



Australian Government

Department of Education, Employment and Workplace Relations

TLIF607C Apply accident-emergency procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to apply accident emergency procedures, including responding to an incident, controlling and assisting at an accident or emergency site, finalising accident-emergency processes, and completing records, reports and other required documentation in accordance with regulatory requirements and workplace procedures.

Application of the Unit

Work must be carried out in accordance with OH&S codes/regulations and workplace requirements.

Work is performed under limited supervision. It involves the application of regulatory requirements and workplace procedures when responding to accident/emergencies in the workplace.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Respond to the incident	<p>1.1 Response to the incident or accident is in accordance with workplace emergency procedures and relevant regulatory requirements</p> <p>1.2 Details of the cause(s) and effects of the incident are identified and reported</p> <p>1.3 Assistance requirements for accidents and emergencies are clarified and reported immediately to the appropriate parties</p> <p>1.4 Requests for assistance are made to relevant personnel and emergency services</p>
2 Control and assist at accident or emergency site	<p>2.1 Site is controlled and protected until the arrival of authorised personnel</p> <p>2.2 Assistance is provided to injured persons, within the limitations of duty of care and workplace procedures</p> <p>2.3 Relevant authorities at the site are cooperated with and assisted within workplace policies</p>
3 Finalise accident - emergency process and complete records	<p>3.1 Relevant information is exchanged in accordance with state/territory law and workplace procedures</p> <p>3.2 Documentation and reports are completed and processed in accordance with workplace and relevant regulatory requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant regulatory and code requirements applicable in accident/emergency situations

Relevant OH&S and environmental protection policies and procedures

Workplace procedures for accident-emergency response

Workplace emergency, fire and accident procedures

Site layout

Focus of operation of work systems, equipment or management, site and organisational operating and emergency procedures

Typical problems that can occur during a safety incident, accident or emergency and related action that can be taken

Required skills:

Communicate effectively with others when responding to an accident or an emergency

Read and interpret instructions, procedures and information relevant to a response to an accident or an emergency

Interpret and follow operational instructions and prioritise work

Negotiate and resolve issues when responding to an accident or an emergency

Complete documentation related to a response to an accident or an emergency

Operate electronic communication equipment to required protocol

Work collaboratively with others when responding to an accident or an emergency

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events that may occur when responding to an accident or an emergency

Analyse the working environment in order to identify hazards, assess safety risks and design and implement appropriate OH&S control procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist when responding to an accident or an emergency

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Select and appropriately apply technology, information systems and policies during a safety incident, accident or emergency

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

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.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments even or uneven surfaces wet or dry surfaces
Workplace hazards may include but are not restricted to:	moving heavy loads in an unsafe work environment unsecured machinery, components or repaired equipment slippery floors welding equipment sharp tools and implements power tools moving and rotating machinery flammable liquids, vapours and fuel faulty machinery equipment handling equipment and lifting gear using equipment beyond safe working limits poor housekeeping procedures non-compliance with safe working procedures electrical wiring and systems, including exposed electrical circuits working at heights and in confined spaces toxic gases and substances

	chemicals and other harmful substances
	damaged goods, pallets and containers
	dangerous/hazardous goods
Consultative processes may involve:	OH&S specialists
	trainers
	other employees and supervisors
	management
	union representatives
	manufacturers representatives
	supplier representatives
	customers/clients
	other maintenance, professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace plans/procedures may include:	company plans/procedures
	enterprise plans/procedures
	organisational plans/procedures
	established plans/procedures
Information/documentation may include:	workplace accident-emergency procedures and policies
	workplace OH&S management system including hazard/safety risk control strategies
	OH&S training notes and materials
	journals and work related literature concerning OH&S
	competency standards
	customer/client instructions
	customer service standards and procedures
	workplace products and services information
	quality assurance standards and procedures
	relevant agreements, codes of practice including the national standards for services and operations
	manufacturers/suppliers' specifications, advice, recommended procedures, policies and instructions

Applicable regulations and legislation may include:

workplace guidelines on appropriate workplace language and communication strategies and interpretation of relevant information

regulations and policies relating to minimising risks to the environment and ensuring compliance with OH&S requirements

emergency procedures

relevant regulations, standards and codes of practice

hazardous substances and dangerous goods codes

relevant Australian and state/territory OH&S legislation including regulations and codes of practice relating to hazards present in the workplace or industry, including:

general duty of care under OH&S legislation and common law

requirements for the maintenance and confidentiality of records of occupational injury and disease

requirements for provision of OH&S information and training

provisions relating to health and safety representatives and/or OH&S committees

provisions relating to OH&S issue resolution

environmental protection regulations

relevant Australian standards and certification requirements including Australian Standard AS 1885.1

Unit Sector(s)

Not applicable.

Competency Field

F - Safety Management