



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK303A Respond to emergencies

Release: 1

AHCWRK303A Respond to emergencies

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of recognising and responding to emergencies and defines the standard required to: implement emergency preparation procedures; put in place and maintain safety equipment and aids for emergencies; report and record near misses and hazards; document and distribute procedures for evacuation; follow directions in the threat or event of an emergency; apply essential first aid techniques.
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Application of the Unit

Application of the unit	This unit applies to all workers in agricultural, horticultural and land management industries. It may have to be performed independently but as part of a workplace emergency plan.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for emergency situations	<p>1.1. Appropriate actions are taken to maximise safety and minimise health hazards in the workplace.</p> <p>1.2. Options for action in cases of emergency are identified and evaluated.</p> <p>1.3. Organisational emergency procedures and policies are correctly implemented as part of the workplace procedures.</p> <p>1.4. Occupational Health and Safety (OHS) procedures and safe working practices are applied including the selection of Personal Protective Equipment (PPE) to suit the emergency situation.</p> <p>1.5. Regular checks of the workplace are carried out to minimise potential hazards.</p> <p>1.6. Emergency procedures are carried out as required by established workplace procedures.</p> <p>1.7. Safety equipment and aids required for emergencies are selected, used, maintained and stored in good order.</p> <p>1.8. Near misses and potential hazards are reported to supervisor and/or documented according to enterprise guidelines.</p>
2. Implement fire prevention and control on site and in the workshop	<p>2.1. Fire hazards are minimised as specified in workplace and/or fuelling procedures.</p> <p>2.2. Appropriate fire extinguishers and fire fighting equipment are used in fire situations, and appropriate authority notified according to established procedures.</p> <p>2.3. Evacuation procedures are followed according to enterprise policy and plan including nominated assembly points.</p> <p>2.4. Where required, specific safety procedures for the handling and use of industrial gases are carried out in line with standard industry practice and regulations.</p>
3. Evaluate the emergency	<p>3.1. Emergency and potential emergency situation reports and signals are promptly recognised and assessed.</p> <p>3.2. Advice is sought from relevant people in evaluating the emergency.</p> <p>3.3. The possible development of the emergency situation is assessed and further potential hazards to staff and/or clients are evaluated.</p> <p>3.4. Needs, including those for assistance, are prioritised</p>

ELEMENT	PERFORMANCE CRITERIA
	promptly and accurately.
4. Act in an emergency	<p>4.1. The plan of action is implemented using techniques appropriate to the situation and available resources and abilities.</p> <p>4.2. Equipment is operated safely and, where necessary, equipment and techniques are improvised.</p> <p>4.3. Strategies for group control are identified and implemented, and clients and other individuals are removed from danger.</p> <p>4.4. The condition of all staff and others assisting is constantly monitored.</p> <p>4.5. The information required to assist emergency services, where relevant, is acquired and documented.</p> <p>4.6. Emergency services are notified as necessary.</p> <p>4.7. The plan of action is changed to accommodate changes in the situation variables.</p> <p>4.8. Casualty evacuation methods are demonstrated where relevant to the context.</p> <p>4.9. Organisational procedures and policies and legal requirements are correctly implemented in the event of a major injury or death.</p>
5. Apply essential first aid techniques	<p>5.1. Immediate risk to self and casualty's health and safety are minimised by isolating the hazard.</p> <p>5.2. The casualty's injuries and vital signs are assessed.</p> <p>5.3. Casualty is reassured in a caring and calm manner and made comfortable using available resources.</p> <p>5.4. First aid care is provided in accordance with established first aid procedures.</p> <p>5.5. First aid assistance is sought from others as appropriate.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- accurately evaluate the emergency
- avoid/control escalation of the emergency
- develop a plan of action decisively
- efficiently implement a plan of action
- render first aid care
- deal with contingencies
- use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- the use of safe working practices
- the emergency network and contacts
- enterprise plan and evacuation procedures
- OHS legislative requirements and Codes of Practice
- legal responsibilities and duty of care
- use of communications equipment
- organisational and legal policies and procedures in the event of an accident/incident
- local call out procedures to access emergency services personnel
- practical first aid skills using prepared and improvised materials
- hazard identification, risk assessment and control.

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • implement emergency preparation procedures • put in place and maintain safety equipment and aids for emergencies • report and record near misses and hazards • document and distribute procedures for evacuation • follow directions in the threat or event of an emergency • apply essential first aid techniques • Element 5 and First Aid components of the underpinning knowledge in the Evidence Guide of this competency standard can be satisfied through successful completion of St Johns Basic Life Support (Level 2) Certificate, the Australian Red Cross Senior First Aid Certificate or equivalent.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Emergencies may include:	<ul style="list-style-type: none"> • fire • hazardous releases • fuel spillage

RANGE STATEMENT

	<ul style="list-style-type: none"> • gases • chemical spills • injury from machinery and equipment • climbing accident • snake bite or poisoning • respiratory or cardiac arrest • electrocution • injuries • equipment failure.
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Unit Sector(s)

Unit sector	Work
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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