



**Australian Government**

# **PMAWHS420 Develop first aid procedures and manage resources**

**Release: 1**

# PMAWHS420 Develop first aid procedures and manage resources

## Modification History

Release 1. Supersedes and is equivalent to PMAOHS420B Develop First Aid procedures and manage resources

## Application

This unit of competency covers the skills and knowledge required to manage the development and implementation of a workplace first aid system.

This unit of competency applies to operators who are required to plan and coordinate processes to develop new or review existing first aid procedures, communicate procedures to others, and ensure training and professional development needs are addressed.

This unit of competency applies to all work environments and sectors within the industry.

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

## Pre-requisite Unit

Nil

## Competency Field

Work health and safety

## 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>Develop effective organisational systems</b>	1.1	Coordinate participative processes to identify and agree on outcomes
		1.2	Initiate processes to plan, implement and control systems to achieve identified outcomes
		1.3	Implement/develop policies and procedures consistent with procedures.
		1.4	Develop and maintain processes for effective conduct of first aid responsibilities

- 1.5 Distribute changes in policy and procedures to relevant personnel using appropriate communication channels
    - 1.6 Undertake review of procedures/policies, and report recommendations as required
- 2 **Implement effective first aid training and practice**
  - 2.1 Maintain links with first aid bodies, professionals and clinical organisations/bodies
  - 2.2 Maintain currency of first aid and personal qualifications in accordance with industry and organisational requirements
  - 2.3 Review and validate risks against procedures
  - 2.4 Coordinate, plan, implement and evaluate additional training in a timely manner to meet the needs of individuals and the worksite
  - 2.5 Ensure practices are consistent with current standards and policies
  - 2.6 Coordinate planning for response to major incidents and make known to the work group in readiness for implementation
- 3 **Maintain up-to-date professional development of knowledge and skills**
  - 3.1 Undertake self-education process in accordance with workplace principles and opportunities
  - 3.2 Access links with various professional first aid bodies and organisations to maintain currency in the field
  - 3.3 Access and communicate promptly relevant information to work group, and maintain certification in accordance with workplace procedures and legislation

## 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.

### Procedures

All operations must be performed in accordance with relevant procedures.

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

- directives and/or guidelines from:
  - Australian Resuscitation Council (ARC)
  - National Health and Medical Research Council (NHMRC)
  - Australian Standards
  - Worksafe Australia
- 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

**Systems** A first aid system must be supported by systems and procedures in related areas of the organisation, including the following:

- ordering (e.g. magazines, books and supplies)
- skills updating (e.g. attending conferences/workshops and reading publications)
- professional development and networking (e.g. attending conferences/workshops and reading publications)
- communication
- technology
- training and assessment, and refresher training
- IT
- record keeping
- health safety and environment
- hazard and risk management

**Professional development** Professional development includes one or more of the following:

- accessing up to date information about industry practices, codes and certification requirements via:
  - meetings
  - seminars
  - conferences
  - membership of professional first aid bodies
- education/self-education processes, such as:
  - attendance at relevant seminars and conferences
  - maintenance of professional library
  - membership of first aid bodies
  - formal training
  - supervised or unsupervised practice to maintain currency of competence

**First aid bodies and clinical organisations** First aid bodies and professional and clinical organisations/bodies include the following:

- Australian Resuscitation Council (ARC)
- International Liaison Committee on Resuscitation (ILCOR)
- support groups
- registered providers/authorities

## 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>