



**Australian Government**

# **PMAOMIR512 Establish incident response preparedness and response systems**

**Release: 1**

# **PMAOMIR512 Establish incident response preparedness and response systems**

## **Modification History**

Release 1. Supersedes and is equivalent to PMAOMIR512B Establish incident response preparedness and response systems

## **Application**

This unit of competency covers the skills and knowledge required to develop and establish incident response preparedness and response systems.

An incident is an event which causes, or could have caused, injury or illness; damage to plant, material or the environment; disruption to production or public alarm.

An incident is an unintended event, or an unintended consequence of an intended event, such as:

- fire and explosion
- loss of containment
- excursions above/below acceptable limits for emissions or plant conditions
- excursions above occupational hygiene or biological exposure limits
- non-compliance with regulatory requirements
- security breaches
- failure to follow procedures
- complaints
- vehicle incidents
- on/off-site incidents.

This unit of competency applies to incident management team members who are required to gather strategic operational and risk information, seek input from stakeholders and specialist services, as required, and translate that into a framework of management and operational systems which enable organisation personnel to effectively prepare for and respond to an incident.

This unit of competency applies to an individual working alone or as part of an incident management team and working in liaison with other members of the incident management team and the incident manager, as appropriate.

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

## **Pre-requisite Unit**

Nil

## Competency Field

Incident readiness and response

## Unit Sector

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |   |  |  |
|---|--|--|
| 1 | <b>Clarify the requirements for incident preparedness and response systems</b> | <p>1.1 Access, interpret and clarify the legislative and statutory requirements and standards related to incident preparedness and response systems</p> <p>1.2 Access, interpret and clarify the site requirements relating to systematic analysis of hazards, technical and operational information</p> <p>1.3 Consult and collaborate with relevant stakeholders, specialists and emergency services, as necessary and in accordance with legislative requirements</p>   |
| 2 | <b>Design incident response plans and systems</b>                              | <p>2.1 Develop an organisational structure for the management of incident preparedness and response from an analysis of relevant technical and operational information</p> <p>2.2 Establish incident response procedures for management of decision-making processes and decision monitoring systems</p> <p>2.3 Develop incident response procedures for the containment of various types of incidents from an analysis of relevant technical and operational information</p> <p>2.4 Identify and develop required management and operational systems to support incident preparedness and response in compliance with legislative and site requirements</p> <p>2.5 Build processes for evaluation into the plan and system and comply with legislative requirements and/or special site needs</p> <p>2.6 Ensure all aspects of the plan are consistent with</p> |

			commitments to health, safety and environment (HSE)
		2.7	Review the plan and systems in conjunction with relevant stakeholders and specialists
3	<b>Manage the implementation of the incident preparedness plan and response systems</b>	3.1	Document and disseminate plans and systems to the appropriate personnel
		3.2	Identify required services, personnel, equipment and resources for various types of incidents
		3.3	Ensure arrangements are made to ensure required services, personnel, equipment and resources are ready for immediate mobilisation/deployment
4	<b>Ensure periodic and timely evaluation of the incident preparedness plans and response systems</b>	4.1	Encourage, receive and review suggestions and recommendations for changes to incident preparedness plans and response systems and, where appropriate, assist with implementation
		4.2	Initiate and conduct evaluations as prescribed by the plan and in accordance with commitment to HSE and legislative requirements

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

### Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)

- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Duty of care responsibilities under general work health and safety (WHS) Acts and regulations and state/territory and national standards applying to hazardous substances, dangerous goods and major hazards must be met.

### **Management and operational systems**

Management and operational systems to support incident preparedness and response include one or more of the following:

- evacuation
- emergency operations structure
- communications
- information management
- documentation and reporting requirements
- resource management
- training
- audit and review system
- financial management
- post incident actions

### **Procedures**

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets

- temporary instructions
- any similar instructions provided for the smooth running of the plant

**Incident response**

Incident response includes one or more of the following:

- deployment of site incident response personnel
- containing/controlling the incident at source and or its spread
- search and rescue operations
- engagement of external emergency services (such as fire, ambulance, rescue and military)
- liaison with other agencies (such as environmental, clean-up and specialised troubleshooters)
- evacuation
- hazard control

Incident response actions must:

- be in accordance with and relevant organisation procedures
- use appropriate response equipment, where required
- prioritise the safety and/or successful recovery of personnel and others affected by the incident response
- **not** inhibit effectiveness of the incident response or further contribute to the incident

**Specialist services**

Specialist services appropriate to the management and operational systems must be consulted. Specialist services include one or more of the following:

- fire brigade
- ambulance
- medical services
- local emergency management organisations
- media
- security services
- solicitors
- engineers
- scientists

## Unit Mapping Information

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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>