to be in line with applicable Commonwealth, State or Territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice

RANGE STATEMENT

Organisational requirements may include:

- duty of care
- heritage and traditional land owner issues
- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use and maintenance and storage requirements
- environmental management requirements (waste disposal, recycling and re-use guidelines)
- established Emergency Evacuation Committee
- instructions for the environmental monitoring of work and procedures, such as:
 - hot work permits
 - procedures to prevent fires

Work order is to include:

and may include:

- environmental care requirements relevant to the work

Fire prevention may include:

- cutting of fire breaks
- clearing of undergrowth
- identifying and using appropriate equipment to cut fire breaks and clear undergrowth
- ensuring equipment is far enough away from combustible materials
- housekeeping to ensure work area is clear of waste
- provision of suitable fire fighting equipment
- undertaking regular evacuation training

Appropriate personnel may include:

- fire wardens
- supervisors
- suppliers
- clients
- colleagues

RANGE STATEMENT

Fire risks and hazards may include:

- managers
- emergency evacuation committee
- weather conditions which induce fire
- welding or grinding sparks
- dry undergrowth
- unsafe work practices and use of equipment to create fire
- combustible materials such as dry or dead scrub, tall grasses, rubbish, oily rags
- waste material proximity to equipment
- flammable liquids
- inappropriate storing of materials and equipment
- blocked or no access and exit
- extinguishers for electrical, chemical, gas, mechanical, paper, wood or natural fires

Fire extinguishing equipment may include:

and may also include:

- fire trucks
- fire reels
- fire hydrants and hoses
- manual fire fighting instruments
- fire service approved fire suppression extinguishing agents, such as foam and retardants

Communication may include:

- verbal and non-verbal language
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- use of positive, confident and cooperative language
- use of language and concepts appropriate to individual social and cultural differences
- control of tone of voice and body language

and may relate to:

- evacuation
- visitors
- members of the public on site
- lightning strikes
- smoke

Signs of fire may include:

RANGE STATEMENT

Records and reports may include:

- flames
- storms
- equipment overheating
- flammable liquid spills
- electrical ignition
- changes to environmental conditions
- fire prevention procedures such as risk, hazards, incidents or equipment malfunctions

and may be:

- manual
- using a computer-based system or another appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field Core