



Australian Government

Department of Education, Employment and Workplace Relations

PUAWER010B Lead a workplace emergency initial response team

Revision Number: 2

PUAWER010B Lead a workplace emergency initial response team

Modification History

Release	TP version	Comments
2	PUA12 V1	Layout adjusted. Application, Required Skills and Range Statement revised.
1	PUA00 V8.1	First release in TGA.

Unit Descriptor

This unit covers the competency required to lead a workplace emergency initial response team in the control of workplace emergencies in their early stages prior to the arrival of emergency services or specialist response teams.

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

Application of the Unit

This unit applies to employees in the workplace within all industries and in all contexts. This unit places responsibility on individual employees who are delegated the responsibility to lead an emergency response team; to prepare the team for workplace emergencies; coordinate and communicate the control of workplace emergencies; and lead the team's recovery from an emergency. This expectation will be included in appropriate position descriptions and duty statements.

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

PUAWER009B Participate as a member of a workplace emergency initial response team

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. Prepare the team for workplace emergencies	1.1 Pre-incident planning sessions are conducted to familiarise team members with relevant workplace procedures and safe and effective actions to control workplace emergencies according to relevant legislative requirements. 1.2 Processes are developed and implemented to ensure the competence of team members is developed and maintained. 1.3 Discussions, practice drills and exercises are conducted in accordance with workplace emergency procedures. 1.4 Emergency equipment is confirmed to be in a serviceable and accessible condition in accordance with standard/operating procedures.
2. Coordinate the response to control workplace emergencies	2.1 Initial response team is made aware of the workplace emergency. 2.2 Team's response to the emergency is coordinated according to workplace emergency procedures, risk assessment and available resources. 2.3 Situation and its likely development is constantly assessed, hazards are identified and appropriate precautions are applied and maintained to safeguard team members. 2.4 Appropriate actions to safely control the emergency are selected, and contingency plans are developed and implemented if needed. 2.5 Instructions to implement selected actions are conveyed to team members in a clear manner and confirmed with them. 2.6 Actions chosen for the team to implement are consistent with available resources and the priority order of safely protecting self, other people and property where safe to do so. 2.7 Team actions are monitored, recorded and adjusted if needed to ensure safe and appropriate action is maintained.
3. Communicate with and coordinate personnel	3.1 Effective communication with team members is constantly maintained according to communication systems. 3.2 Activities are consistent with the workplace emergency procedures and team members' actions are coordinated. 3.3 Team members' actions are coordinated with the activities of other initial response teams.

ELEMENT**PERFORMANCE CRITERIA**

- 3.4 On arrival incident controller is briefed and control is transferred to the appropriate emergency services/specialist response team.
- 3.5 Liaison is established with the responding emergency services or specialist response team, and all relevant information and support is provided to them.
- 4. Lead team's recovery from workplace emergencies**
- 4.1 Team actions are coordinated to prevent a re-occurrence of the emergency and to enable recovery activities to be commenced safely.
- 4.2 Appropriate assistance is coordinated, within the scope of the workplace emergency procedures.
- 4.3 Equipment is checked, serviced and stored, replaced or disposed of, to ensure its readiness for use .
- 4.4 Any injuries, accidents or near misses involving the team are reported and critical incident support services for the team are requested in accordance with relevant regulatory requirements.
- 4.5 A debriefing of the team is conducted and an incident report is prepared and submitted according to workplace procedures.

Required Skills and Knowledge

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

Required Skills

- coordinate the use of emergency equipment safely and effectively under emergency conditions
- communication skills during emergencies
- ability to take on a leadership role, which includes giving clear directions under emergency conditions, making decisions appropriate to the situation and keeping others appropriately informed

Required Knowledge

- alarm systems and associated equipment
- appropriate personal protective clothing and equipment
- building fire safety features
- dealing with contingencies
- equipment operating characteristics, limitations, hazards, precautions, procedures and general care
- general emergency priorities and strategies
- hazards and relevant precautions
- how people react in emergency situations
- procedures for responding to alarms
- risk assessment
- roles, responsibilities and authority of emergency services personnel
- situational awareness
- survival, rescue and recovery procedures
- tactics for safely handling specific emergencies
- workplace emergency management plan

Evidence Guide

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

Assessment must confirm the ability to lead a safe and prompt response to a workplace emergency; to constantly assess the situation, identify hazards, apply and coordinate appropriate precautions; to select, implement and coordinate safe and effective actions by the team; to support the responding emergency services or specialist response teams; and to complete appropriate reports.

Consistency in performance

Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace, including dealing with plausible contingencies while leading a team.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in a simulated environment under conditions that safely replicate a range of workplace emergency situations.

Specific resources for assessment

Access to:

- scenarios that reflect emergency situations that may be expected in the workplace
- workplace emergency initial response equipment

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.

Pre-incident planning may include:

- contingency plans, sketches or notes about workplace layout, features, hazards and emergency control facilities
- discussions and/or use of operational procedures involving emergency plans, sketches, notes, procedures or material safety data sheets

Emergency equipment may include:

- emergency vehicles, trailers, trolleys or caches
- fire protection equipment
- forcible entry tools
- life support equipment
- monitors (or turrets)
- monitoring equipment
- personal protective clothing and equipment
- rescue equipment
- spill or leak control kits

Hazards may include:

- chemical, biological, radiological
- climatic
- electrical
- environmental
- explosive
- fire
- mechanical
- psychological (e.g. critical incident stress)
- noise related
- security related
- storm/flood
- structural
- thermal
- wildlife related

Other initial response teams may include:

- damage control
- emergency control organisation
- fire team
- first aid
- maintenance
- security

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s	Nil
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