



Australian Government

Department of Education, Employment and Workplace Relations

TLIF1307C Coordinate breakdowns and emergencies

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to coordinate breakdowns and emergencies, including evaluating the breakdown/emergency situation, consulting with relevant personnel/emergency authorities, coordinating activities at the breakdown/emergency site, and completing all required reports and documentation.

Application of the Unit

Work must be carried out in compliance with the licence requirements and regulations of the relevant state/territory roads and traffic authority pertaining to the coordination of breakdowns and emergencies.

Work is performed with limited or minimum supervision. It involves judgement and discretion in the coordination of breakdowns and emergencies that may occur when driving a commercial vehicle.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

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. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Evaluate breakdown and/or emergency situation	1.1 Causes and effects of breakdown/emergency situation are identified and clarified 1.2 Breakdown/emergency coordination procedures are applied in accordance with workplace policies 1.3 Assistance is rendered to injured persons within the limitations of duty of care and workplace requirements 1.4 Load is identified and the nature of risks and hazards are established and communicated to the relevant authorities 1.5 Appropriate precautions and action are taken where the load is identified as including dangerous goods, explosives or hazardous substances in accordance with the relevant codes, regulations and related procedures
2 Consult with relevant persons and authorities	2.1 Details of causes and effects of breakdown/emergency are reported in accordance with workplace procedures 2.2 Assistance and cooperation is provided to relevant authorities within legal and workplace limitations 2.3 Information about emergency is obtained and/or exchanged in accordance with legal and workplace requirements
3 Coordinate breakdown and/or emergency situation	3.1 Suitable measures are taken to control, warn, stop or divert traffic at breakdown/emergency site 3.2 Personal security precautions are taken in accordance with workplace procedures 3.3 Assistance is requested to minimise the possibility of further damage to persons or property, in accordance with workplace policy and relevant rules and regulations 3.4 Appropriate measures are taken to control and

protect the site of breakdown/emergency

- 3.5 Traffic at the site of a breakdown or emergency is controlled, if necessary, in accordance with regulatory requirements and workplace procedures

4 Complete documentation

- 4.1 All required documentation and reports on breakdown/emergency are completed in accordance with workplace requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant road rules, regulations, permit and licence requirements of the relevant state/territory road traffic authority

Relevant OH&S and environmental procedures and regulations

Duty of care requirements in a breakdown and/or emergency situation

Types of breakdowns and emergencies that can occur when driving a vehicle and appropriate action that can be taken in each case

Types of emergency equipment, their purpose, and the procedures for their use

Procedures to be followed in the event of a breakdown and/or emergency

Risks and hazards that can exist in breakdown/emergency situations and related precautions to control the risks

Characteristics of various dangerous goods/explosives/hazardous substances and their implications in breakdown/emergency situations

Required skills:

Communicate effectively with others when coordinating a response to a breakdown or emergency

Read and comprehend simple statements in English

Read and interpret instructions, procedures, information and signs relevant to the coordination of a response to a breakdown or emergency

Identify containers and goods coding, IMDG markings and where applicable emergency information panels

Interpret and follow operational instructions and prioritise work

Complete documentation related to the coordination of a response to a breakdown or emergency

Operate electronic communication equipment to required protocol

Work collaboratively with others when coordinating a response to a breakdown or

emergency

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when coordinating a response to a breakdown or emergency in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unanticipated events that may occur when coordinating a response to a breakdown or emergency

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Control traffic at the site of a breakdown or emergency

Identify and correctly use emergency equipment at the site of a breakdown or emergency

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

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

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 and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

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.

Type of vehicle may include:	any commercial transport vehicle
Breakdowns and emergencies may occur in a range of road transport situations, including:	operations conducted at day or night typical weather conditions on the open road on a private road while at a depot, base or warehouse while at a client's workplace or work site
Type of breakdowns/emergencies may include	collision spillage of fuel or dangerous load tyre blow-outs fire or explosion engine failure broken axle bogged vehicle load shifts electrical failure, breakdown overturned vehicle accident involving another vehicle
Emergency equipment may include:	first aid kit fire extinguishers warning signs and indicators mobile phone or radio
Depending on the type and extent of the breakdown/emergency, the action to be taken to coordinate a breakdown/emergency may include:	identifying and following established breakdown/emergency procedures evaluating the cause and effects of the breakdown/emergency coordinating emergency procedures and

	- rendering assistance and first aid if required - contacting and cooperating with relevant emergency authorities as required - controlling traffic at the site of a breakdown or emergency - taking appropriate action to secure the breakdown/emergency situation - obtaining and recording information about the incident - reporting on breakdown/emergency situation in accordance with regulatory and workplace requirements
Consultative processes may include:	- workplace personnel and management - designated breakdown/emergency officers - emergency services personnel including ambulance, police, fire services, etc. - union representatives - industrial relations and OH&S specialists - other professional or technical staff
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	- company procedures - enterprise procedures - organisational procedures - established procedures
Information documents may include:	- workplace instructions and procedures concerning breakdowns and emergencies - state/territory licence and permit requirements as they relate to breakdowns/emergencies - state/territory road rules - vehicle manufacturers instructions, specifications and recommended procedures - goods/materials identification numbers and codes, including IMDG markings and HAZCHEM signs - manifests, bar codes, goods and container identification - relevant codes of practice, including the

Applicable procedures and codes may include:

Australian Dangerous Goods Code, the Australian Explosives Code, the Code of Practice for the Safe Transport of Radioactive Substances

workplace procedures and policies for the handling of dangerous goods, explosives and radioactive and other hazardous substances

vehicle log book or record book (where required)

relevant standards and certification requirements

quality assurance procedures

relevant state/territory roads and traffic authority driving regulations and licence/permit requirements pertaining to class of vehicle involved

relevant state/territory road rules

relevant state/territory permit regulations and requirements

relevant state/territory OH&S legislation

Australian Dangerous Goods Code

Australian Explosives Code

relevant state/territory environmental protection legislation

Code of Practice for the Safe Transport of Radioactive Substances

state/territory legislation covering the safe handling of infectious substances

Unit Sector(s)

Not applicable.

Competency Field

F - Safety Management