



Australian Government

AHCWRK303 Respond to emergencies

Release: 1

AHCWRK303 Respond to emergencies

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to recognise and respond to workplace emergencies.

Workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using personal protective clothing and equipment, and a small spill kit; or other workplace accident where there is no significant injury or damage.

Responding to emergencies may also include application of basic first aid to injured persons. A first aid certificate will be required.

All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures, and accepted safe practices

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for emergency	1.1 Identify potential workplace emergency situations and appropriate

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situations	responses, within the range of current skills and relevant workplace emergency procedures 1.2 Identify relevant emergency resources and their location in the work area 1.3 Carry out regular checks of the workplace to minimise potential hazards and report any issues 1.4 Select, use and maintain personal protective equipment, safety equipment and other aids as required for emergencies and store properly after use 1.5 Identify problems with the serviceability of the emergency resources and report to relevant people
2. Identify and evaluate the emergency	2.1 Recognise and assess the identified or potential emergency situation and evaluate the risks and effectiveness of initial response actions 2.2 Seek advice in evaluating the emergency with appropriate personnel 2.3 Determine emergency needs and priority, including any assistance that may be required 2.4 Evaluate the potential for further development of the emergency and assess any hazards or risks to staff, clients or animals 2.5 Maintain high standards of hygiene and infection control to reduce the risk of infection or cross infection where necessary
3. Implement fire protection and control procedures	3.1 Minimise the risk of fire hazards and any hazardous fuelling procedures in the workplace 3.2 Use fire extinguishers and equipment appropriate to the fire situation and notify authorities 3.3 Follow procedures for evacuation to nominated assembly points 3.4 Carry out safety procedures for the handling and use of industrial gases
4. Safely confine the emergency where possible	4.1 Confine emergency to the immediate area using available resources within current skill limits 4.2 Carry out emergency procedures and operate equipment using safe practices and as trained 4.3 Coordinate use of equipment with other emergency actions 4.4 Implement strategies for group control, including removal of staff, clients and animals from danger and monitor ongoing condition 4.5 Acquire and document information required to assist emergency services and notify as appropriate 4.6 Amend plan of action to accommodate changes in situational variables

Element	Performance criteria
5. Manage the emergency situation	5.1 Evacuate casualties using established emergency procedures 5.2 Minimise the risk to self and casualty's health by isolating the hazard if possible 5.3 Assess vital signs and reassure casualty in a calm and caring manner using available resources 5.4 Provide first aid in accordance with established first aid procedures 5.5 Seek first aid assistance and advice from others where necessary 5.6 Implement organisational procedures and policies in the event of a near miss, major injury or death

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK303A Respond to emergencies

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK303 Respond to emergencies

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- evaluate the emergency
- avoid and controlling escalation of the emergency
- develop a plan of action decisively
- implement a plan of action
- render first aid care
- deal with contingencies
- operate emergency equipment according to manufacturer's specifications and training
- use appropriate fire protection and control techniques relevant to the organisation and industry
- apply basic first aid to individuals across a range of incident situations applicable to the job role, organisation or sector
- use industry standard terminology
- apply work health and safety in the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the use of safe working practices
- the emergency network and contacts
- enterprise plan and evacuation procedures
- work health and safety legislative requirements and Codes of Practice
- legal responsibilities and duty of care
- use of communications equipment
- organisational and legal policies and procedures in the event of an accident/incident
- local call out procedures to access emergency services personnel

- practical first aid skills using prepared and improvised materials
- the emergency evacuation procedure and assembly point/s
- techniques to emergency response network and procedures to access relevant emergency personnel
- legal responsibilities and duty of care for persons and animals as appropriate to industry and emergency situation
- the proper use and technique for handling industrial gases
- hazard identification and risk assessment techniques and tools relevant to the organisation and industry
- use of communications equipment and protocols in the event of an emergency
- procedures to minimise infection and cross infection
- procedures for dealing with major injury or death prepare for, evaluate and act appropriately in emergency situations.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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