



**Australian Government**

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

# **TLIF3085A Apply local incident response procedures**

**Release: 1**

## **TLIF3085A Apply local incident response procedures**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit involves the skills and knowledge required to apply local incident response procedures according to regulatory and organisational procedures. It includes responding to the incident, carrying out incident response activities, and completing follow-up actions.

Licensing, legislative, or certification requirements may be applicable to this unit.

### **Application of the Unit**

Work must be carried out in compliance with the relevant regulations and workplace procedures concerning action to be taken in the event of an emergency, fire or accident.

Work is performed under minimal supervision and involves applying basic emergency response principles when dealing with incidents within a defined local area.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor.

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

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### **1 Respond to the incident**

- 1.1 Details of incident are received, assessed and confirmed
- 1.2 Immediate response requirements are identified and actioned in accordance with organisational procedures
- 1.3 Communication is established with network control personnel and instructions are followed in accordance with organisational policies and procedures

#### **2 Perform incident response activities**

- 2.1 Incident response activities are carried out in accordance with organisational policies and procedures
- 2.2 Local assistance is provided within the limitations of duty of care and organisational requirements
- 2.3 Assistance is provided to relevant authorities in accordance with organisational policy and legislative requirements
- 2.4 Information is collected and passed to relevant personnel in accordance with organisational procedures

#### **3 Complete follow-up actions**

- 3.1 Details of incident are collected, recorded and managed in accordance with organisational procedures
- 3.2 Where required, a contribution is made to the debrief process

## 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 OH&S and other regulatory codes, procedures and guidelines concerning response to incidents
- Risks and hazards and related precautions to control the risk
- Organisational procedures and policies for responding to incidents, including procedures for responding to and providing practical assistance where required
- Types of incidents that can occur and appropriate action to be taken in each case
- Layout of network or area under control and potential obstacles for responding parties
- Procedures for contacting emergency personnel and other relevant stakeholders
- Procedures for identifying:
  - goods coding
  - HAZCHEM markings
  - where applicable, emergency information panels

#### Required skills:

- Communicate clearly and effectively with others when applying local incident response procedures
- Read and interpret instructions, procedures and information relating to applying local incident response procedures
- Interpret and follow operational instructions and prioritise work
- Complete documentation relating to applying local incident response procedures
- Operate electronic communication equipment to required protocol
- Collaborate with others when applying local incident response procedures

# 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 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**

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment, 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.

- |  |   |
|--|---|
| <b>Action to be taken in the event of an incident may include:</b> | <ul style="list-style-type: none"><li>• identifying and following established incident procedures</li><li>• assessing the nature and extent of the incident</li><li>• ensuring medical assistance is provided where required</li><li>• isolating and coordinating safety of the scene</li><li>• alerting relevant organisational personnel and emergency services</li><li>• recording relevant information and reporting on incident situation in accordance with regulatory and organisational requirements</li></ul>  |
| <b>Consultative processes may include:</b>                         | <ul style="list-style-type: none"><li>• personnel and management</li><li>• designated emergency officers</li><li>• emergency services personnel, including ambulance, police, fire services and SES</li><li>• OH&amp;S specialists</li><li>• other professional or technical staff</li><li>• contractors</li></ul>  |
| <b>Communication systems may include:</b>                          | <ul style="list-style-type: none"><li>• telephone, including mobile telephone</li><li>• electronic, including email</li><li>• SMS</li><li>• radio</li></ul>   |
| <b>Organisational procedures may be known as:</b>                  | <ul style="list-style-type: none"><li>• company procedures</li><li>• enterprise procedures</li><li>• workplace procedures</li><li>• established procedures</li></ul>  |
| <b>Information and documents may include:</b>                      | <ul style="list-style-type: none"><li>• incident response procedures</li><li>• manifests, goods and container identification numbers and codes</li><li>• codes of practice, including the Australian Dangerous Goods (ADG) Code</li><li>• International Maritime Dangerous Goods (IMDG) Code markings</li><li>• HAZCHEM codes and where applicable emergency information panels</li><li>• relevant legislation, regulations and related documentation relating to incident response situations</li><li>• quality assurance procedures</li><li>• work instructions</li></ul> |

**Applicable regulations and legislation may include:**

- acts and regulations, including the Rail Safety Act
- relevant state and territory legislation relating to:
  - environmental protection
  - OH&S
  - rail safety
- emergency procedures regulations
- dangerous goods and hazardous materials regulations
- relevant Australian standards, codes of practice and guidance notes

**Unit Sector(s)**

Not applicable.

**Competency Field**

F – Safety Management