



Australian Government

Department of Education, Employment and Workplace Relations

BSBOHS405B Contribute to the implementation of emergency procedures

Revision Number: 1

BSBOHS405B Contribute to the implementation of emergency 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 planning and response procedures for emergencies. 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 with supervisory responsibilities for managing occupational health and safety (OHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plans. As the unit focuses on implementation of procedures already developed for short term emergency responses, it is less complex than BSBOHS508B Participate in the investigation of incidents, which has a greater scope both in situations addressed and the timeframe for action. Contributions to the actions to control OHS risks are covered in BSBOHS404B Contribute to the implementation of strategies to control OHS risk.
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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. Identify potential emergencies	1.1. Apply knowledge of OHS hazards and standards to identify causes of potential emergencies 1.2. Seek input of stakeholders in identifying potential emergencies 1.3. Identify and liaise with appropriate specialist advisors and emergency agencies to identify causes of potential emergencies 1.4. Develop a risk register to identify potential emergencies and their causes
2. Identify options for initial response	2.1. Categorise major types of emergencies 2.2. Identify actions required to contain or limit potential emergencies 2.3. Identify actions required to limit impact on personnel, property and the environment 2.4. Identify requirements for liaison with emergency agencies 2.5. Prioritise actions to be taken during emergencies
3. Plan initial response procedures	3.1. Identify resources available and required for immediate response 3.2. Check emergency equipment to ensure serviceability, accessibility, cleanliness and correct location 3.3. Document actions required for a number of major types of emergency, taking account of standards, current industry practice, specialist advice and input by emergency agencies 3.4. Identify training needs and appropriate providers
4. Implement initial response procedures	4.1. Document and display actions for initial response 4.2. Understand and implement own role in emergency response
5. Contribute to post event activities	5.1. Identify and support other personnel in the second response phase 5.2. Make contributions to debriefing processes
6. Monitor emergency response and address deficiencies	6.1. Monitor responses to emergencies for efficiency and timeliness, in consultation with stakeholders and, as appropriate, specialist advisors and agencies 6.2. Document, and promptly and appropriately report results of monitoring to managers and key personnel 6.3. Identify areas for organisational and personal

ELEMENT	PERFORMANCE CRITERIA
	improvement and make recommendations for improvement in response to analysis of response taken

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities across all levels of an organisation
- interpersonal skills to issue instructions in an authoritative manner during unusual circumstances
- literacy skills to prepare reports for a range of target groups
- observation skills to evaluate the impact characteristics and composition of the workforce have on managing OHS
- organisational and time management skills to sequence tasks and meet timelines
- research and data analysis skills to assess resources required to systematically manage OHS and to analyse relevant workplace information and data
- research and data analysis skills to evaluate interactions between employees, their activities, equipment, environment and work systems
- technology skills to access internal and external OHS data.

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
- emergency alerting systems and signals used in the workplace and their meanings
- 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
- hazards arising from evacuation
- information needs of emergency response personnel during reporting, arrival and response to an emergency
- OHS information needs of work unit or work team
- internal and external sources of OHS information and data
- organisational policies and procedures for OHS and acting in an emergency situation
- organisational structure, roles and responsibilities
- powers of safety representatives and other authorised OHS personnel to cease work immediately if an immediate danger to OHS exists

REQUIRED SKILLS AND KNOWLEDGE

- principles and priorities for evacuation, checking and accounting for people
- principles of fire protection and emergency response
- relevant state/territory and commonwealth OHS legislation, codes of practice, associated standards and guidance material
- roles, responsibilities and authority of OHS personnel
- types of emergency responses typically used in workplaces.

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: • identification of a potential emergency • contribution to the implementation of procedures for preparing and responding to an emergency • evaluation of the effectiveness of the implementation strategies • knowledge of basic emergency prevention controls typically installed in a workplace.
Context of and specific resources for assessment	Assessment must ensure: • access to office equipment and resources • access to workplace documentation and actual workplaces.
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 • demonstration of procedures implemented in response to an emergency situation • 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 information needs of emergency response personnel during reporting, arrival and response to an emergency • review of risk register developed to identify potential emergencies and their causes • written examples of reports on responses to emergency situations • review of documentation submitted to managers and key personnel outlining monitoring of emergency response.
Guidance information for	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE**assessment**

for example:

- BSBOHS403B Identify hazards and assess OHS risks
- BSBOHS404B Contribute to the implementation of strategies to control OHS risk.

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.

<i>Hazards</i> may include:	• sources of potential harm in terms of human injury, ill health, damage to property, damage to the environment, or a combination of these, including: • biological • chemical • environment • mechanical and/or electrical • physical • psychosocial • radiological • nuclear
<i>Standards</i> may include:	• Australian Standards • industry-specific standards • international standards
<i>Emergencies</i> may include:	• emergencies requiring evacuation • explosion and bomb alerts • external emergencies and natural disasters, such as: • flood • storm • traffic accident • fire • explosion • hazardous substance spill • chemical spill • internal emergencies, such as: • loss of power • loss of water supply • structural collapse • security emergencies, such as:

RANGE STATEMENT	
	• armed robberies • intruders • disturbed persons • serious injury events
Stakeholders may include:	• community • employees • health and safety, and other employee representatives • managers • OHS committee • supervisors
Specialist advisors may include:	• internal or external advisors in: • safety • chemicals • engineering • security • emergency response
Emergency agencies may include:	• fire • police • ambulance • government departments • hazardous materials response teams (Hazmat) • OHS authorities
Risk register may include:	• lists of hazards • location of hazards • range of possible scenarios or circumstances under which an emergency could occur, including natural disasters • outcomes of any risk assessment or risk ranking
Resources may include:	• emergency response personnel and equipment • first aid personnel and equipment • emergency services personnel
Emergency equipment may include:	• clothing items such as coloured hats and vests • communication equipment • evacuation alarms • evacuation equipment, especially for people with a disability

RANGE STATEMENT	
	• fire extinguishers and equipment • torches
<i>Second response phase</i> may include:	• actions required if building cannot be re-occupied • containment of personnel in evacuation area • first aid • support/counselling of personnel involved or affected

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		