



Australian Government

PUAEMR009 Facilitate emergency risk assessment

Release: 2

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Modification History

Release 2.0 This is the second release of this unit of competency in the PUA Public Safety Training Package.

Clarification of text, addition/deletion of Performance Criteria and minor changes to Knowledge and Performance Evidence.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to facilitate the development of an agreed list of prioritised risks, using an emergency risk management process developed in cooperation with the community, that is consistent with standards. It includes identifying, defining and engaging with entities, establishing context and risk criteria, identifying and analysing risk, evaluating risks, promoting ongoing commitment to process and outcomes and monitoring and reviewing processes and outcomes.

The unit applies to personnel who facilitate emergency risk assessments with a community or part of a community and who will act as a project manager or facilitator for working groups that are used to conduct emergency risk assessments.

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

Pre-requisite Unit

Not applicable.

Competency Field

Emergency Management

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Identify, define and engage entities

- 1.1** Entities are defined and identified
- 1.2** Known risks, stakeholder/entity analysis, specialist expertise and community and organisational sources of information are used to identify communication and consultation networks that may be useful
- 1.3** Working group is established with an appropriate balance of expertise, representation and authority included
- 1.4** Emergency risk principles, terminology and processes are explained to and further developed with the community
- 1.5** Implementation of emergency risk management processes are negotiated with relevant entities
- 1.6** Communication strategies are selected to develop a communication plan

2 Establish context and risk criteria

- 2.1** Legislative, regulatory and organisational requirements including policies, procedures, standards and desired outcomes are identified
- 2.2** Objectives, expectations and scope of risk assessment are identified using emergency risk management standards and guidelines
- 2.3** Information on community characteristics, safety expectations, risk perceptions, roles and the requirements of entities is collected
- 2.4** Practical constraints, existing treatment strategies and expectations are reviewed when developing the risk criteria
- 2.5** Draft criteria and supporting explanations are circulated for comment
- 2.6** Processes for accountability and communication of accurate and consistent information to entities are developed and applied

3 Identify and analyse risks

- 3.1** Sources of risk are identified through interaction of hazards, communities and the environment

- 3.2 Community elements at risk are identified
 - 3.3 Risk vulnerability of communities and the environment is determined according to likelihood, consequence and confidence
 - 3.4 Risk statements describing consequences are analysed and documented
 - 3.5 Risks are analysed in accordance with organisational procedures
 - 3.6 Risks and risk statements are rated and prioritised in accordance with agreed risk criteria
 - 3.7 Entities are consulted and feedback is documented
 - 3.8 Promotion of the emergency risk project is authorised before being communicated to others
- 4 **Evaluate risks**
 - 4.1 Risks requiring additional analysis or treatment are determined
 - 4.2 Tolerability and acceptability of risks are agreed with entities
- 5 **Promote ongoing commitment to process and outcomes**
 - 5.1 Consultation is undertaken throughout all stages of the emergency risk process
 - 5.2 Various communication and engagement strategies are used in accordance with organisational procedures and community expectations
 - 5.3 Stages of the risk assessment process, decisions taken and outcomes are documented
 - 5.4 Information is provided to the community taking into consideration language, literacy and cultural needs
- 6 **Monitor and review process and outcomes**
 - 6.1 Emergency risk assessment is completed and documented
 - 6.2 Data and contact information for entities is reviewed regularly and updated
 - 6.3 Review of the risk register is undertaken in accordance with the schedule or in response to emergency risk

drivers or triggers

- 6.4 Opportunities for improving the emergency risk assessment plan and processes are reported and action is taken
- 6.5 Allocated tasks are completed on time, whilst encouraging entities to help achieve common goals
- 6.6 Documentation, records, confidentiality and privacy of information is maintained

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAEMR009B Facilitate emergency risk assessment.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAEMR009 Facilitate emergency risk assessment

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria on at least one occasion and includes

- applying organisational policies and procedures
- calculating probability and consequences from sources of risk for vulnerable communities and the environment
- communicating emergency risk management concepts and processes and promoting its benefits to entities
- defining and engaging the community
- demonstrating decision making techniques
- establishing context and risk criteria
- evaluating environmental assets throughout risk assessment during risk assessment
- identifying, analysing and evaluating risks
- locating and interpreting community information
- monitoring and reviewing emergency risk assessment processes and outcomes
- promoting commitment and ownership for emergency risk assessment processes and outcomes
- summarising and explaining key information.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all requirements of the elements and performance criteria and includes knowledge of

- community entities
- emergency risk management concepts, plans and principles
- evaluation methods and techniques
- how to identify and define entities
- how to locate and interpret entity information

- organisational documentation, policies and procedures
- practical constraints including political, social, environmental and cultural considerations
- risk assessment standards
- risk criteria
- sources of risk for vulnerable communities and the environment.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of exercises and/or case studies
- appropriate materials and equipment currently used in industry
- applicable documentation including organisational procedures, standards, equipment specifications, regulations, codes of practice and operational manuals.

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