PSPSOHS405A Contribute to the implementation of emergency procedures

Release 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPSOHS405A Contribute to the implementation of emergency procedures

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the knowledge, processes and techniques necessary to contribute to the implementation of procedures for responding to emergencies.

In practice, contributing to the implementation of emergency procedures may overlap with other generalist or specialist public sector work activities such as acting ethically, using communication strategies, gathering and analysing information, delivering client services, supporting policy implementation.

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

Application of the Unit

This unit applies to individuals with supervisory responsibilities for managing OHS in the workplace who contribute to the procedures for responding to emergencies. This unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plans.

As the unit focuses on implementation of procedures already developed for short term emergency responses, it is less complex than PSPSPOHS508A Participate in the investigation of incidents,, which has greater scope both in situations addressed and the timeframe for action.

Contributions to the actions to control OHS risks are covered in PSPSOHS404A Contribute to the implementation of strategies to control OHS risk.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **_bold italicised_** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify potential emergencies	1.1 A knowledge of OHS *hazards and standards* is applied to identify causes of potential *emergencies*. 1.2 Input of *stakeholders* is sought in identifying potential emergencies. 1.3 Appropriate *specialist advisors* and *emergency agencies* are identified and liaised with to identify causes of potential emergencies. 1.4 A *risk register* is developed to identify potential emergencies and their causes.
2 Identify options for initial response	2.1 Major types of emergencies are categorised. 2.2 Actions required to contain or limit potential emergencies are identified. 2.3 Actions required to limit effect on personnel, property and the environment are identified. 2.4 Requirements for liaison with emergency agencies are identified. 2.5 Actions to be taken during emergencies are prioritised.
3 Plan initial response procedures	3.1 *Resources* available and required for immediate response are identified. 3.2 *Emergency equipment* is checked to ensure serviceability, accessibility, cleanliness and correct location. 3.3 Actions required for a number of major types of emergency are documented, taking account of standards, current industry practice, specialist advice and input by emergency agencies. 3.4 Training needs and appropriate providers are identified.
4 Implement initial response procedures	4.1 Actions for initial response are documented and displayed. 4.2 Own role in emergency response is known and implemented.
5 Contribute to post event activities	5.1 Other personnel in *second response phase* are identified and supported. 5.2 Contributions are made to debriefing processes, including specialist advice and input by emergency agencies.
6 Monitor emergency response and address deficiencies	6.1 Responses to emergencies are monitored for efficiency and timeliness in consultation with stakeholders and, as appropriate, specialist advisors and agencies. 6.2 Results of monitoring are documented and promptly and appropriately reported to managers and key personnel. 6.3 Areas for improvement in response are identified and recommendations made for improvement.

Required Skills and Knowledge

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

Required skills:
Look for evidence that confirms skills in:

- relating to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- communicating effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency service personnel
- managing own tasks within a time frame
- analysing relevant workplace information and data, making observations including of workplace tasks and interactions between people, their activities, equipment, environment and systems
- using basic computer and information technology skills to access internal and external information and data on OHS
- issuing instructions in an authoritative manner during unusual circumstances.

Required knowledge:
Look for evidence that confirms knowledge and understanding of:

- State/Territory/Commonwealth OHS legislation (Acts, regulations, codes of practice, associated standards and guidance material) including prescriptive and performance approaches and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation etc
- internal and external sources of OHS information and data
- how the characteristics and composition of the workforce impact on risk and the systematic approach to managing OHS e.g.
  - labour market changes
  - structure and organisation of workforce - part-time, casual and contract workers, shift rosters, geographical location
  - language, literacy and numeracy
  - communication skills
  - cultural background/workplace diversity
  - gender
  - workers with special needs
- the role, responsibility and authority of emergency response personnel
- the principles of building compartmentation including identification and role of smoke and fire doors
- emergency alerting systems, signals and instructions typically used in workplaces
- emergency response processes typically used in workplaces, including roles and responsibilities

- priorities and limitations of workplace response to emergencies
- hazards and precautions during an emergency, including during an evacuation
- situations when evacuation is required and when evacuation is inappropriate, including circumstances where evacuation processes may need to be modified
- principles and priorities for evacuation, including checking and accounting procedures
- circumstances or actions that may block, damage or inhibit function or use of emergency equipment
- information needs of emergency response agencies at the time of reporting an emergency, arrival of response and during management of emergency
- method of use, including hazards and limitations, of relevant emergency equipment, including communication equipment
- principles of effective liaison with emergency service personnel including ensuring that there is no interference or hindrance to their action
- knowledge of organisational OHS policies and procedures
- nature of workplace processes (including work flow, planning and control) and hazards relevant to the particular workplace
- key personnel, including identifying 'change agents', within workplace management structure
- formal and informal communication and consultation processes and key personnel related to communication
- language, literacy and cultural profile of the work group
- organisational emergency procedures, including various roles of the workplace emergency personnel
- essential actions of self/other key personnel in emergency
- location of emergency procedures, equipment and evacuation assembly areas

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, The range statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include: • PSPETHC401A Uphold and support the values and principles of public service • PSPGOV402B Deliver and monitor service to clients • PSPGOV406B Gather and analyse information • PSPGOV412A Use advanced workplace communication strategies • PSPGOV422A Apply government processes • PSPPOL404A Support policy implementation • PSPSOHS401A Contribute to the implementation of a systematic approach to managing OHS • PSPSOHS407A Ensure compliance with OHS and other relevant laws.
Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • knowledge requirements of this unit • skill requirements of this unit • application of employability skills as they relate to this unit. The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.
Resources required to carry out assessment	These resources include: • legislation, policy, procedures and protocols relating to the implementation of emergency procedures • case studies and workplace scenarios to capture the range of situations likely to be encountered when contributing to the implementation of emergency procedures.
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when contributing to the implementation of emergency procedures, including coping with difficulties, irregularities and breakdowns in routine • contribution to the implementation of emergency procedures

in a range of three or more contexts or occasions, over time.

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include a combination of two or more of:

- workplace projects
- simulation or role plays
- case studies and scenarios
- observation
- portfolios.

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

For consistency of assessment	Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Range Statement

The range statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The range statement also provides a focus for assessment. It relates to the unit as a whole. Text in *bold italics* in the Performance criteria is explained here.

A *hazard* is:	• a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these
Standards may include:	• international, Australian and industry-specific standards
Emergencies may include:	• serious injury events • emergencies requiring evacuation • fires and explosions • hazardous substance and chemical spills • explosion and bomb alerts • security emergencies, such as armed robberies, intruders and disturbed persons • internal emergencies, such as loss of power or water supply and structural collapse • external emergencies and natural disasters, such as flood, storm and traffic accident impacting on the organisation
Stakeholders may include:	• managers • supervisors • health and safety and other employee representatives • OHS committee • employees • the community
Specialist advisors may include:	• internal or external advisors in safety, chemicals, engineering, security and emergency response
Emergency agencies may include:	• fire, police, ambulance, government departments, hazardous materials response teams (Hazmat) and OHS authorities
A *risk register* contains:	• list of hazards • their location • a range of possible scenarios or circumstances under which an emergency could occur, including natural disasters • the outcomes of any risk assessment or risk ranking
Resources may include:	• emergency response personnel and equipment

	• first aid personnel and equipment
	• emergency services personnel
Emergency equipment may include:	• fire extinguishers and equipment
	• communication equipment
	• evacuation alarms
	• evacuation equipment, especially that for disabled persons
	• torches
	• clothing items such as coloured hats and vests
Second response phase is after the emergency service(s) attend and may include:	• first aid
	• containment of personnel in evacuation area
	• support/counselling of personnel involved or affected
	• actions required if building cannot be re-occupied

Unit Sector(s)

Not applicable.

Competency field

Specialist Occupational Health & Safety