



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPWMT5058A Develop emergency response plans**

**Release: 1**

## CPPWMT5058A Develop emergency response plans

### Modification History

Revised unit

Unit updated and equivalent to PRMWM58A Develop emergency response plan

### Unit Descriptor

This unit of competency specifies the outcomes required to develop an emergency response plan in a waste management environment. It requires the ability to analyse occupational health and safety (OHS) requirements and practices relevant to the plan.

### Application of the Unit

This unit of competency supports individuals responsible for planning emergency responses in a waste management environment. It includes developing operational procedures, with the assistance of expert advice.

### 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

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

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|---|---|-----|---|
| 1 | Review internal and external emergency response requirements. | 1.1 | Details of the nature, type and severity of <b>emergency</b> , including existing and <b>potential hazards and risks</b> and <b>contamination</b> , are identified.   |
|   |   | 1.2 | <b>Appropriate personnel</b> , including <b>emergency service specialists</b> , are assigned to undertake workplace hazard and risk audit.  |
|   |   | 1.3 | Emergency requirements are identified according to <b>organisational requirements, OHS requirements</b> and <b>legislation and codes</b> .  |
|   |   | 1.4 | Emergency response requirements are determined following consideration of existing site safety plan, <b>emergency response systems and equipment</b> and <b>emergency and personal protective equipment (PPE)</b> . |
| 2 | Formulate emergency response plan.                            | 2.1 | <b>Emergency response plan</b> is formulated in consultation with appropriate personnel and emergency service specialists.  |
|   |   | 2.2 | Information ensuring safety of <b>stakeholders</b> is included in emergency response plan.  |
|   |   | 2.3 | <b>Emergency escape details, containment and isolation</b> of emergency situation, <b>regulated waste identification signage</b> and <b>clean-up</b> are included in the emergency response plan.                   |
|   |   | 2.4 | <b>Response procedures for vehicle contact with overhead wires</b> are included in plan.  |
|   |   | 2.5 | Precise information relating to chain of command, emergency response teams, and emergency communication system is clearly identified in plan.   |
|   |   | 2.6 | <b>Personnel training</b> in emergency response procedures is provided for in plan.   |
|   |   | 2.7 | Actions necessary to <b>protect organisational interests</b> are specified, according to organisational and legislative requirements.   |
|   |   | 2.8 | Reporting <b>documentation</b> to be completed after emergency response is incorporated into emergency response plan.   |

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|---|--|-----|---|
| 3 | Communicate emergency response plan to personnel and emergency services. | 3.1 | Emergency response plan is communicated clearly to all personnel according to organisational policy.  |
|   |  | 3.2 | Initial training is provided, and personnel training plans on all aspects of the emergency response plan are reviewed.  |
|   |  | 3.3 | Personnel's understanding of emergency response plan is confirmed through questioning and observation.  |
|   |  | 3.4 | Feedback from personnel is obtained and integrated into emergency response plan.  |
|   |  | 3.5 | Complete emergency response plan is supplied to emergency service specialists.  |
| 4 | Document and review emergency response plan.                             | 4.1 | Emergency response plan is documented in a clear format that complies with organisational requirements.   |
|   |  | 4.2 | Emergency response plan is displayed and housed in personnel work areas to ensure availability for immediate referral.  |
|   |  | 4.3 | Emergency response plan is monitored and evaluated and modifications are made to plan where appropriate to reduce impact of emergency and ensure compliance with organisational requirements, OHS requirements and legislation and codes. |

## Required Skills and Knowledge

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

### Required skills

- interpersonal skills to:
  - manage consultation processes
  - present emergency response plan
- management skills to:
  - apply change management techniques
  - organise work practices safely and efficiently
  - conduct strategic problem solving
  - identify and minimise hazards and risks
  - prioritise duties
  - interpret ground conditions
  - use information technology to complete tasks
  - use emergency and personal protective equipment
- reading skills to interpret:
  - work or material requirements
  - materials safety data sheets (MSDS)
- written communication skills to:
  - write reports
  - prepare complex strategic documentation
- critical thinking skills to develop emergency response plan, identifying:
  - resource needs
  - hazards and risks
- oral communication skills to:
  - ask and answer questions
  - explain emergency response plan to personnel
  - present information
  - give instructions
  - seek feedback
  - listen actively

### Required knowledge

- emergency response plan requirements, including:
  - components, features and layout of an emergency response plan
  - confined space procedures

- duty of care in provision of service
- HAZCHEM identification systems
- methods of containment and isolation of emergencies
- site management plan and identification of work areas, including location of:
  - alarms
  - emergency equipment
  - communications equipment
- coding systems
- environmental agencies' roles
- environmental regulations
- organisational policy and procedures in relation to emergency response
- reporting requirements
- standard emergency procedures
- waste management hierarchy
- waste containment methods and isolation of emergencies
- identification of:
  - waste types, streams and characteristics and implications in an emergency situation
  - waste non-conformances
  - waste non-conformance procedures
  - waste containment
  - waste disposal and recovery routes
- identification of needs in an emergency situation, including:
  - identification and operation of plant and equipment
  - cleaning and maintenance of plant and equipment
- OHS requirements relating to:
  - chemical storage and decanting
  - dangerous goods and hazardous substances
  - OHS hierarchy of control
  - first aid appropriate to likely hazards and risks in work environment
- potential hazards and risks relating to:
  - dangerous goods
  - potential incidents
  - waste containment and segregation techniques
  - emergency response procedures
- training techniques that enhance learning and diversity, including:
  - instructions and explanations
  - asking questions
  - providing opportunities to practice
  - written information

- group or team activities
- individual activities
- demonstrations
- service requirements for emergency response plan, including:
  - client requirements
  - organisational requirements
  - reporting requirements
  - waste management options
  - waste management hierarchy

## 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	This unit of competency could be assessed by demonstration of the emergency response plans developed.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• plan for emergency response processes</li> <li>• consult effectively with stakeholders, such as emergency service specialists, to develop emergency response plans</li> <li>• conduct training for emergency response procedures.</li> </ul>
Context of and specific resources for assessment	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• work plans and approved specifications</li> <li>• forms and procedures manuals.</li> </ul>
Method of assessment	<p>An emergency response plan must be developed in line with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the development of an emergency response plan.</p> <p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the Property Services Training Package</li> <li>• include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application</li> <li>• reinforce the integration of employability skills with workplace tasks and job roles</li> <li>• confirm that competency is verified and able to be transferred to other circumstances and environments.</li> </ul>
Guidance information for assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.



	<p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example:</p> <ul style="list-style-type: none"><li>• CPPCMN4001B Develop workplace policies and procedures for sustainability</li><li>• CPPCMN4007A Manage workplace safety arrangements.</li></ul>
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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><b><i>Emergency</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• external:             <ul style="list-style-type: none"> <li>• airplane crash</li> <li>• bushfires</li> <li>• civil disturbance</li> <li>• explosion</li> <li>• flood</li> <li>• hazardous material</li> <li>• motor vehicle accident</li> <li>• fallen powerlines</li> <li>• storm</li> <li>• toxic emission</li> <li>• terrorism</li> </ul> </li> <li>• internal:             <ul style="list-style-type: none"> <li>• bomb threat</li> <li>• civil disturbance</li> <li>• contamination</li> <li>• equipment malfunction</li> <li>• fire</li> <li>• gas leak</li> <li>• machinery malfunction</li> <li>• medical emergency</li> <li>• security breach</li> <li>• spill.</li> </ul> </li> </ul>
<p><b><i>Potential hazards and risks</i></b> are those identified by the organisation that may lead to:</p>	<ul style="list-style-type: none"> <li>• damage to plant, vehicle or property</li> <li>• harm to the environment</li> <li>• illness or injury to employees, contractors or the public</li> <li>• injuries resulting from manual handling and repetitive work.</li> </ul>
<p><b><i>Potential hazards and risks</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• broken glass</li> <li>• broken metal</li> <li>• compaction equipment</li> <li>• contamination</li> <li>• dust</li> <li>• fire</li> </ul>

	<ul style="list-style-type: none"> <li>• gases and fumes</li> <li>• hazardous waste (e.g. sharps)</li> <li>• narrow driveways</li> <li>• other vehicles and equipment</li> <li>• overhanging signs</li> <li>• projectiles</li> <li>• spark-producing equipment</li> <li>• unguarded conveyor belts</li> <li>• weather.</li> </ul>
<b><i>Contamination</i></b> may include:	<ul style="list-style-type: none"> <li>• exposure to sunlight</li> <li>• infestation</li> <li>• mixing with other waste types</li> <li>• rot or mould</li> <li>• waterlogging.</li> </ul>
<b><i>Appropriate personnel</i></b> may include:	<ul style="list-style-type: none"> <li>• department head</li> <li>• emergency response team</li> <li>• employee safety representative</li> <li>• health and safety committee</li> <li>• manager</li> <li>• responsible officer</li> <li>• supervisor</li> <li>• team leader</li> <li>• team member.</li> </ul>
<b><i>Emergency service specialists</i></b> may include:	<ul style="list-style-type: none"> <li>• ambulance service</li> <li>• fire brigade</li> <li>• medical service</li> <li>• police department</li> <li>• organisational personnel</li> <li>• environmental protection agencies.</li> </ul>
<b><i>Organisational requirements</i></b> may include information found in:	<ul style="list-style-type: none"> <li>• briefing papers</li> <li>• job sheets</li> <li>• letters</li> <li>• memos</li> <li>• operations manuals</li> <li>• quality assurance documents</li> <li>• tender and contract documents</li> <li>• verbal or written instructions</li> <li>• work procedures.</li> </ul>
<b><i>OHS requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• organisational OHS reporting and audit systems</li> <li>• organisational policy</li> <li>• duty of care</li> </ul>

	<ul style="list-style-type: none"> <li>• PPE</li> <li>• safe work procedures.</li> </ul>
<b>Legislation and codes</b> may include:	<ul style="list-style-type: none"> <li>• codes, including: <ul style="list-style-type: none"> <li>• Australian Code for the Transport of Dangerous Goods by Road and Rail</li> <li>• industry</li> </ul> </li> <li>• commonwealth, state and territory legislation, including: <ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• environmental protection</li> <li>• equal employment opportunity</li> <li>• freedom of information</li> <li>• industrial</li> <li>• OHS</li> <li>• trade practices</li> </ul> </li> <li>• road laws.</li> </ul>
<b>Emergency response systems and equipment</b> may include:	<ul style="list-style-type: none"> <li>• communication systems</li> <li>• emergency lighting</li> <li>• fire protection equipment.</li> </ul>
<b>Emergency and personal protective equipment</b> must include:	<ul style="list-style-type: none"> <li>• communications equipment</li> <li>• eye protection, such as goggles and protective glasses</li> <li>• eyewash kit</li> <li>• fire extinguishers</li> <li>• first aid kit</li> <li>• footwear</li> <li>• hearing protection</li> <li>• MSDS</li> <li>• spill kit</li> <li>• overalls and protective clothing.</li> </ul>
<b>Emergency and personal protective equipment</b> could also include:	<ul style="list-style-type: none"> <li>• breathing apparatus</li> <li>• emergency procedure guides</li> <li>• face shield or mask</li> <li>• gloves</li> <li>• hard hats.</li> </ul>
<b>Personal protective equipment</b> must be:	<ul style="list-style-type: none"> <li>• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements</li> <li>• worn when required according to organisational requirements</li> <li>• stored according to organisational requirements.</li> </ul>
<b>Emergency response plan</b> may include:	<ul style="list-style-type: none"> <li>• chain of command or supervision in an emergency</li> <li>• clean up</li> <li>• containing emergency</li> </ul>

	<ul style="list-style-type: none"> <li>• emergency communication system and central control</li> <li>• emergency evacuation procedures, including emergency escape route</li> <li>• emergency response teams</li> <li>• equipment or plant isolation or shut-down</li> <li>• evacuation</li> <li>• first aid</li> <li>• making site safe</li> <li>• names or regular job titles of person or department to be contacted for further information or explanation of duties under the plan</li> <li>• notification of authorities</li> <li>• preferred means for reporting fires and other emergencies</li> <li>• procedures for accounting for all employees after emergency evacuation has been completed</li> <li>• procedures to be followed by personnel who remain to perform or shut down critical plant operation before site is evacuated</li> <li>• rescue and medical duties for relevant employees</li> <li>• security measures</li> <li>• training</li> <li>• vehicle contact with overhead wires</li> <li>• use of PPE.</li> </ul>
<b><i>Stakeholders</i></b> may include:	<ul style="list-style-type: none"> <li>• clients</li> <li>• emergency services</li> <li>• general public</li> <li>• government agencies</li> <li>• local governments</li> <li>• neighbouring people or businesses</li> <li>• organisational personnel</li> <li>• other affected parties</li> <li>• ratepayers</li> <li>• environmental protection agency</li> <li>• residents.</li> </ul>
<b><i>Emergency escape details</i></b> may include:	<ul style="list-style-type: none"> <li>• all-clear procedures</li> <li>• clean-up procedures</li> <li>• procedures for all critical plant operator personnel</li> <li>• procedures to account for all personnel after emergency evacuation is completed.</li> </ul>
<b><i>Containment and isolation</i></b> may include:	<ul style="list-style-type: none"> <li>• bunding area</li> <li>• erecting barricades</li> <li>• moving vehicle or equipment away from hazardous area</li> <li>• sealing leaks</li> </ul>

	<ul style="list-style-type: none"> <li>• transferring waste</li> <li>• turning off electricity and gas</li> <li>• using fire extinguishers</li> <li>• water-hosing.</li> </ul>
<b>Regulated waste identification signage</b> may include:	<ul style="list-style-type: none"> <li>• classification of dangerous goods</li> <li>• communications equipment</li> <li>• first aid</li> <li>• hazardous class</li> <li>• HAZCHEM codes</li> <li>• packaging group number.</li> </ul>
<b>Clean-up</b> may include:	<ul style="list-style-type: none"> <li>• removing equipment, plant and vehicle from site</li> <li>• removing and disposing of contaminated soil and liquid</li> <li>• shovelling</li> <li>• seeping out</li> <li>• using cleaning products</li> <li>• using high pressure water or air-hosing</li> <li>• vacuuming.</li> </ul>
<b>Response procedures for vehicle contact with overhead wires</b> may include:	<ul style="list-style-type: none"> <li>• ensure vehicle involved in incident has been thoroughly inspected prior to reintroduction to service</li> <li>• liaise with relevant parties to ensure remedial action is implemented</li> <li>• notify relevant statutory authorities</li> <li>• notify wire owner and other parties who may be affected by incident</li> <li>• response team attending incident scene and conducting preliminary investigation of the incident according to organisational procedures</li> <li>• review incident report form completed by operator</li> <li>• review response team investigation findings and propose remedial and preventative actions with parties involved.</li> </ul>
<b>Personnel training</b> may include:	<ul style="list-style-type: none"> <li>• alarm systems</li> <li>• containment and isolation procedures</li> <li>• evacuation plans</li> <li>• readiness for various types of potential emergencies</li> <li>• reporting and shut-down procedures</li> <li>• selecting and using PPE</li> <li>• storage requirements.</li> </ul>
<b>Protect organisational interests</b> may include:	<ul style="list-style-type: none"> <li>• collecting details from witnesses</li> <li>• not commenting or admitting liability</li> <li>• not talking to media.</li> </ul>
<b>Documentation</b> includes:	<ul style="list-style-type: none"> <li>• authorities notified</li> <li>• cause or suspected cause of emergency</li> </ul>

	<ul style="list-style-type: none"><li>• damage incurred to:<ul style="list-style-type: none"><li>• general public</li><li>• equipment</li><li>• personnel</li><li>• vehicle</li></ul></li><li>• emergency and personal protective equipment used</li><li>• emergency response procedures undertaken</li><li>• nature of clean-up</li><li>• nature, type, source and severity of emergency</li><li>• recommendations for preventing future emergencies</li><li>• regulatory authority documents.</li></ul>
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## **Unit Sector(s)**

Waste management

## **Custom Content Section**

Not applicable.