



Australian Government

Department of Education, Employment and Workplace Relations

RIIERR503A Implement emergency preparedness and response systems

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the implementation of emergency preparedness and response systems in resources and infrastructure industries. It includes planning and preparing for implementing site procedures, implementing site procedures and post-incident management procedures, and auditing the procedures.

Application of the Unit

This unit is appropriate for those working in management or technical specialist roles within:

- Civil construction
- Surface coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for implementing site procedures	1.1. Access, interpret and apply compliance documentation relevant to emergency preparedness and response implementation 1.2. Access, interpret and clarify the emergency preparedness and response system 1.3. Identify, clarify and communicate to all persons, roles and responsibilities, as specified in the established emergency preparedness and response procedures 1.4. Identify, forecast, obtain and allocate/schedule resources required for the implementation of established emergency preparedness and response procedures 1.5. Implement the emergency preparedness and response training program 1.6. Encourage, receive, review and, where appropriate, implement suggestions and recommendations for changes to established emergency preparedness and response implementation procedures
2. Implement site procedures	2.1. Receive and communicate incident information in accordance with established emergency preparedness and response procedures 2.2. Assess and communicate the nature and scope of the incident in accordance with emergency preparedness and response plans 2.3. Identify and implement relevant emergency plans in accordance established emergency preparedness and response procedures 2.4. Implement emergency response and evacuation plans and procedures in accordance with established emergency preparedness and response procedures 2.5. Implement operations facilities for incident management in accordance with established emergency preparedness and response procedures 2.6. Implement procedures for monitoring, recording and reporting on emergency incidents according to statutory requirements and those of established

	emergency preparedness and response procedures 2.7. Implement procedures for the collection and analysis of emergency preparedness and response data 2.8. Develop and contribute action plans to manage the situation/incident in accordance with emergency procedures 2.9. Implement action plans in accordance with established emergency preparedness and response procedures 2.10. Deploy required services, personnel, equipment and resources to meet action plan 2.11. Assess and communicate effectiveness of action plan to achieve required outcomes in accordance with established emergency preparedness and response procedures 2.12. Communicate incident information in accordance with established emergency preparedness and response procedures
3. Implement post-incident management procedures	3.1. Contribute to plans to manage post-incident actions in accordance with statutory and site requirements 3.2. Implement post-incident action plans in accordance with established emergency preparedness and response procedures 3.3. Contribute to investigations into the nature and cause of the situation/incident and submit relevant reports in accordance with established emergency preparedness and response procedures
4. Audit procedures	4.1. Audit emergency preparedness and response systems and procedures for compliance with statutory and emergency preparedness and response procedures requirements 4.2. Audit emergency preparedness and response communication and recording systems for compliance with established emergency preparedness and response procedures' requirements. 4.3. Audit emergency preparedness and response training program for currency,

	relevance and compliance with established emergency preparedness and response procedures
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to implement emergency preparedness and response systems:

- apply legislative, organisation and site requirements and procedures
- access, interpret and apply technical information relevant to emergency preparedness and response
- access and analyse emergency preparedness and response information related to the site
- interpret and apply design criteria for emergency preparedness and response systems and plans
- collect, collate and interpret incident/emergency data
- apply fault-tree analyses
- apply procedures for conducting enquiries/investigations and prepare reports
- communicate effectively in the workplace
- conduct an incident de-brief
- access, interpret and apply data from monitoring systems and equipment
- operate hand held monitoring equipment
- apply procedures to implement the emergency preparedness and response training program
- apply risk management processes and techniques

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to implement emergency preparedness and response systems:

- legislative and statutory requirements for emergency preparedness and response systems
- legislation applicable to sites
- rescue guidelines
- emergency response system design and functionality
- emergency response planning processes and techniques
- audit review process and techniques
- site document control requirements
- training and assessment principles
- industry and legislative stakeholders
- site incidents and risks

- classification of incidents
- structure of emergency procedures guidelines
- legal requirements of incident management teams
- hazard identification
- self-escape philosophies, systems and equipment
- risk management principles and techniques
- structure of emergency organisations
- structure, roles, capabilities and limitations of external services and agencies relevant to emergency preparedness and response
- intervention and control techniques for heating, fires, explosions, outburst, extrication or intrushes
- the effects of heat and humidity
- the effects of visibility development, administration and review of procedures that apply to the system
- rescue team structure, procedures and equipment
- escape strategies and technology
- environmental risks and controls
- equipment requirements for different types of emergency
- ventilation and its influence on incidents
- deployment of staff
- procedure/policy for re-deployment of personnel underground after evacuation
- call-out procedures
- emotional effects of emergencies on rescuers and site personnel
- titles and roles of members of incident management team
- legal implications of incidents
- the role of stakeholders
- number of personnel needed to run the site at planned operational levels
- equipment handling requirements and procedures
- economic considerations and decisions
- insurance policies and considerations
- site closure procedures and the legislative implications
- de-briefing processes
- emergency incident management

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for the implementation of emergency preparedness and response systems • implementation of procedures and techniques for the safe, effective and efficient implementation of emergency preparedness and response systems • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of option that best meet the required outcomes • working with others to undertake and complete the implementation of emergency preparedness and response systems • consistent successful implementation of emergency preparedness and response systems
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those

	required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular worksites may differ due to site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. • Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge to apply in undertaking of the implementation of emergency preparedness and response systems • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes • first hand testimonial and documentary evidence of the candidate's: • working with others to undertake and

	complete the implementation of emergency preparedness and response systems • provision of clear and timely required support and advice on the implementation of emergency preparedness and response systems
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Emergency preparedness and response systems is:	• a documented system for the control of emergencies and the resources put in place as a requirement of this system, including but not limited to: • hazard identification and quantification • risk assessment • authority and responsibility • controls established to manage identified risks • reporting and communication • document control • audit and review • They may include procedures for: • workplace atmosphere monitoring • ventilation systems and usage • inertisation techniques • site plans • trigger action response plans • emergency procedures • training and education • liaison with external agencies
Communications may include:	• radio • telephone • telemetry • verbal

	• written • computers • runners
Incidents may include:	• explosion • fire • roof fall • strata • inrush • outburst • irrespirable atmosphere • environmental incident • Hazchem • explosives • vehicle accidents • wall collapse • minor accident • major accident or fatality • underground explosion or fire • ignition • spontaneous combustion • surface fire which disrupts operations • bomb threat • terrorist attack • wind blast • failure of ventilation control devices/appliances
Operations facilities may include:	• operations centre • press room • mortuary • muster areas • meeting rooms • communications centres • networks
Required Services, personnel, equipment and resources may include:	• internet mine services and resources • contractors • insurance companies • suppliers • local community • manufacturers • inspectorate • police • mines rescue services

	• fire brigades • ambulance • medical staff • hospital • critical incident stress debriefing organisations • local emergency management organisations • salvation army • clergy • state • federal and local government • media • coroner's representative • security services • solicitors • district check inspector • other sites • engineers • scientists • inertisation • down-hole camera • drill rigs • forensic
Equipment may include:	• rescue equipment • mining equipment • transport • specialised equipment from external sources • monitoring and analysis equipment
Post-incident actions may include:	• legal advice • environmental aspects • Critical Incident Stress Debriefing • interviewing • investigations • witness interview statements • restoration of normal operations • media releases • public relations • employee welfare and family support • security of evidence • liaison with statutory/legal bodies • statutory investigations • review of emergency procedures • documentation of ongoing operations

	• restoration of emergency preparedness
Audit is:	• the process by which the validation of procedures, processes and systems are assured

Unit Sector(s)

Emergency Response and Rescue

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.