



**Australian Government**

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

# **PMAOHS221B Maintain First Aid supplies and records**

**Revision Number: 1**

## PMAOHS221B Maintain First Aid supplies and records

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This competency unit deals with the responsibilities in ensuring that adequate supplies of First Aid equipment and resources, and records, are maintained. The person may or may not necessarily be responsible for the ordering and purchasing of equipment and resources, depending upon the workplace organisational structure.
------------------------	--

### Application of the Unit

Application of the unit
-------------------------

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Prerequisite units
--------------------

### Employability Skills Information

<b>Employability skills</b>	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. Maintain resources	1.1. Ensure and secure, availability of adequate and relevant resources in accordance with workplace procedures 1.2. Identify and obtain non consumables required by workplace to maintain adequate readiness of supplies 1.3. Identify and obtain consumables required by workplace to maintain adequate readiness of supplies 1.4. Check stock and regularly carry out inspection of equipment for condition and currency 1.5. Recover and clean equipment and dispose of waste safely according to legislative and site procedures 1.6. Maintain resources in operational readiness in accordance with workplace procedures 1.7. Store resources in correct manner to ensure their future operation and serviceability.
2. Record and manage records	2.1. Complete relevant forms as required according to legislation and site procedures 2.2. Store forms in accordance with legislative and site procedures 2.3. Send relevant forms to appropriate bodies, file records appropriately and undertake security of such records according to workplace and legislative requirements 2.4. Maintain confidentiality of records and information in accordance with privacy principles and statutory and/or organisational policies.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- completing plant records
- communication
- stocktaking
- following procedures.

#### Required knowledge

Knowledge and understanding of the materials and equipment required sufficient to recognise variance from requirements and then determine an appropriate action within the scope of their responsibilities and competencies.

Knowledge of the enterprise's procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards. These would include:

- OHS legislation and regulations
- legal responsibilities and duty of care
- policies and procedures
- cleaning agents
- stock control
- waste disposal
- transportation techniques
- use of referral networks
- gaining access to materials safety data sheets (MSDSs).

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.	
<b>Overview of assessment</b>	<p>Assessment of this unit should include demonstrated competence on actual plant and equipment in a work environment. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency.</p> <p>Assessment will occur over a range of situations that will include disruptions to normal, smooth operation.</p> <p>Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible.</p>
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	Competence may be demonstrated working individually, under supervision or as part of a First Aid team.
<b>Context of and specific resources for assessment</b>	Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
<b>Method of assessment</b>	<p>In all plants it may be appropriate to assess this unit concurrently with relevant technical units.</p> <p>Competence may be assessed in conjunction with other industry units of competency such as:</p> <ul style="list-style-type: none"> <li>• record management</li> <li>• stock control</li> <li>• administration</li> <li>• office procedures.</li> </ul>
<b>Guidance information for assessment</b>	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the

<b>EVIDENCE GUIDE</b>
-----------------------

	work being performed.
--	-----------------------

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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. Add any 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.</p>	
<b>Codes of practice/ standards</b>	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
<b>Context</b>	This unit would be undertaken in a plant or remote facility where there are First Aid stations requiring monitoring and re-supply.
<b>First Aid resources</b>	<p>First Aid resources may include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Non consumables <ul style="list-style-type: none"> <li>• machines</li> <li>• books</li> <li>• reference materials</li> <li>• MSDS resources including Workplace Health &amp; Safety Act</li> <li>• legislative regulations</li> <li>• stretchers</li> <li>• communication systems</li> <li>• relevant texts</li> <li>• equipment.</li> </ul> </li> <li>• Consumables <ul style="list-style-type: none"> <li>• First Aid kits (bandages, tape, scissors, splinter removers, antiseptic, eye management, disinfectants, emergency numbers and contacts, etc)</li> <li>• dressings</li> <li>• ointments</li> <li>• cold packs</li> <li>• analgesics</li> <li>• splints</li> <li>• sharps disposal</li> <li>• biohazardous waste</li> <li>• medical grade oxygen</li> <li>• bandages</li> <li>• medication</li> <li>• personal protection equipment</li> </ul> </li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• eye wash</li> <li>• disinfectants</li> <li>• broncho-dialators</li> <li>• cervical collars.</li> </ul>
<b>Legislation</b>	<p>Legislation may include but not be limited to:</p> <ul style="list-style-type: none"> <li>• occupational health and safety legislation</li> <li>• regulations and codes of practice</li> <li>• industrial relations legislation</li> <li>• environmental legislation.</li> </ul>
<b>Codes of Practice</b>	<p>Codes of practice may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• industry codes</li> <li>• industry standards</li> <li>• company procedures</li> <li>• State and Territory health and safety authorities.</li> </ul>
<b>Forms</b>	<p>Relevant forms may include, but not limited to:</p> <ul style="list-style-type: none"> <li>• incident/injury forms</li> <li>• casualty history forms</li> <li>• disease notification</li> <li>• Workcover forms</li> <li>• medication registers</li> <li>• workers' compensation</li> <li>• day book</li> <li>• pre participation records (sport)</li> <li>• medical histories</li> <li>• management records</li> <li>• stock records</li> <li>• infection control records</li> <li>• training records.</li> </ul>
<b>Policies and Procedures</b>	<p>Policies and procedures may be from organisations such as:</p> <ul style="list-style-type: none"> <li>• Australian Resuscitation Council (ARC)</li> <li>• National Health and Medical Research Council (NHMRC)</li> <li>• company standard operating procedures (SOPs)</li> <li>• Australian Standards</li> <li>• Worksafe Australia.</li> </ul>
<b>Health, safety and environment</b>	<p>All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State or Federal legislation, and these must not be compromised at any</p>



**RANGE STATEMENT**

<b>(HSE)</b>	time. Where there is an apparent conflict between Performance Criteria and HSE requirements, the HSE requirements take precedence.
--------------	--

**Unit Sector(s)**

<b>Unit sector</b>	HSE
--------------------	-----

**Competency field**

<b>Competency field</b>	
-------------------------	--

**Co-requisite units**

<b>Co-requisite units</b>			
---------------------------	--	--	--