



Australian Government

Department of Education, Employment and Workplace Relations

PUAWER003B Manage and monitor workplace emergency procedures, equipment and other resources

Release: 2

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Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers the competency required to manage and monitor workplace emergency prevention and control structures for a complex workplace or a defined group of workplaces. It involves managing problems and resolving issues in relation to the organisation's workplace emergency prevention process and emergency control structures.

This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745—2010

All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures, and accepted safe practices.

Application of the Unit

This unit applies to employees in the workplace within all industries and in all contexts, who are delegated responsibility for implementing emergency prevention measures that may include:

- the purchasing, installation, commissioning, and maintenance of emergency control equipment
- hazard risk identification
- mitigation and recording of workplace emergency risks
- recording and reporting on emergency control equipment and faults
- monitoring and reviewing the currency and compliance of workplace emergency plans
- providing advice and guidance to the emergency planning committee and the emergency control organisation
- ensuring on-going compliance of workplace emergency procedures and training standards in accordance with relevant standards and statutory requirements

The knowledge and skills gained through the completion of this unit may be applied by employees across all industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage emergency measures and practices	1.1 Emergency prevention measures, practices and control equipment are identified, documented and disseminated according to the requirements of the workplace emergency procedures. 1.2 Purchasing, installation and commissioning procedures are followed. 1.3 Instructions in the safe and effective use and care of emergency control equipment are documented and disseminated. 1.4 Situations that could lead to workplace emergencies are identified and recorded, and options for mitigating or avoiding these situations are formulated, tested and implemented.
2. Manage emergency control equipment	2.1 Emergency control equipment maintenance requirements are specified and managed. 2.2 Instructions and training are provided for on-site personnel in the care of emergency control equipment. 2.3 Equipment maintenance is audited for compliance. 2.4 Emergency control equipment is assessed for useability and accessibility and is reported according to workplace procedures. 2.5 Procedures are followed to correct emergency control equipment defects and deficiencies.
3. Record and report emergency control equipment and faults	3.1 Schedule for verifying and reporting faults is developed and implemented. 3.2 Details and nature of faults are recorded and where possible rectified. 3.3 Maintenance logs, records and tests are consulted and corrective action is verified. 3.4 Reports on faults verified are provided in a timely manner and contain recommendations for improving verified faults . 3.5 Frequency of occurrence of faults is monitored and reported.
4. Monitor emergency control structures	4.1 Currency, compliance and appropriateness of the workplace emergency plan are monitored. 4.2 Emergency control organisation activities are monitored to ensure they comply with workplace emergency plans, relevant standards and are appropriate for the workplace. 4.3 Advice is provided to emergency planning committee and emergency control organisation.

ELEMENT

PERFORMANCE CRITERIA

- 4.4 Compliance with relevant standards and statutory requirements is checked and appropriate recommendations are made where compliance is an issue.
- 4.5 Implementation of hazard analysis recommendations is monitored.
- 4.6 Representation on the emergency planning committee and emergency control organisation is monitored according to the workplace emergency plan, relevant standards and statutory requirements.
- 4.7 Recommendations and reports are provided to stakeholders.
- 4.8 Training is provided and monitored in accordance with the workplace emergency plan and statutory requirements.

Required Skills and Knowledge

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

Required Skills

- analyse operational effectiveness of emergency control equipment
- apply emergency prevention principles
- implement emergency prevention solutions
- implement maintenance auditing and fault reporting procedures
- report emergency prevention problems and suggestions for correction

Required Knowledge

- characteristics, use and limitations of workplace emergency procedures and emergency control equipment
- maintenance requirements of workplace emergency procedures and emergency control equipment
- principles of emergency prevention
- relevant legislation and standards
- typical applications of emergency prevention

Evidence Guide

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

Assessment must confirm the ability to ensure compliance of workplace emergency procedures, emergency control structures, equipment and other resources with relevant standards and statutory requirements.

Consistency in performance

Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace.

Specific resources for assessment

Access is required to:

- scenarios that reflect a range of emergency situations that may be expected in the workplace
- workplace emergency management plan
- workplace emergency procedures
- emergency control organisation policy documents
- emergency planning committee policy documents

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 in the Performance Criteria is detailed below.

Emergency prevention measures may include:

- emergency control equipment
- emergency evacuation systems
- emergency protection systems

Emergency control equipment may include:

- communications equipment
- escape equipment
- fire/smoke detection, alarm, mitigation and suppression systems
- first-aid kits
- forcible entry tools
- initial response firefighting equipment
- isolation barriers
- personal protection kits
- shower and eyewash
- spill control kits/equipment

Situations that could lead to workplace emergencies may include:

- deficient or ineffective security arrangements
- faults not being reported
- fire/smoke hazards
- poor housekeeping
- unsafe practices
- unsafe storage and handling of dangerous goods and hazardous materials
- unsafe use of electrical or mechanical equipment

Emergency control equipment maintenance requirements must include:

- Australian standards
- industry practices or needs identified as specific to the organisation or workplace
- legislative requirements including codes of practice
- manufacturers' guidelines

Unit Sector(s)

Not applicable.