



Australian Government

Department of Education, Employment and Workplace Relations

CPCPCM2011A Apply first aid in the workplace

Release: 1

CPCPCM2011A Apply first aid in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to provide basic first aid in the workplace.
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Application of the Unit

Application of the unit	Site location for work application may be either domestic or commercial and may be a new work site or an existing structure being renovated, extended, restored or maintained.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil
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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 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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify first aid needs.	1.1. Safety of injured person, bystanders and self in an accident situation is assessed in accordance with first aid procedures. 1.2. Safety (OHS) requirements associated with applying first aid in the workplace and workplace environmental requirements are adhered to. 1.3. Quality assurance requirements of company operations are recognised and adhered to. 1.4. Condition of injured or ill person is assessed in accordance with first aid procedures.
2. Provide first aid for workplace injuries, illnesses or accidents within regulatory requirements.	2.1. Workplace injuries, illnesses or accidents and hazards to the patient are identified and appropriate action is taken to prevent further injury. 2.2. Symptoms and appropriate first aid treatment are identified. 2.3. Common injuries and minor disorders are managed until medical assistance is available in accordance with first aid procedures. 2.4. Emergency is dealt with in accordance with workplace procedures. 2.5. One-person and two-person cardiopulmonary resuscitation (CPR) is performed following safety procedures. 2.6. Techniques for moving sick and injured persons are used. 2.7. Referrals to appropriate internal personnel or external medical services are made. 2.8. Cultural differences in the workplace are considered in the approach taken to provide first aid.
3. Follow workplace procedures for first aid.	3.1. Support from other first aid personnel or external providers and for reporting incidents and emergency situations is accessed in accordance with workplace procedures. 3.2. Action is taken to complete reports within regulatory requirements and in accordance with workplace procedures. 3.3. Records of affected personnel, including names, nature of injury or illness and follow-up treatment are made and filed by the workplace, maintaining appropriate confidentiality.

ELEMENT	PERFORMANCE CRITERIA
4. Clean up.	4.1. First aid equipment is recovered if practical, cleaned, inspected and tested, refurbished, replaced and stored as appropriate. 4.2. Medical waste is disposed of in accordance with workplace requirements. 4.3. Equipment faults are rectified and reported in accordance with workplace procedures. 4.4. Information is accessed and documentation completed as required by legislative, regulatory and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills for this unit are:

- communication skills to:
 - complete reports, records and other workplace documentation
 - effectively and assertively communicate in an incident and call for medical assistance as required
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - read and interpret documentation from a variety of sources
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication, such as hand signals
- identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials
- organisational skills, including the ability to provide first aid
- providing appropriate first aid for a workplace injury, illness or accident
- numeracy skills to apply measurements and calculations
- teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities
- technological skills to:
 - access and understand site-specific instructions in a variety of media

REQUIRED SKILLS AND KNOWLEDGE

- use mobile communication technology.

Required knowledge

Required knowledge for this unit is:

- expired air resuscitation (EAR) and CPR
- job safety analysis (JSA) and safe work method statements (SWMS)
- principles of initial patient management
- priorities for life support (danger, response, airway, breathing, ventilation and circulation [DRABC] model)
- relevant agreements, codes of practice and other legislative requirements in relation to first aid
- reporting responsibilities and requirements
- symptoms of and treatment for workplace injuries and illnesses
- workflow in the area in which first aid is being administered.

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

This unit of competency could be assessed in the workplace or a close simulation of the workplace environment providing that simulated or project-based assessment techniques fully replicate plumbing and services workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of:

- locating, interpreting and applying relevant information, standards and specifications to the provision of first aid
- applying safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- as a minimum, the ability to demonstrate correct first aid treatment for the following workplace injuries and illnesses:
 - asphyxiation and breathing difficulties
 - burns and scalds
 - collapsed or unconscious patient (including EAR and CPR)
 - drowning
 - electrocution
 - external bleeding and open wounds
 - eye injuries
 - fractures and spinal injuries
 - nausea
 - shock
 - soft tissue injuries
 - venomous bites
- treatment should ensure:
 - correct identification of symptoms and treatment
 - correct application of treatment and use of

EVIDENCE GUIDE

Context of and specific resources for assessment

appropriate equipment

- maintenance of patient's comfort and wellbeing
- compliance with regulations, standards and organisational procedures and processes
- communicating and working effectively and safely with others.

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the minimum task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity
- workplace instructions relating to safe working practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to

EVIDENCE GUIDE

confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application

- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

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

RANGE STATEMENT

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.

Safety (OHS) is to be in accordance with commonwealth, state and territory legislation and regulations and may include:

- handling of materials
- hazard control
- hazardous materials and substances
- personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices
- use of firefighting equipment
- use of first aid equipment
- use of tools and equipment
- workplace environment and safety.

Quality assurance requirements may include:

- Environment Protection Authority (EPA)
- internal company quality assurance policy and risk management strategy
- International Standards Organisation
- site safety plan
- workplace operations and procedures.

Workplace injuries, illnesses or accidents include:

- asphyxiation and breathing difficulties
- burns and scalds
- drowning and collapsed or unconscious patient
- EAR and CPR
- electrocution
- external bleeding
- eye injuries
- fractures
- nausea
- open wounds
- shock
- soft tissue injuries
- spinal injury
- venomous bites.

Unit Sector(s)

Unit sector

Plumbing and services

Co-requisite units

Co-requisite units Nil

Functional area

Functional area