



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM58A Develop emergency response plan

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the development of an emergency response plan for a waste management environment. Those who work or who expect to work in a supervisory capacity would be advised to undertake this unit. It could also be useful for small business. This unit is related to PRMWM11B Respond to waste emergency and PRMWM63A Apply safe operational practices to vehicle contact with overhead wires.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Review internal and external emergency response requirements	1.1 Identify details of the nature, type and severity of <i>internal</i> and <i>external emergencies</i>, including existing and <i>potential hazards</i> 1.2 Determine <i>appropriate personnel</i> to be responsible for and undertake workplace hazard audit 1.3 Identify all emergency requirements in accordance with <i>company, OHS and legislative requirements</i> 1.4 Account for existing site safety plan and <i>emergency systems/equipment</i> in developing emergency response requirements
2 Develop emergency response plan	2.1 Formulate <i>emergency response plan</i> in consultation with appropriate personnel, <i>emergency service specialists</i> and in line with company, OHS and legislative requirements 2.2 Ensure all information necessary to provide for the safety of all <i>relevant stakeholders</i> is included in the emergency response plan 2.3 Include all <i>emergency escape details</i> in emergency response plan 2.4 Include <i>response procedures for vehicle contact with overhead wires</i> 2.5 Ensure precise information of the chain of command, emergency response teams and emergency communication system is clearly identified within the plan 2.6 Include personnel training plans in emergency response procedures
3 Communicate emergency response plan to personnel and emergency services	2.7 Specify all actions necessary to <i>protect company interests</i>, in accordance with company and legislative requirements 2.8 Provide for emergency response <i>report documentation</i> within the emergency response plan 3.1 Communicate the emergency response plan clearly to all personnel, in accordance with company policy, OHS and relevant legislative requirements 3.2 Provide initial training, and review <i>personnel training plans</i> on all aspects of the emergency

ELEMENT**PERFORMANCE CRITERIA**

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| | response plan |
| | 3.3 Confirm personnel understanding of the emergency response plan through questioning and observation |
| | 3.4 Provide regular opportunities for personnel to ask questions or obtain clarification on the emergency response plan as necessary |
| | 3.5 Supply a complete emergency response plan to relevant <i>emergency service specialists</i> |
| 4 Document emergency response plan | 4.1 Document emergency response plan in a format understandable to all personnel |
| | 4.2 Ensure emergency response plan is documented clearly and accurately in accordance with company, OHS and legislative requirements |
| | 4.3 Display and house emergency response plan in personnel work areas to ensure availability for immediate referral |
| 5 Review emergency response plan | 5.1 Monitor and evaluate emergency response plan continuously and make modifications to the plan, where appropriate, to reduce the impact of an emergency and to ensure compliance with company, OHS and legislative requirements |

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- All risks are continually monitored in order to minimise the potential of an emergency.
- Emergency response plans are formulated and reviewed in consultation with personnel, emergency service specialists, and in line with statutory requirements.
- Plans are simple yet effective to implement.
- All personnel, including key emergency response personnel, are regularly trained in their appointed duties and appropriate emergency response procedures.
- Documentation of emergency situation and response actions is in standardised report template (in accordance with company requirements).

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- OHS requirements.
- Standard emergency response requirements.
- Components, features and layout of an emergency response plan.
- Company policy and procedures in relation to emergency response.
- Personnel work requirements and company site operations.
- Duty of care to personnel and general public.
- Personal protective equipment types and uses.
- Emergency communication systems.
- Relevant industry standards.
- Relevant legislation.
- Relevant industry standards.
- Relevant environmental regulations.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- communication skills including liaison with stakeholders, asking questions, providing information, explaining strategy and objectives
- reading and interpreting data, information and legislation
- prioritising
- evaluation.

Resources required to assess this unit

The following resources should be available:

- range of emergency situations
- case studies
- simulated evacuation/emergency response exercise in workplace environment
- emergency response plan
- emergency equipment and personal protective equipment.

Consistency in performance

Assessment requires that the emergency response plan meets the needs of the workplace and complies with industry standards and legislative requirements.

It is important the plan's procedural elements reflect the emergency response requirements identified at the initial review stage. The plan needs to show a broad level of consultation with all relevant stakeholders. Equally, the plan is required to be clearly and accurately written to ensure concise understanding by all stakeholders.

Context of assessment

Valid and reliable assessment of this unit can be obtained through the presentation of a documented emergency response plan.

Further evidence of competency can be achieved through observing the management processes within a simulated emergency response/evacuation in the workplace and a variety of waste environments.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. Information below highlights how these processes are applied in this competency standard.

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| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
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How can communication of ideas and information be applied?	2	Formulate and document the plan in a clear and accurate format and communicate the plan concisely, clearly and effectively to relevant personnel and other stakeholders.
How can information be collected, analysed and organised ?	2	Gather information from a number of sources (including regulatory sources and company requirements) about the standard requirements, procedures and principles to be incorporated within an emergency response plan.
How are activities planned and organised ?	3	Undertake detailed planning at a management level to develop the emergency response plan.
How can teamwork be applied?	2	Incorporate overall management procedures for the chain of command, communication and training functions within the emergency response plan.
How can the use of mathematical ideas and techniques be applied?	1	Document mathematical components of the response and reporting mechanisms within the emergency response plan.
How can problem-solving skills be applied?	3	Apply problem-solving skills throughout the process of determining emergency response requirements and effective management of the emergency response within the plan.
How can the use of technology be applied?	2	Incorporate the use of technology-based systems and equipment within the management plan for emergency response.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

Appropriate personnel may include:

- all employees
- department head or manager
- emergency response teams
- employees' safety representative
- health and safety committee

- responsible officer
- supervisors or leading hands.

Clean-up includes but is not limited to:

- removal of plant/equipment/vehicle from site
- removal/disposal of contaminated soil/liquid
- shovelling
- sweeping out
- use of cleaning products/fluids
- use of high-pressure water or air-hosing
- vacuuming.

Client/company includes all forms of business enterprises in this context, including:

- general public
- government agencies
- local governments
- private and public companies
- residents/ratepayers.

Company requirements may include company policy, contractual arrangements and organisational procedures.

Containment and isolation may include:

- bund area
- erect barricades
- move vehicle or equipment away from hazardous area
- seal leaks
- transfer waste
- use fire extinguisher.

Emergency and personal protective equipment must include:

- appropriate footwear
- communications equipment
- eye protection
- eyewash kit
- fire extinguishers
- First Aid kit
- gloves
- overalls and protective clothing.

Emergency escape details include but are not limited to:

- all-clear procedures
- clean-up procedures
- procedure and route
- procedures for all critical plant operator personnel
- procedures to account for all personnel after emergency evacuation complete.

Emergency response plan includes but is not limited to:

- a chain of command or supervision in an emergency
- emergency communication system and central control

- emergency evacuation procedures including emergency escape route
- emergency response teams
- names or regular job titles of person or department to be contacted for further information or explanation of duties under the plan
- personal protective equipment (PPE)
- procedure for accounting for personnel
- procedures to account for all employees after emergency evacuation has been completed
- procedures to be followed by personnel who remain to perform or shut down critical plant operations before site is evacuated
- rescue and medical duties for those employees who are to perform them
- security measures
- the preferred means for reporting fires and other emergencies
- training
- vehicle contact with overhead wires.

Emergency response procedures include but are not limited to:

- assembly points
- controller and wardens
- emergency contacts
- evacuation points
- First Aid
- floor plans
- personnel checklists
- raising the alarm
- site safety plan
- standard orders
- the alarm system
- training of emergency response teams
- training of employees.

Emergency service specialists include ambulance service, fire brigade, medical service and police department.

Emergency systems/equipment may include:

- communication systems
- emergency lighting
- exit doors
- fire escape/stairwells
- fire protection equipment.

Evacuation procedures can be found in company requirements and relevant legislation (including occupational health and safety).

External emergencies may include:

- airplane crash
- bushfires
- civil disturbance
- explosion
- flood
- hazardous material/toxic emissions
- motor vehicle accident

- storm
- terrorism.

Internal emergencies may include:

- bomb threat/suspect package
- explosion
- fire
- hazardous material spill/toxic emissions
- machinery/equipment malfunction
- medical emergency
- other hazards specific to the organisation
- powerlines
- security breach/civil disturbance
- vehicle accident.

OHS requirements may include:

- company OHS reporting and audit systems
- company policy
- duty of care
- PPE
- safe work procedures.

Personnel training plans include but are not limited to:

- alarm systems
- containment and isolation procedures
- evacuation plans
- readiness for various types of potential emergencies
- reporting and shut-down procedures
- storage, selection and use of PPE.

Potential hazards include but are not limited to those potential hazards identified by the organisation that may cause harm, injury or illness to its employees, contractors, visitors and general public; and damage to plant, vehicles, property or the environment.

This relates to on-site or off-site activities (whether company-owned or occupied premises customer/client premises or public property), over which it could be expected the organisation had control.

Protection of company interest may include collecting details from witnesses, not admitting liability and not talking to media.

Relevant stakeholders include:

- client/customers
- company personnel
- emergency services
- emergency services
- general public
- government agencies
- local governments
- neighbouring people/premises
- other affected parties
- relevant environmental protection agency

- residents/ratepayers.

Report documentation includes but is not limited to:

- authorities notified
- cause or suspected cause of emergency
- damage incurred (including to personnel, vehicle, equipment and general public)
- emergency response procedures undertaken
- nature of clean-up
- nature, type, source and severity of emergency
- recommendations for preventing future emergencies
- regulatory authority documents.

Response to vehicle contact with overhead wires may include:

- ensure vehicle involved in incident has been thoroughly inspected prior to reintroduction to service
- liaise with relevant parties to ensure remedial action is implemented
- notify relevant statutory authority(s)
- notify wire owner and other parties who may be affected by incident
- response team attending incident scene and conducting preliminary investigation of the incident in accordance with company procedures
- review incident report form completed by operator
- review response team investigation findings and propose remedial/preventative actions with parties involved.

State and federal legislative requirements may include:

- Australian Code for the Transport of Dangerous Goods by Road or Rail
- duty of care
- industry codes of conduct
- occupational health and safety
- relevant Australian Standards
- relevant environmental protection legislation.
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Unit Sector(s)

Not Applicable