



Australian Government

BSBWHS510A Contribute to implementing emergency procedures

Release 1

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Modification History

Release	Comments
Release 1	<p>This Unit first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces and is equivalent to BSBOHS405B Contribute to the implementation of emergency procedures.</p>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.

Application of the Unit

This unit applies to individuals with supervisory responsibilities for managing work health and safety (WHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating response plans.

The focus of this unit is on implementation of procedures already developed for short-term emergency responses.

The unit applies to people who work in a range of WHS roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

NOTE: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Identify potential emergencies	<p>1.1 Apply knowledge of <i>WHS hazards</i> and <i>relevant standards</i> to identify causes of <i>potential emergencies</i></p> <p>1.2 Seek input of <i>stakeholders</i> in identifying potential emergencies</p> <p>1.3 Identify and liaise with appropriate <i>specialist advisors</i> and <i>emergency agencies</i> to identify causes of potential emergencies</p> <p>1.4 Develop a <i>risk register</i> to identify potential emergencies and their causes</p>
2. Identify options for initial response	<p>2.1 Categorise major types of potential emergencies</p> <p>2.2 Identify actions required to contain or limit potential emergencies</p> <p>2.3 Identify actions required to limit impact on personnel, property and the environment</p> <p>2.4 Identify requirements for liaison with emergency agencies</p> <p>2.5 Prioritise actions to be taken during emergencies</p>
3. Plan initial response procedures	<p>3.1 Identify <i>resources</i> available and required for immediate response</p> <p>3.2 Check <i>emergency equipment</i> to ensure serviceability, accessibility, cleanliness and correct location</p> <p>3.3 Document actions required for a range of major types of emergency, taking account of standards, current industry practice, specialist advice and input by emergency agencies</p> <p>3.4 Identify training needs and appropriate providers</p>
4. Implement initial response procedures	<p>4.1 Document and display actions for initial response</p> <p>4.2 Outline own role in emergency response</p> <p>4.3 Follow appropriate procedures</p>
5. Contribute to post-event activities	<p>5.1 Identify and support other personnel in the <i>second response phase</i></p> <p>5.2 Make contributions to debriefing processes</p>
6. Monitor emergency response and address deficiencies	<p>6.1 Monitor responses to emergencies for efficiency and timeliness, in consultation with stakeholders and, as appropriate, specialist advisors and agencies</p> <p>6.2 Document, and promptly and appropriately report, results of monitoring to <i>appropriate persons</i></p> <p>6.3 Identify areas for organisational and personal improvement</p>

	and make recommendations for improvement in response to analysis of response taken
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Required Skills and Knowledge

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

Required skills

- communication skills to communicate with people from a range of backgrounds and with a range of abilities
- information technology skills to access and download internal and external information and data on WHS
- interpersonal skills to issue instructions in an authoritative manner during emergencies
- literacy skills to prepare reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- observation skills to evaluate the impact characteristics and composition of the workforce have on managing WHS
- organisational and time-management skills to sequence tasks and meet timelines
- research and data analysis skills to:
 - analyse relevant workplace information and data
 - assess resources required to systematically manage WHS
 - evaluate interactions between workers, their activities, equipment, environment and work systems.

Required knowledge

- basic emergency prevention controls typically installed in a workplace:
 - emergency alerting systems
 - emergency protection systems
 - smoke alarms, fire alarms and fire extinguishers
 - required safety wear
 - security systems
- enterprise physical site and work areas
- enterprise reporting procedures in an emergency
- essential actions of self and others in an emergency
- hazards and precautions to be taken during an emergency
- hazards arising from evacuation
- information needs of emergency response personnel during reporting, arrival and response to an emergency
- internal and external sources of WHS information and data, and how to access them
- organisational and workplace WHS policies and procedures
- organisational structure, roles and responsibilities contributing to the implementation of emergency procedures
- powers of safety representatives and other authorised WHS personnel to cease work immediately if an immediate danger to WHS exists
- principles and priorities for evacuation, checking and accounting for people
- principles of fire protection and emergency response

- relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material contributing to the implementation of emergency procedures
- roles and responsibilities of WHS personnel
- types of emergency responses typically used in workplaces
- WHS information needs of work unit or work team.

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>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • identifying potential emergencies • contributing to the implementation of procedures for preparing and responding to an emergency • evaluating the effectiveness of implementation strategies • knowledge of basic emergency prevention controls typically installed in a workplace.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • office equipment and resources • workplace documentation and actual workplaces.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of procedures implemented in response to an emergency situation • direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance by the candidate • oral or written questioning to assess knowledge of information needs of emergency response personnel during reporting, arrival and response to an emergency • review of risk register developed to identify potential emergencies and their causes • written examples of reports on responses to emergency situations • review of documentation submitted to managers, supervisors, PCBUs or their officers, and key personnel outlining monitoring of emergency response.

Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none">• other BSB07 WHS units.
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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.

<p>WHS hazards may include:</p>	<ul style="list-style-type: none"> • sources of potential harm in terms of human injury, ill health, damage to property, damage to the environment or a combination of these, such as: <ul style="list-style-type: none"> • biological • chemical • environmental • mechanical and/or electrical • nuclear • physical • psychosocial • radiological.
<p>Relevant standards may include:</p>	<ul style="list-style-type: none"> • Australian standards • industry-specific standards • international standards.
<p>Potential emergencies may include:</p>	<ul style="list-style-type: none"> • evacuation • explosion and bomb alerts • external emergencies and natural disasters, such as: <ul style="list-style-type: none"> • explosion • fire • flood • hazardous chemical spill • storm • traffic accident • internal emergencies, such as: <ul style="list-style-type: none"> • loss of power • loss of water supply • structural collapse • security emergencies, such as: <ul style="list-style-type: none"> • armed robberies • intruders • disturbed persons • serious injury events.

Stakeholders may include:	<ul style="list-style-type: none"> • community • contractors and subcontractors • duty holders as specified in WHS Acts, including: <ul style="list-style-type: none"> • PCBUs or their officers • workers • other persons at a workplace • health and safety representatives • health and safety committees • workers.
Specialist advisors may include:	<ul style="list-style-type: none"> • internal or external advisors in: <ul style="list-style-type: none"> • chemicals • emergency response • engineering • safety • security.
Emergency agencies may include:	<ul style="list-style-type: none"> • ambulance • fire and emergency services • government departments • hazardous materials response teams (HazMat) • police • WHS authorities.
Risk register may include:	<ul style="list-style-type: none"> • lists of hazards • location of hazards • outcomes of any risk assessment or risk ranking • range of possible scenarios or circumstances under which an emergency could occur, including natural disasters.
Resources may include:	<ul style="list-style-type: none"> • emergency response personnel and equipment • fire and emergency services personnel • first aid personnel and equipment.
Emergency equipment may include:	<ul style="list-style-type: none"> • clothing items, such as coloured hats and vests • communication equipment • evacuation alarms • evacuation equipment, especially for people with a disability • fire extinguishers and equipment • torches.
Second response phase may include:	<ul style="list-style-type: none"> • actions required if building cannot be re-occupied • containment of personnel in evacuation area • first aid • support/counselling of personnel involved or

	affected.
<i>Appropriate persons</i> may include:	<ul style="list-style-type: none">• managers or supervisors• PCBUs or their officers.

Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety