



**Australian Government**

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

# **TLIF3013A Coordinate breakdowns and emergencies**

**Release: 1**

## **TLIF3013A Coordinate breakdowns and emergencies**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work must be carried out in compliance with the licence requirements and regulations of the relevant state/territory roads and traffic authority pertaining to the coordination of breakdowns and emergencies.

Work is performed with limited or minimum supervision. It involves judgement and discretion in the coordination of breakdowns and emergencies that may occur when driving a commercial vehicle.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

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

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Evaluate breakdown and/or emergency situation</b>	1.1 Causes and effects of breakdown/emergency situation are identified and clarified 1.2 Breakdown/emergency coordination procedures are applied in accordance with workplace policies 1.3 Assistance is rendered to injured persons within the limitations of duty of care and workplace requirements 1.4 Load is identified and the nature of risks and hazards are established and communicated to the relevant authorities 1.5 Appropriate precautions and action are taken where the load is identified as including dangerous goods, explosives or hazardous substances in accordance with the relevant codes, regulations and related procedures
<b>2 Consult with relevant persons and authorities</b>	2.1 Details of causes and effects of breakdown/emergency are reported in accordance with workplace procedures 2.2 Assistance and cooperation is provided to relevant authorities within legal and workplace limitations 2.3 Information about emergency is obtained and/or exchanged in accordance with legal and workplace requirements
<b>3 Coordinate breakdown and/or emergency situation</b>	3.1 Suitable measures are taken to control, warn, stop or divert traffic at breakdown/emergency site 3.2 Personal security precautions are taken in accordance with workplace procedures 3.3 Assistance is requested to minimise the possibility of further damage to persons or property, in accordance with workplace policy and relevant rules and regulations 3.4 Appropriate measures are taken to control and protect the site of breakdown/emergency 3.5 Traffic at the site of a breakdown or emergency is controlled, if necessary, in accordance with regulatory requirements and workplace procedures
<b>4 Complete documentation</b>	4.1 All required documentation and reports on breakdown/emergency are completed in accordance with workplace requirements

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

## REQUIRED KNOWLEDGE AND SKILLS

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

### Required knowledge:

- Relevant road rules, regulations, permit and licence requirements of the relevant state/territory road traffic authority
- Relevant OH&S and environmental procedures and regulations
- Duty of care requirements in a breakdown and/or emergency situation
- Types of breakdowns and emergencies that can occur when driving a vehicle and appropriate action that can be taken in each case
- Types of emergency equipment, their purpose, and the procedures for their use
- Procedures to be followed in the event of a breakdown and/or emergency
- Risks and hazards that can exist in breakdown/emergency situations and related precautions to control the risks
- Characteristics of various dangerous goods/explosives/hazardous substances and their implications in breakdown/emergency situations

### Required skills:

- Communicate effectively with others when coordinating a response to a breakdown or emergency
- Read and comprehend simple statements in English
- Read and interpret instructions, procedures, information and signs relevant to the coordination of a response to a breakdown or emergency
- Identify containers and goods coding, IMDG markings and where applicable emergency information panels
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the coordination of a response to a breakdown or emergency
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when coordinating a response to a breakdown or 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 that may arise when coordinating a response to a breakdown or emergency in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated events that may occur when coordinating a response to a breakdown or emergency
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

**Required skills:**

- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Control traffic at the site of a breakdown or emergency
- Identify and correctly use emergency equipment at the site of a breakdown or emergency
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- 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****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/or 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 equipment, and
  - applicable documentation including workplace

## EVIDENCE GUIDE

<b>Method of assessment</b>	<p>procedures, regulations, codes of practice and operation manuals</p> <ul style="list-style-type: none"> <li>• Assessment of this unit must be undertaken by a registered training organisation</li> <li>• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests</li> <li>• Practical assessment must occur:             <ul style="list-style-type: none"> <li>• through activities in an appropriately simulated environment at the registered training organisation, and/or</li> <li>• in an appropriate range of situations in the workplace</li> </ul> </li> </ul>
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## 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.

Type of vehicle may include:	<ul style="list-style-type: none"> <li>• any commercial transport vehicle</li> </ul>
Breakdowns and emergencies may occur in a range of road transport situations, including:	<ul style="list-style-type: none"> <li>• operations conducted at day or night</li> <li>• typical weather conditions</li> <li>• on the open road</li> <li>• on a private road</li> <li>• while at a depot, base or warehouse</li> <li>• while at a client's workplace or work site</li> </ul>
Type of breakdowns/emergencies may include	<ul style="list-style-type: none"> <li>• collision</li> <li>• spillage of fuel or dangerous load</li> <li>• tyre blow-outs</li> <li>• fire or explosion</li> <li>• engine failure</li> <li>• broken axle</li> <li>• bogged vehicle</li> <li>• load shifts</li> <li>• electrical failure,</li> <li>• breakdown</li> <li>• overturned vehicle</li> <li>• accident involving another vehicle</li> </ul>
Emergency equipment may	<ul style="list-style-type: none"> <li>• first aid kit</li> </ul>

## RANGE STATEMENT

include:

- fire extinguishers
- warning signs and indicators
- mobile phone or radio

Depending on the type and extent of the breakdown/emergency, the action to be taken to coordinate a breakdown/emergency may include:

- identifying and following established breakdown/emergency procedures
- evaluating the cause and effects of the breakdown/emergency
- coordinating emergency procedures and rendering assistance and first aid if required
- contacting and cooperating with relevant emergency authorities as required
- controlling traffic at the site of a breakdown or emergency
- taking appropriate action to secure the breakdown/emergency situation
- obtaining and recording information about the incident
- reporting on breakdown/emergency situation in accordance with regulatory and workplace requirements

Consultative processes may include:

- workplace personnel and management
- designated breakdown/emergency officers
- emergency services personnel including ambulance, police, fire services, etc.
- union representatives
- industrial relations and OH&S specialists
- other professional or technical staff

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information documents may include:

- workplace instructions and procedures concerning breakdowns and emergencies
- state/territory licence and permit requirements as they relate to breakdowns/emergencies
- state/territory road rules
- vehicle manufacturers instructions, specifications and recommended procedures
- goods/materials identification numbers and codes, including IMDG markings and HAZCHEM signs
- manifests, bar codes, goods and container identification
- relevant codes of practice, including the Australian Dangerous Goods Code, the Australian Explosives Code, the Code of Practice for the Safe Transport of Radioactive Substances



## RANGE STATEMENT

- Applicable procedures and codes may include:
- workplace procedures and policies for the handling of dangerous goods, explosives and radioactive and other hazardous substances
  - vehicle log book or record book (where required)
  - relevant standards and certification requirements
  - quality assurance procedures
  - relevant state/territory roads and traffic authority driving regulations and licence/permit requirements pertaining to class of vehicle involved
  - relevant state/territory road rules
  - relevant state/territory permit regulations and requirements
  - relevant state/territory OH&S legislation
  - Australian Dangerous Goods Code
  - Australian Explosives Code
  - relevant state/territory environmental protection legislation
  - Code of Practice for the Safe Transport of Radioactive Substances
  - state/territory legislation covering the safe handling of infectious substances

## Unit Sector(s)

Not Applicable

## Competency Field

Competency Field                      F - Safety Management