



Australian Government

Department of Education, Employment and Workplace Relations

PUAWER011B Manage workplace emergency initial response teams

Revision Number: 2

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Modification History

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

Unit Descriptor

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

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

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.

The application of this unit includes all employees in the workplace who have a functional management role of the emergency response team. A person performing this role has the delegated responsibility for the development of business plans and budgets to support the funding of an initial response team; undertake a risk assessment to identify possible hazards that the response team may encounter and develop and implement appropriate controls for those hazards including pre-incident planning, emergency procedures, response protocols and subsequent auditing; and recommend the acquisition and procurement of emergency equipment to support the initial response team, developing procedures and coordinating training on available equipment in accordance with manufacturers' specifications.

Responsibilities also include the coordination of training and assessment to ensure that a person is competent prior to induction on to the emergency response team, as well as ensuring effective scheduling of skills maintenance together with the reporting and recording of all training.

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. Establish and maintain initial response teams	1.1 Role, authority, structure and scope of the team are negotiated with the management of the workplace and are clearly defined and documented in the workplace emergency procedures. 1.2 An appropriate and effective system for alerting initial response team members to an emergency is developed, demonstrated to members and regularly tested. 1.3 An appropriate business plan and budget are developed and maintained for the initial response team. 1.4 Workplace emergency systems and procedures are audited for compliance.
2. Provide appropriate information and procedures	2.1 Risk assessment relevant to the expected activities of the initial response team is conducted at intervals relevant to the levels of risk. 2.2 Possible hazards are identified, and appropriate controls for those hazards are developed and implemented. 2.3 Relevant, current information is provided to the initial response team about its role, authority, structure, scope, equipment, training. 2.4 Workplace emergency procedures are developed, provided to appropriate people and regularly reviewed. 2.5 Pre-incident planning information about the current layout of the workplace and key features relevant to emergencies is provided to the initial response team in an accessible form. 2.6 Members of the initial response team and emergency control organisation are consulted and encouraged to participate in the development and review of relevant workplace emergency procedures.
3. Make recommendations for the provision of appropriate 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 initial response team. 3.2 Safe operating procedures, based on risk assessment and manufacturers' instructions, are developed and communicated to initial response team. 3.3 Appropriate arrangements are made for the storage of emergency equipment in a location that is safe, convenient and readily accessible to initial response team. 3.4 Appropriate arrangements are made to ensure

ELEMENT**PERFORMANCE CRITERIA**

- emergency equipment is maintained in an accessible and serviceable condition, according to relevant standards and/or the manufacturers' instructions.
- 3.5 Appropriate personal protective equipment, and information about its characteristics, limitations, safe use and care, are provided to each member of the initial response team.
- 4. Arrange appropriate training for the initial response teams**
- 4.1 Training and assessment is arranged before a person is assigned initial response duties.
- 4.2 Training is arranged according to the needs analysis to ensure currency of competence and where the duties or risks within the workplace change.
- 4.3 Arrangements are made for the effective scheduling, promoting, reporting and recording of training.
- 4.4 Feedback on performance during training is used to validate and improve the training.
- 5. Monitor and report on effectiveness of the initial response teams**
- 5.1 Initial response team is regularly audited and reviewed for relevance and ability of the workplace to implement the system.
- 5.2 Status of the initial response team and emergency control system is reported to management on a regular basis.

Required Skills and Knowledge

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

Required Skills

- assess resources needed by workplace emergency initial response teams
- communicate and consult effectively with a range of agencies, professions and advisers
- conduct meetings
- deal with conflict
- develop procedures
- leadership
- manage and conduct risk assessments/analysis
- negotiation
- plan and promote training
- relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- select team members
- write reports for a range of audiences including senior management and external agencies

Required Knowledge

- appropriate personal protective clothing and equipment
- audit management systems
- emergency warning systems
- 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
- maintenance management systems
- situational awareness
- statutory and legislative requirements
- tactics for safely handling specific emergencies
- training management systems
- 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 conduct a risk assessment; to identify hazards; to implement controls effectively; and to audit all processes. There should also be clear evidence of a systematic approach to managing the workplace emergency initial response team.

Consistency in performance

Competency should be demonstrated over time with a range of emergencies and workplace emergency team management issues 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.

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.

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

Pre-incident planning may include:

- contingency plans
- sketches or notes about workplace layout
- features
- hazards
- 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

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil