



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT5205A Develop biohazard contingency plans

Release: 1

FPICOT5205A Develop biohazard contingency plans

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to develop a contingency plan in the event of a biohazard infestation of forests, plantations or timber products

General workplace legislative and regulatory requirements apply to this unit. Specific requirements apply to environmental requirements and are referred to in State, Territory and federal environmental control regulations

Application of the Unit

Application of the unit

The unit involves developing biohazard contingency plans in a variety of work settings including:

- forest environment
- hardwood and softwood plantation 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
- other settings such as farms, agriculture, workshops, domestic, nursery, local council applications, as applicable to the unit

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

Not Applicable

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. Review legal and system requirements	1.1. Applicable <i>Occupational Health and Safety</i> (OHS), <i>environmental</i> , <i>legislative</i> and <i>organisational requirements</i> relevant to developing biohazard contingency plans are identified and followed 1.2. Documentation requirements for <i>traceability chain</i> is reviewed for implementation to meet appropriate standards 1.3. Organisational requirements and contingency possibilities are evaluated 1.4. <i>Communication protocols</i> are identified for inclusion in the contingency plan
2. Prepare a contingency plan	2.1. Range of <i>potential biohazards</i> are evaluated for potential environmental impact and economic damage 2.2. <i>Risk assessment</i> is completed for relevant biohazards 2.3. <i>Economic damage potential</i> is estimated for relevant biohazards 2.4. <i>Infestation treatments</i> are identified and action plans included in the contingency plan 2.5. <i>Controls</i> to limit the spread of infestation are developed and action plans included in the contingency plan 2.6. Operational procedures are reviewed to ensure adequate risk safeguards and contingency plans are in place 2.7. Communication protocols are incorporated in the contingency plan 2.8. <i>Training and induction processes</i> for workforce involved with implementation of the contingency plan are documented
3. Ensure effectiveness of contingency plan	3.1. <i>Support and resources</i> are provided to enable the ongoing functionality of the contingency plan 3.2. <i>Continuous improvement processes</i> appropriate to the enterprise are implemented to ensure the plan remains effective and required changes are agreed 3.3. Activities are monitored on an ongoing basis to identify potential biohazards

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Technical skills sufficient to understand how the requirements of pest and disease legislation apply to the workplace
- Communication skills sufficient to explain the contingency plan and its requirements to all elements of the workforce
- Literacy skills sufficient to write a contingency plan and subsequent documentation
- Numeracy skills sufficient to understand input and output figures and calculate potential economic damage
- Problem solving skills sufficient to apply the requirements of the contingency plan to the particular scenario in which it may be implemented

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 developing biohazard contingency plans
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, minimising carbon emissions and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for developing biohazard contingency plans
- Environmental risks and hazards
- Minimising environmental impact
- Principles behind the development of a contingency plan
- Continuous improvement processes and systems
- Established communication channels and protocols including notification of authorities
- Problem identification and resolution strategies
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for assessing economic impact and calculating disease impact
- 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 understand what is required to develop a biohazard contingency plan

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:

- following applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice relevant to developing biohazard contingency plans
- following organisational policies and procedures relevant to developing biohazard contingency plans
- preparing a contingency plan to control biohazards for an organisation
- reviewing the effectiveness of the contingency plan in controlling biohazards in the organisation

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 follow 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

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

EVIDENCE GUIDE

application of required knowledge

- Assessment may be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of key competencies
- Assessment methods must confirm the ability to access and correctly interpret and apply the 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. **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.

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:

RANGE STATEMENT

- 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

Environmental requirements
may include:

- legislation
- organisational policies and procedures
- workplace practices

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
- duty of care

Organisational requirements
may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements

RANGE STATEMENT

- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

Traceability chain

is a register of documents used for certification, audit and quality purposes, and may include:

- timber source documents
- processing records
- quality records
- numbering/labelling systems

Communication protocols

are established communication channels and may include:

- notification of pest and/or disease infestation to authorities

Potential biohazards must include:

- fungal hazards
- viral hazards
- bacterial hazards
- insect hazards
- vertebrate hazards

Risk assessment

is an evaluation of the likelihood and the consequences of a biohazard infestation including potential social and environmental impact

Economic damage potential

is an estimate of the economic consequences of the biohazard infestation and may include:

- loss of forest values
- loss of current markets
- loss of potential markets
- damage to trading status

Infestation treatments

are the range of potential treatments to control the biohazard and may include:

- eradication
- quarantine
- fumigation
- use of pesticides
- use of biological controls
- culling of infected plants

Controls

are methods used to control the infestation and limit the spread, and may include:

- quarantine

RANGE STATEMENT

- isolation
- elimination

Training and induction processes

are the processes required to induct personnel into the contingency plan and may include:

- staff meetings
- training manuals
- questioning of personnel to ensure understanding
- assessment

Support and resources may include:

- allocation of staff duties
- capability to develop and produce relevant documents

Continuous improvement processes may include:

- quality circles
- after action reviews
- improvement plans

Unit Sector(s)

Not Applicable

Competency field

Competency field Common Technical