



Australian Government

Department of Education, Employment and Workplace Relations

TLIF707C Implement and coordinate accident-emergency procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace procedures concerning action to be taken in the event of an emergency, fire or accident. Work is performed under some supervision generally within a team environment. It involves the application of the basic emergency response principles to the implementation of accident-emergency procedures including the provision of assistance ranging from simple injuries to the application of life support systems.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Respond to the incident	<ul style="list-style-type: none">1.1 Details of incidents, accidents and emergencies are received, analysed and confirmed1.2 Immediate coordination requirements are identified and actioned in accordance with organisation procedures1.3 Travel to the incident site is by the shortest, fastest, legal means and routes
2 Coordinate on-site activities	<ul style="list-style-type: none">2.1 Control of site activities is assumed on arrival and the operator and other authorities present are informed of this action2.2 Assistance is provided to clients and operators within the limitations of duty of care and organisation requirements2.3 Details of personnel, including names and nature of injuries, are notified to relevant personnel, following enterprise procedures2.4 Assistance is provided to relevant authorities within legal and policy limitations
3 Complete follow-up actions	<ul style="list-style-type: none">3.1 Details of affected personnel, including names, nature of injuries and follow-up treatments are notified to next-of-kin in accordance with organisation procedures3.2 Incidents resulting in a near miss, accident or emergency are investigated and a report, including recommendations, is completed in accordance with enterprise policies and procedures3.3 Accident procedures and emergency plans are reviewed for effectiveness and recommendations for changes are prepared and submitted to appropriate persons

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant OH&S and other regulatory codes, procedures and guidelines concerning response to accidents and emergencies

Risks and hazards in the workplace and related precautions to control the risk

Workplace procedures and policies for responding to accident/emergency situations

Types of accidents and emergencies that can occur in a workplace and the appropriate action to be taken in each case

Types of emergency equipment in the workplace and instructions for its use

Site layout and obstacles

Means to control and organise the accident scene, provide practical assistance and cooperate with others at the scene

Focus of operation of work systems, equipment, management and site operating systems

Required skills:

Communicate effectively with others when implementing and coordinating accident and emergency procedures

Read and interpret instructions, procedures, information and signs relevant to the implementation and coordination of accident and emergency procedures

Identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels

Interpret and follow operational instructions and prioritise work

Complete documentation related to the implementation and coordination of accident and emergency procedures

Operate electronic communication equipment to required protocol

Work collaboratively with others when implementing and coordinating accident and emergency procedures

Adapt appropriately to cultural differences in the workplace, including modes of behaviour

and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when implementing and coordinating accident and emergency procedures in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may occur when implementing and coordinating accident and emergency procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Identify, select and use emergency equipment, processes and procedures

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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

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 and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Work may be conducted: in a range of work environments and weather conditions

by day or night

Customers may be: internal or external

Workplaces may comprise: large, medium or small worksites

Work may be conducted in: restricted spaces

exposed conditions

controlled or open environments

Action to be taken in the event of an accident-emergency may include: identifying and following established emergency procedures

assessing the nature and extent of the emergency

rendering assistance and first aid

isolating and coordinating safety of the scene

alerting relevant organisational personnel and emergency services

recording relevant information and reporting on accident/emergency situation in accordance with regulatory and workplace requirements

Emergency equipment may include: first aid kit

fire extinguishers

fire hose

fire blanket

resuscitation equipment

Hazards in the work area may include: exposure to chemicals

exposure to dangerous or hazardous substances

movements of equipment, goods and materials

	accidents involving chemicals, toxic substances and other harmful substances
	accidents involving equipment and vehicles
	explosion and/or fire
	personal accidents including lifting injuries
	waste management and disposal
	violent incidents such as armed robberies
Consultative processes may include:	workplace personnel and management
	designated workplace emergency officers
	emergency services personnel including ambulance, police, fire services, etc.
	union representatives
	industrial relations and OH&S specialists
	other professional or technical staff
	site visitors
	contractors
	official representatives
Communication in the work area may include:	phone
	electronic data interchange
	fax
	email
	internet
	radio
	oral, aural or signed communications
Personal protective equipment may include:	gloves
	safety headwear and footwear
	safety glasses
	two-way radios
	high visibility clothing
	breathing apparatus
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures

Information/documents may include:

established procedures

workplace emergency/fire/accident procedures

workplace procedures for the use of emergency equipment and personal protection equipment

first aid instructions and procedures

manufacturers instructions concerning the use and servicing of equipment

manifests, bar codes, goods and container identification goods identification numbers and codes

material safety data sheets

codes of practice including the Dangerous Goods Code

IMDG code markings, HAZCHEM codes and where applicable emergency information panels

relevant legislation, regulations and related documentation related to emergency response situations

award, enterprise bargaining agreement, other industrial arrangements

relevant Australian standards and certification requirements

quality assurance procedures

supplier and/or client advice on the hazards involved with goods or cargo

Applicable regulations and legislation may include:

relevant state/territory OH&S legislation

relevant state/territory environmental protection legislation

emergency procedures regulations

dangerous goods and hazardous goods regulations

relevant Australian standards and certification including Australian Standard AS 2865 - Safe Working in a Confined Space Code

workplace relations regulations

workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

F - Safety Management