



Australian Government

Department of Education, Employment and Workplace Relations

TLIF4007A Implement and coordinate accident-emergency procedures

Release: 1

TLIF4007A Implement and coordinate accident-emergency procedures

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to implement and coordinate accident-emergency procedures, including responding to the incident, conducting on-site activities, and completing follow-up actions. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the 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 some supervision generally within a team environment. It involves the application of the basic emergency response principles to the implementation of accident-emergency procedures including the provision of assistance ranging from simple injuries to the application of life support systems.

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
1 Respond to the incident	<p>1.1 Details of incidents, accidents and emergencies are received, analysed and confirmed</p> <p>1.2 Immediate coordination requirements are identified and actioned in accordance with organisation procedures</p> <p>1.3 Travel to the incident site is by the shortest, fastest, legal means and routes</p>
2 Coordinate on-site activities	<p>2.1 Control of site activities is assumed on arrival and the operator and other authorities present are informed of this action</p> <p>2.2 Assistance is provided to clients and operators within the limitations of duty of care and organisation requirements</p> <p>2.3 Details of personnel, including names and nature of injuries, are notified to relevant personnel, following enterprise procedures</p> <p>2.4 Assistance is provided to relevant authorities within legal and policy limitations</p>
3 Complete follow-up actions	<p>3.1 Details of affected personnel, including names, nature of injuries and follow-up treatments are notified to next-of-kin in accordance with organisation procedures</p> <p>3.2 Incidents resulting in a near miss, accident or emergency are investigated and a report, including recommendations, is completed in accordance with enterprise policies and procedures</p> <p>3.3 Accident procedures and emergency plans are reviewed for effectiveness and recommendations for changes are prepared and submitted to appropriate persons</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 OH&S and other regulatory codes, procedures and guidelines concerning response to accidents and emergencies
- Risks and hazards in the workplace and related precautions to control the risk
- Workplace procedures and policies for responding to accident/emergency situations
- Types of accidents and emergencies that can occur in a workplace and the appropriate action to be taken in each case

REQUIRED KNOWLEDGE AND SKILLS

- Types of emergency equipment in the workplace and instructions for its use
- Site layout and obstacles
- Means to control and organise the accident scene, provide practical assistance and cooperate with others at the scene
- Focus of operation of work systems, equipment, management and site operating systems

Required skills:

- Communicate effectively with others when implementing and coordinating accident and emergency procedures
- Read and interpret instructions, procedures, information and signs relevant to the implementation and coordination of accident and emergency procedures
- Identify containers and goods coding, ADG and IMDG markings and where applicable emergency information panels
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the implementation and coordination of accident and emergency procedures
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when implementing and coordinating accident and emergency procedures
- 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 that may arise when implementing and coordinating accident and emergency procedures in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events that may occur when implementing and coordinating accident and emergency procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- 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
- Identify, select and use emergency equipment, processes and procedures
- 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 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 activities in an appropriately simulated environment 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 and weather conditions
 - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Work may be conducted in:
- restricted spaces
 - exposed conditions
 - controlled or open environments
- Action to be taken in the event of an accident-emergency may include:
- identifying and following established emergency procedures
 - assessing the nature and extent of the emergency
 - rendering assistance and first aid
 - isolating and coordinating safety of the scene
 - alerting relevant organisational personnel and emergency services
 - recording relevant information and reporting on accident/emergency situation in accordance with regulatory and workplace requirements
- Emergency equipment may include:
- first aid kit
 - fire extinguishers
 - fire hose
 - fire blanket
 - resuscitation equipment
- Hazards in the work area may include:
- exposure to chemicals
 - exposure to dangerous or hazardous substances
 - movements of equipment, goods and materials
 - accidents involving chemicals, toxic substances and other harmful substances
 - accidents involving equipment and vehicles
 - explosion and/or fire
 - personal accidents including lifting injuries
 - waste management and disposal
 - violent incidents such as armed robberies
- Consultative processes may include:
- workplace personnel and management
 - designated workplace emergency officers
 - emergency services personnel including ambulance,

RANGE STATEMENT

	<ul style="list-style-type: none"> police, fire services, etc. • union representatives • industrial relations and OH&S specialists • other professional or technical staff • site visitors • contractors • official representatives
Communication in the work area may include:	<ul style="list-style-type: none"> • phone • electronic data interchange • fax • email • internet • radio • oral, aural or signed communications
Personal protective equipment may include:	<ul style="list-style-type: none"> • gloves • safety headwear and footwear • safety glasses • two-way radios • high visibility clothing • breathing apparatus
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none"> • company procedures • enterprise procedures • organisational procedures • established procedures
Information/documents may include:	<ul style="list-style-type: none"> • workplace emergency/fire/accident procedures • workplace procedures for the use of emergency equipment and personal protection equipment • first aid instructions and procedures • manufacturers instructions concerning the use and servicing of equipment • manifests, bar codes, goods and container identification goods identification numbers and codes • material safety data sheets • codes of practice including the Dangerous Goods Code • IMDG code markings, HAZCHEM codes and where applicable emergency information panels • relevant legislation, regulations and related documentation related to emergency response situations • award, enterprise bargaining agreement, other industrial arrangements • relevant Australian standards and certification

RANGE STATEMENT

Applicable regulations and legislation may include:

- requirements
- quality assurance procedures
- supplier and/or client advice on the hazards involved with goods or cargo
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- emergency procedures regulations
- dangerous goods and hazardous goods regulations
- relevant Australian standards and certification including Australian Standard AS 2865 - Safe Working in a Confined Space Code
- workplace relations regulations
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field F - Safety Management