



Australian Government

PMAWHS221 Maintain first aid resources and records

Release: 1

PMAWHS221 Maintain first aid resources and records

Modification History

Release 1. Supersedes and is equivalent to PMAOHS221B Maintain First Aid supplies and records

Application

This unit of competency covers the skills and knowledge required to maintain first aid resources and related records.

This unit of competency applies to operators who are required to check availability and condition of supplies and equipment, obtain resources, clean equipment, dispose of waste, store resources and manage related records.

Depending on the workplace organisational structure the person might be responsible for ordering and purchasing equipment/resources or might obtain resources once they have been purchased.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members.

This unit of competency applies in a plant, remote facility or similar where there are first aid stations that require monitoring and re-supply.

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

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 **Maintain resources**

1.1 Ensure and secure availability of adequate and relevant resources in accordance with workplace procedures

1.2 Identify and obtain non-consumables required by

- workplace to maintain adequate readiness of supplies
- 1.3 Identify and obtain consumables required by workplace to maintain adequate readiness of supplies
 - 1.4 Check stock, and regularly carry out inspection of equipment, for condition and currency
 - 1.5 Recover and clean equipment and dispose of waste safely according to legislative and site procedures
 - 1.6 Maintain resources in operational readiness in accordance with workplace procedures
 - 1.7 Store resources in correct manner to ensure their future operation and serviceability
- 2 **Record and manage records**
- 2.1 Complete relevant forms, as required, according to legislation and site procedures
 - 2.2 Store forms in accordance with legislative and site procedures
 - 2.3 Send relevant forms to appropriate bodies, file records appropriately, and undertake security of records according to workplace and legislative requirements
 - 2.4 Maintain confidentiality of records and information in accordance with privacy principles and statutory and/or organisational policies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- directives and/or guidelines from:
- Australian Resuscitation Council (ARC)
- National Health and Medical Research Council (NHMRC)
- Australian Standards
- Worksafe Australia
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

First aid resources

- First aid resources include:
- non-consumables, including one or more of the following:
- machines
- books
- reference materials
- safety data sheet (SDS) resources, including Work Health and Safety

(WHS) Act

- legislative regulations
- stretchers
- communication systems
- relevant texts
- equipment
- consumables, including one or more of the following:
- first aid kits (bandages, tape, scissors, splinter removers, antiseptic, eye management, disinfectants, and emergency numbers and contacts)
- dressings
- ointments
- cold packs
- analgesics
- splints
- sharps disposal
- biohazardous waste
- medical grade oxygen
- bandages
- medication
- personal protection equipment
- eye wash
- disinfectants
- broncho-dilators
- cervical collars

Forms

Relevant forms include one or more of the following:

- incident/injury forms
- casualty history forms
- disease notification
- Workcover forms
- medication registers
- workers' compensation
- day book
- pre-participation records (sport)
- medical histories
- management records
- stock records
- infection control records
- training records

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOHS221B Maintain First Aid supplies and records

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>

Assessment Requirements for PMAWHS221 Maintain first aid resources and records

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- identify types and quantities of resource needs
- check stock and ensure adequate supplies of consumable and non-consumable resources are available in serviceable condition
- inspect condition and currency of resources and take action to ensure serviceability
- clean equipment, dispose of waste and store resources according to procedures
- complete forms and records and process according to procedures
- read and interpret product specifications, procedures, material labels and safety information.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- types of first aid consumables and non-consumables and any specifications for storage, cleaning and maintaining serviceability
- hazards that may arise in the job/work environment
- hierarchy of controls
- types and application of cleaning agents
- types of waste generated and disposal methods
- access to and relevance of safety data sheets (SDSs).

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency

- must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
- may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry-based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment
 - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
 - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed

- being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
- having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
- conducting on-the-job training/assessments of the type of work being assessed
- being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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