



**Australian Government**

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

# **PUAOPE026A Provide strategic safety advice at an incident**

**Revision Number: 2**

## PUAOPE026A Provide strategic safety advice at an incident

### Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted.
1	PUA00 V8.1	Primary release on TGA.

### Unit Descriptor

This unit covers the competency required to provide advice to the Incident Controller on issues related to safety, health and welfare at an incident.

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

### Application of the Unit

This unit applies to a person who is appointed to the role of Safety Advisor and is required to provide strategic advice to an Incident Controller in relation to safety, health and welfare risks, issues and requirements at an incident.

The authorisation and authorities to perform this role are subject to organisational policies and procedures.

Note: Safety Advisors may be appointed to a Level 2 or Level 3 Incident Management Team (IMT). Strategic safety issues or potential problems affecting one or more sections of the incident need to be raised and discussed at the IMT as early as practicable.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p><b>1. Contribute to the safety, health and welfare of all personnel involved in an incident</b></p>	<p>1.1 <i>Initial briefing</i> and regular updates are obtained from Incident Controller.</p> <p>1.2 Safety Unit priorities are obtained and confirmed with Incident Controller throughout an incident.</p> <p>1.3 Requirements for safety, health and welfare in incident management are identified.</p> <p>1.4 Safety, health and welfare of operational and other associated personnel is monitored and reviewed throughout an incident.</p> <p>1.5 Information relating to safety, health and welfare is collected, collated and analysed.</p> <p>1.6 Predictions and forecasts are made about the safety, health and welfare environment of an incident and components contributing to that environment are identified.</p> <p>1.7 Mitigation strategies for risks that may not have been controlled elsewhere in the planning process are identified and developed.</p> <p>1.8 Extant and potential safety roles are identified.</p> <p>1.9 Overview of the adequacy of <i>procedures</i> related to safety is maintained.</p> <p>1.10 Meetings and briefings are monitored for adequacy of safety and health information.</p>
<p><b>2. Provide advice to relevant personnel on mitigating safety, health and welfare risks</b></p>	<p>2.1 <i>Relevant personnel</i> are immediately informed of any action or condition that has the potential to place any person's life or safety at risk.</p> <p>2.2 Mitigation actions are recommended as appropriate, where actions or conditions have the potential to place any person's life, safety, health or welfare at risk.</p> <p>2.3 Work is undertaken with relevant personnel to ensure safety, health and welfare issues are considered and addressed.</p> <p>2.4 Occupational health and safety (OH&amp;S) advice is provided and outcomes of that advice are documented.</p> <p>2.5 Incident Controller is alerted to unsafe work practices and alternative strategies/mitigations are suggested.</p>
<p><b>3. Manage the Safety Unit</b></p>	<p>3.1 Safety Unit is established in accordance with Incident Controller's direction and the perceived risk profile of the incident.</p> <p>3.2 Structure of the Safety Unit is adjusted during the incident to meet the predicted and actual safety</p>

**ELEMENT****PERFORMANCE CRITERIA**

	<p>demands of the incident.</p> <p>3.3 Log of activities is maintained.</p> <p>3.4 Performance of the Safety Unit is designed, activated and monitored in accordance with the requirements of the organisation and the demands of the incident.</p> <p>3.5 Operational plans are produced for the Safety Unit and Safety Unit members are briefed on their responsibilities in meeting the outcomes of the plan.</p> <p>3.6 Work undertaken by Safety Unit members is supervised, monitored and reviewed.</p> <p>3.7 Demobilisation of the Safety Unit is planned.</p> <p>3.8 Handover briefings are prepared and delivered.</p>
<b>4. Contribute to the planning processes</b>	<p>4.1 <i>Meetings</i>, briefings and debriefing sessions are attended and participated in as required.</p> <p>4.2 Liaison is undertaken with the IMT to produce a safe operational plan.</p> <p>4.3 Safety related input is provided to the development of the <i>Incident Action Plan</i> (IAP) in relation to incident safety.</p> <p>4.4 Relevant sections of the IAP are contributed to and/or <i>reviewed</i> as they are developed.</p> <p>4.5 Participation in the development and dissemination of <i>specific plans</i> is undertaken as required.</p>
<b>5. Support the management of safety event</b>	<p>5.1 Initiation of initial investigation/analysis of <i>safety event</i> is ensured.</p> <p>5.2 Interaction is maintained with relevant personnel during/following a safety event.</p> <p>5.3 Monitoring of safety, health and welfare requirements across an incident is maintained to ensure routine requirements are being met and to ensure unusual or unexpected situations or circumstances are not missed in the preparation and implementation of incident plans.</p> <p>5.4 Passing on of information to the Incident Controller in relation to safety event investigations that take place on the incident ground and any impact investigations may have on operations is ensured.</p> <p>5.5 Information relating to safety event cause and immediate and future mitigations is passed on to Incident Controller, Section and/or Unit Leader/s as appropriate.</p> <p>5.6 Hazards and risks associated with the safety event are analysed to determine if appropriate control strategies have been identified and adequate</p>

**ELEMENT****PERFORMANCE CRITERIA**

- mitigations have been put in place.
- 5.7 Development and submission to management of initial safety event report and recommendations for the prevention of similar occurrences is ensured.
  - 5.8 Inclusion of any appropriate follow up actions required for safety events in demobilisation and recovery plans is ensured.
  - 5.9 Implementation of safety recommendations arising out of a safety event investigation are implemented.

## Required Skills and Knowledge

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

### Required Skills

- apply relevant legislation, codes, policies, procedures and systems
- conduct risk management under severe time constraints
- delegation
- ensure administrative requirements for the Safety Unit are met
- identify potential issues and maintain a strategic focus
- identify safety risks
- maintain focus on safety under conditions of high operational demand
- manage the Safety Unit's workload (including numbers and type of staff needed)
- practise leadership and management strategies
- provide briefings to the IMT
- supervise staff

### Required Knowledge

- agency workplace policies, practices and procedures
- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- general OH&S principles, in particular the principle that each individual, as well as the organisation, has a shared responsibility for workplace safety
- methods of monitoring safe work practices at incidents such as:
- establishment of staging area and check-in procedures
- assessment of strategies and tactics
- operational procedures, practices and implementation
- organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- protocols to be observed when present on an incident ground
- relevant OH&S legislation
- risk management process
- roles of Safety Unit members
- safety event investigation during incidents
- span of control
- work requirements of AIIMS sections, units and risks associated with their activities

## Evidence Guide

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 this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- conduct an assessment of the emerging hazards and risks at an incident and identify issues relating to the safety, health and welfare of personnel and actions required to mitigate those risks
- analyse operational plans for potential to compromise safety
- record observations and recommendations and report regularly on safety issues to the Incident Controller and members of the IMT
- manage people, information and resources.

### Consistency in performance

Competency should be demonstrated over time in a range of actual or simulated workplace environments.

### Context of and specific resources for assessment

#### Context of assessment

Competency should be assessed in an operational environment or in an industry-approved multi-agency simulated workplace environment.

#### Specific resources for assessment

Access is required to:

- incidents or simulation of incidents, in a multi-agency workplace environment
- risk management and safety tools and systems used to support the role of the Safety Advisor such as aide memoirs, technical data sheets, databases
- deployment of technical or industry specialists to scene
- proforma checklists - action, briefing and safety

### Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.



Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

## 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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- |   |  |
|---|--|
| <b><i>Initial briefing</i></b> may include:     | <ul style="list-style-type: none"> <li>• Current situation</li> <li>• Objectives and strategies</li> <li>• Potential OH&amp;S issues</li> <li>• Potential public health and environmental risks</li> </ul>   |
| <b><i>Procedures</i></b> may include:           | <ul style="list-style-type: none"> <li>• Communication and warning systems</li> <li>• Risk management procedures</li> <li>• Skills and training of personnel prior to deployment to any task or role at an incident</li> <li>• Appropriate supervision of all personnel working in and around the incident</li> <li>• Incident and safety information provided to incident personnel</li> <li>• IAP development process</li> <li>• Reporting of accidents and near-misses</li> <li>• Suitability of protective clothing and equipment prior to deployment</li> <li>• Internal auditing of systems</li> </ul> |
| <b><i>Relevant personnel</i></b> may include:   | <ul style="list-style-type: none"> <li>• Incident Controller</li> <li>• IMT</li> <li>• Line supervisor</li> <li>• Officers representing other agencies and support organisations</li> <li>• Operational personnel</li> <li>• Personnel involved in, or affected by a health, safety or welfare incident</li> <li>• Section managers</li> <li>• Unit managers/leaders</li> </ul>  |
| <b><i>Meetings</i></b> may include:             | <ul style="list-style-type: none"> <li>• IAP planning meetings</li> <li>• IMT meetings</li> </ul>  |
| <b><i>Incident Action Plan</i></b> may include: | <ul style="list-style-type: none"> <li>• Accommodation and welfare arrangements</li> <li>• Communications Plan</li> <li>• Incident control structure, including establishment of sectors and divisions</li> <li>• Incident objectives</li> <li>• Information on alternative or fallback strategies</li> <li>• Information Plan for dissemination of information to all stakeholders</li> <li>• Information regarding the necessary logistical</li> </ul>   |

***Reviewing relevant sections of the Incident Action Plan*** includes:

- arrangements
- Management structure if established
- Maps or site plans of the incident
- Medical Plan and consideration of occupational health and safety issues
- Resources to be allocated to each division and sector
- Statement of current situation and predictions of the incident's likely development (including key risk exposures)
- Strategies to achieve defined incident objectives
- Timings of meetings and changeovers
- Traffic management
- Ensuring IAP can be implemented effectively while catering for the health, safety and welfare requirements of the incident
- Monitoring the effectiveness of mitigations
- Reporting to the Incident Controller and other appropriate members of the IMT on safety issues and investigations

***Specific plans*** may include:

- Catering plans
- Communication plans
- Division and Sector plans
- Facilities plans
- Fatigue management plans
- Medical plans
- Recovery plans
- Resource management plans
- Traffic and transport plans

***Safety event*** may include:

- Accident
- Breach of safety requirements/procedures
- Near miss/hit
- OH&S incident including accidents, injuries and near-misses

## **Unit Sector(s)**

Not applicable.