



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS306B Contribute to implementing emergency prevention activities and response procedures

Release: 1

BSBOHS306B Contribute to implementing emergency prevention activities and response procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of emergency prevention and response procedures. It includes determining relevant legislation and contributing to any actions to ensure compliance with occupational health and safety (OHS) legislation, codes and standards. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals who assist OHS specialists in relation to the implementation of emergency prevention and response procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to implementing emergency prevention activities	1.1. Identify, record and report situations that could lead to <i>workplace emergencies</i> to the appropriate person 1.2. Contribute to the implementation of <i>actions, controls or treatments</i> to prevent potential emergency situations from occurring 1.3. Provide information about what an emergency control organisation is and how it operates in the workplace to relevant others 1.4. Communicate <i>information about emergency prevention and response plans</i> effectively to relevant others
2. Contribute to implementing emergency responses	2.1. Identify and report emergencies to relevant persons according to workplace emergency procedures 2.2. Respond to <i>emergency warnings</i> and advice according to workplace emergency procedures 2.3. Follow <i>instructions</i> from <i>emergency control response personnel</i> 2.4. Perform allocated tasks in emergency situations as outlined in workplace emergency procedures 2.5. Inform relevant others that an emergency is occurring and remind them of their role in the emergency response process

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to communicate effectively about prevention of hazardous circumstances which may lead to emergencies
- organisational skills to act in accordance with organisational policies and procedures in emergency situations.

Required knowledge

- basic emergency prevention controls typically installed in a workplace, such as:
 - emergency alerting systems
 - emergency protection systems
 - fire and smoke alarms, and fire extinguishers
 - required safety wear
 - security systems
- enterprise physical site and work areas
- enterprise reporting procedures in an emergency
- essential actions of self and others in an emergency
- hazards and precautions to be taken during an emergency
- internal and external sources of OHS information
- organisational policies and procedures for acting in an emergency situation
- powers of safety representatives and other authorised OHS personnel to cease work immediately if an immediate danger to OHS exists
- relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material
- roles, responsibilities and authority of OHS personnel
- information needs of work unit or work team.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the following is essential:

- effective contribution to the implementation of workplace emergency prevention response procedures
- knowledge of relevant state/territory and commonwealth OHS legislation, codes of practice, standards and guidance material.

Context of and specific resources for assessment

Assessment must ensure:

- access to relevant information on OHS requirements such as:
 - organisational policies, standard operating procedures, procedures and plans
 - relevant legislation, regulations, licensing requirements, codes of practice, standards.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- analysis of responses to case studies and scenarios
- assessment of documentation completed about emergency responses
- demonstration of the application of emergency response techniques in the workplace or simulated environment
- direct questioning combined with review of portfolios of evidence and third party reports of on-the-job performance by the candidate
- oral or written questioning to assess knowledge of basic emergency prevention controls typically installed in a workplace
- review of information communicated about emergency prevention and response plans to relevant others.

Guidance information for

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE	
assessment	for example: • other OHS units.

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace emergencies may include:

- civil disorder or criminal acts such as robberies and shootings
- contamination
- emergencies requiring evacuation
- explosions and bomb alerts
- external emergencies such as flood, cyclone, earthquake, storm and traffic accident impacting on the organisation
- fires and explosions
- hazardous substances and chemical spills
- hostage situations or terrorism
- internal emergencies such as loss of power or water supply and structural collapse
- security emergencies such as armed robberies, intruders or disturbed persons
- serious injury events or medical emergencies

Actions, controls or treatments may include:

- audits
- cessation of work where there is an immediate risk to health and safety
- drills for emergency situations
- fire or smoke alarms
- initiation of responses set out in legislation, workplace policies and procedures
- inspections
- records of equipment and systems compliance with safety standards
- security alarms
- training logs and records
- visual checks

Information about emergency prevention and response plans may include:

- articles in newsletters
- holding informal discussions and meetings
- multimedia aids such as videos and digital video discs (DVDs)

RANGE STATEMENT	
	• posters, leaflets and flyers • raising OHS issues at committee meetings • speaking to individuals and groups
<i>Emergency warnings</i> may include:	• advice from designated personnel • alarms triggered by automatic fire, leak spill or movement detectors • automatic sprinkler systems • closed circuit television (CCTV) • communications equipment • electronic warning devices
<i>Instructions</i> may include:	• ordering the cessation of work • ordering to evacuate the premises or to meet at designated meeting points
<i>Emergency control response personnel</i> may include:	• ambulance • emergency services • fire brigade • hazardous materials response teams (hazmat) • internal emergency response control personnel • internal or external advisors in safety, chemicals, engineering, security and emergency response • OHS personnel or authorities • police • representatives from government departments

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Occupational Health and Safety
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Co-requisite units

Co-requisite units		