



Australian Government

Department of Education, Employment and Workplace Relations

PMAOMIR346B Assess and secure an incident site

Revision Number: 1

PMAOMIR346B Assess and secure an incident site

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit applies to a person who would typically be an incident team leader and who, following an incident, undertakes the inspection of the site and makes an initial assessment as to the immediate safety of the area.
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Application of the Unit

Application of the unit	The incident team leader typically responds to the incident coordinator, who may be stationed in the incident control centre. In a typical scenario, following the occurrence of an incident the person would take action to ensure the immediate incident site is safe and take steps to maintain facility safety, record details of the scene and preserve it from contamination. The person may also be required to manage the scene pending the arrival of appropriate authority or company representatives as required by company procedures, legislation or regulations. Incident scenes may be the consequences of: • explosions • loss of containment of hazardous materials • environmental incidents • hydrocarbons fires or releases of noxious or toxic gasses The person would: • ensure that the site is rendered safe and that access to the area is limited • take steps to ensure the site is preserved intact • ensure that site is isolated from ancillary processes to prevent secondary incidents • note or record all pertinent details • take statements or conduct interviews of witnesses Generally the person would be part of a team during an investigation however may be required to take independent action. At all times they would be liaising and cooperating with other members of the organisation's incident management team.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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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. Secure and preserve the scene	1.1.Undertake an initial assessment of the site to identify factors which will impact on safety and scene preservation 1.2.Ensure that secondary incidents are prevented by isolating the site from associated or ancillary processes 1.3.Coordinate arrangements to secure the incident/accident site to preserve the site and maintain the safety of personnel in line with procedures 1.4.Restrict access to the site until the arrival of authorised company or external authority representatives
2. Record details of the incident site	2.1.Record details of the scene according to the organisation's policies and procedures 2.2.Note the status of any equipment in the incident area 2.3.Communicate information to relevant personnel in line with the procedures
3. Gather information	3.1.Record witness details and note any information given in accordance with procedures 3.2.Take statements from witnesses and record details of persons believed to be near the site prior to or during the incident 3.3.Develop an initial timeline of events leading up to the incident
4. Ensure safety when responding to an incident	4.1.Identify hazards 4.2.Assess the risks arising from those hazards 4.3.Implement measures to control those risks in line with procedures and duty of care
5. Respond to problems	5.1.Identify possible problems in equipment or process 5.2.Determine which problems need action 5.3.Determine possible fault causes 5.4.Rectify problem(s) using appropriate solution(s) within area of responsibility 5.5.Follow through items initiated until final resolution has occurred 5.6.Report problems outside area of responsibility to designated person

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

Competence includes the ability to isolate the causes of issues within the incident response system and to be able to distinguish between causes of issues indicated by:

- materials being moved from the site without approval
- vehicular or personal traffic contaminating the site
- personnel being injured or contaminated on the site
- loss of evidence from the site.

Required knowledge

The knowledge referred to in the Evidence Guide for this unit includes:

- methods of securing the site
- techniques for removing survivors and non-survivors from the area
- organisation requirements for taking witness details and information
- regulatory requirements for taking witness details and information
- legislative and organisation requirements relating to scene preservation
- types of information which may assist in investigations.

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, the Range Statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment for this unit of competency will be by way of simulation or under incident conditions. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations which can include a variety of incident circumstances.

Simulations must, as closely as possible, approximate actual incident conditions and should be based on the actual facility. Assessments should include walk-throughs of the relevant competency components and may include the use of case studies/scenarios and role plays.

This unit of competency requires a significant body of knowledge which will be assessed through questioning and the use of 'what-if' scenarios both in the facility (during demonstration of normal operations and walk-throughs of abnormal operations) and off the site.

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

Competence must be demonstrated in the ability to correctly respond to incident situations and in implementing appropriate action. The emphasis should be on the ability to stay ahead of the problem rather than to have to take drastic action in order to recover the situation.

Consistent performance should be demonstrated. In particular look to see that:

- incident responses are in accordance with company procedures
- site is secured to preserve and maintain safety of personnel and restricted access
- the safety and/or successful recovery of the person and others affected by the incident response is afforded priority in the actions taken
- actions taken do not inhibit incident response effectiveness or further contribute to the incident

EVIDENCE GUIDE	
	• appropriate documentation including reports, journal entries, logs and/or clearances are completed in accordance with procedures These assessment activities should include a range of problems, including new, unusual and improbable situations which may have been generated from past workplace incident history, incidents in similar workplaces around the world, hazard analysis activities and/or similar sources.
Context of and specific resources for assessment	Assessment will require (1) access to an accurately simulated environment in the absence of an on-site incident environment, or (2) a suitable method of gathering evidence of responding ability over a range of situations. A bank of scenarios/case studies/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	In all workplace environments it may be appropriate to assess this unit concurrently with relevant units such as
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

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. Add any 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.

Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Context	This unit of competency includes all such items of equipment and unit operations which form part of the incident response system. In your facility this may include (select relevant items): • note taking materials • standard forms • sketching materials • photographic equipment • taping or electronic videoing equipment • non sparking or radio transmission equipment (where safety permits) Examples of problems that may arise include: • rescue equipment or personnel contaminating the site • inherent site dangers from debris or damaged equipment • weakened structures • difficulties in maintaining communication • explosive atmospheres
Health, safety and environment (HSE)	All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State 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.
Relationship to Major Hazard Facility Legislation	Organisations within the Chemical, Hydrocarbons and Oil Refining industries may find themselves falling under the provisions of various Major Hazard Facilities legislation. In developing this unit consideration has been given to the requirements of Sections 8 and 9 of the National Standard for the Control of Major Hazard Facilities [NOHSC:1014(2002)] and the National Code of Practice for the Control of Major Hazard Facilities [NOHSC:2016(1996)]. This unit will assist individuals to meet some of their obligations under the relevant State or Territory legislation. Responsibility for appropriate contextualisation and application of the unit to ensure

RANGE STATEMENT

	compliance however, remains with the individual organisation.
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Unit Sector(s)

Unit sector	Support/generic
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	
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