



Australian Government

PUAFER011 Manage facility emergency response teams

Release: 1

PUAFER011 Manage facility emergency response teams

Modification History

Release 1. 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 manage a facility emergency response team assigned to control workplace emergencies in their early stages prior to the arrival of the emergency services and/or specialist response team. It includes establishing and maintaining emergency response teams, providing information and developing procedures, making recommendations for the provision of emergency equipment and managing its maintenance, arranging training for emergency response teams and monitoring and reporting on emergency response teams.

Depending on the size and structure of the facility management of the emergency may involve more than one facility emergency response team over more than one physical location, as specified in the emergency management plan.

The unit has been developed to cover the facilities as considered in Australian Standard (AS) 3745 or AS4083. For this unit, as covered by AS3745 and/or AS4083, occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

All aspects of the unit must be undertaken in accordance with legislative requirements, organisational policies and procedures, and accepted safe practices. It applies to members of an Emergency Planning Committee (EPC).

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

Pre-requisite Unit

Not applicable.

Competency Field

Facility Emergency Response

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Establish and maintain emergency response teams

- 1.1** Role, authority, structure and scope of emergency response team is negotiated with management of the facility and is documented in facility emergency response procedures
- 1.2** A system for alerting emergency response team members to an emergency is developed, demonstrated and regularly tested
- 1.3** A business plan and budget are developed and maintained for the emergency response team
- 1.4** Facility emergency systems and procedures are audited for compliance with industry standards, codes and/or regulations

2 Provide information and develop procedures

- 2.1** A risk assessment of emergency response team's expected activities is conducted, in accordance with industry standards, codes and/or regulations
- 2.2** Hazards are identified and controls are developed and implemented, in accordance with industry standards, codes and/or regulations
- 2.3** Information is provided to the emergency response team about its role, authority, structure, scope, equipment and training requirements
- 2.4** Facility emergency response procedures are developed and provided to emergency response teams and other appropriate personnel and are regularly reviewed
- 2.5** Pre-incident planning information about layout of the facility and key features relevant to potential emergencies is provided to the emergency response team
- 2.6** Suitably qualified and competent emergency planners are consulted
- 2.7** Members of the emergency response team and emergency control organisation are consulted about and encouraged to participate in the development and review

of facility emergency procedures

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| 3 Make recommendations for provision of emergency equipment and manage its maintenance | 3.1 Recommendations are made for the acquisition of emergency equipment appropriate to the role and scope of the emergency response team |
| | 3.2 Safe operating procedures, based on risk assessments and manufacturers' instructions, are developed and communicated to the emergency response team |
| | 3.3 Arrangements are made for the storage of emergency equipment in a location that is safe, convenient and readily accessible to the emergency response team |
| | 3.4 Arrangements are made to ensure emergency equipment is maintained, in accordance with industry standards and/or manufacturers' instructions |
| | 3.5 Personal protective clothing and equipment and information about its characteristics, limitations, safe use and care are provided to each member of the emergency response team |
| 4 Arrange training for emergency response teams | 4.1 Training and assessment is arranged before personnel are assigned to emergency response duties |
| | 4.2 Training is arranged, based on needs analysis, to ensure currency of competence |
| | 4.3 Arrangements are made for scheduling, promoting, reporting and recording of training, in accordance with facility emergency response procedures |
| | 4.4 Feedback on performance, during training, is used to validate and improve training delivery, processes and procedures |
| 5 Monitor and report on Emergency response team | 5.1 Emergency response team is audited and reviewed for relevance and ability to implement emergency response systems |
| | 5.2 Status of the emergency response team and emergency control system is reported to the emergency planning committee, in accordance with facility emergency response procedures |

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 PUAWER011B Manage facility emergency initial response teams.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAFER011 Manage facility emergency response teams

Modification History

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Performance Evidence

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- arranging training for emergency response teams
- assessing resources needed by facility emergency response team
- communicating and consulting with all stakeholders from a range of organisations, agencies and professions including advisers
- complying with legislation, industry standards, codes and regulations
- developing facility emergency response procedures
- establishing and maintaining emergency response teams
- making recommendations for the provision of emergency equipment and managing its maintenance
- managing and conducting risk assessments and/or analysis
- managing, monitoring and reporting on facility emergency response teams
- planning, coordinating, promoting training and collecting feedback
- providing information
- undertaking pre-incident planning
- using business plans and budgets
- working with other emergency response teams
- writing reports

Knowledge Evidence

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

- business plans and budgets
- emergency warning systems
- equipment operating characteristics, limitations, procedures and general care
- facility emergency plan and emergency response procedures
- hazards and precautions

- how people react in emergency situations
- legislation, industry standards, codes and regulations
- maintenance management systems
- organisational/facility documentation, policies and procedures
- other emergency response teams
- personal protective clothing and equipment
- pre-incident planning including contingency plans, sketches or notes about facility, layout, features, hazards, emergency control facilities and discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures and/or Safety Data Sheets (SDSs)
- priorities and strategies for a general emergency
- situational awareness
- statutory and legislative requirements
- tactics for safely handling specific emergencies
- training cycles and management systems
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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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.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational policies, facility emergency plan and emergency response procedures, fire engineer reports, occupancy permits, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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