



Australian Government

Department of Education, Employment and Workplace Relations

TLIF4086A Control and coordinate incident responses

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to control and coordinate incident responses according to organisational and regulatory procedures. It includes responding to the incident, coordinating incident response activities, and completing follow-up actions.

Licensing, legislative, or certification requirements may be applicable to this unit.

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace procedures concerning action to be taken in the event of an emergency, fire or accident.

Work is performed under minimal supervision generally in a team environment. It involves applying basic emergency response principles when implementing incident response procedures.

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT PERFORMANCE CRITERIA

1 Respond to the incident	1.1 Details of incidents are received, analysed, confirmed and prioritised
	1.2 Immediate coordination requirements are identified and actioned in accordance with organisational and regulatory procedures
2 Coordinate incident response activities	2.1 Control and coordination of incident response activities are assumed and relevant personnel and other authorities are informed of this action
	2.2 Assistance to be provided to clients and operators is arranged within the limitations of duty of care and organisational requirements
	2.3 Assistance is provided to relevant authorities in accordance with workplace policy and legislative requirements
	2.4 Information is collected and passed to relevant personnel/stakeholders in accordance with workplace procedures
3 Complete follow-up actions	3.1 Details of incident are collected, recorded and managed in accordance with organisational procedures
	3.2 Where required, a contribution is made to the debrief process and recommendations are prepared and submitted

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 OH&S and other regulatory codes, procedures and guidelines concerning response to incidents
- Risks and hazards and related precautions to control the risk
- Organisational procedures and policies for responding to incidents
- Types of incidents that can occur and appropriate action to be taken in each case
- Layout of network or area under control, and potential obstacles for responding parties
- Means to control and organise the incident and provide practical assistance where required
- Procedures for contacting emergency personnel and other relevant stakeholders

Required skills:

- Communicate clearly and effectively with others when implementing and coordinating incident responses
- Read and interpret instructions, procedures and information relating to implementing and coordinating incident responses
- Identify where the following are involved in the incident:
 - containers and goods coding
 - Australian Dangerous Goods (ADG) Code and International Maritime Dangerous Goods (IMDG) Code markings
 - where applicable, emergency information panels
- Interpret and follow operational instructions and prioritise work
- Complete documentation relating to the implementation and coordination of incident responses
- Operate electronic communication equipment in line with required protocol
- Collaborate with others when implementing and coordinating incident responses
- Report and rectify within limits of own role problems, faults and malfunctions that may arise when implementing and coordinating incident responses in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events that may occur when implementing and coordinating incident responses
- Apply precautions and required action to minimise, control or eliminate potential hazards during work activities
- Modify activities depending on differing operational contingencies, risk situations and environments

Evidence Guide

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

- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment, 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.

Action to be taken in the event of an incident may include:	• identifying and following established incident procedures • assessing the nature and extent of the incident • ensuring medical assistance is provided where required • isolating and coordinating safety of the scene • alerting relevant organisational personnel and emergency services • recording relevant information and reporting on incident situation in accordance with regulatory and organisational requirements
Consultative processes may include:	• personnel and management • designated emergency officers • emergency services personnel, including ambulance, police, fire services and SES • OH&S specialists • other professional or technical staff • contractors
Communication systems may include:	• telephone, including mobile telephone • electronic data interchange (EDI) • SMS • radio
Organisational procedures may be known as:	• company procedures • enterprise procedures • workplace procedures • established procedures
Information and documents may include:	• acts and regulations, including the Rail Safety Act • incident response procedures • manifests, goods and container identification numbers and codes • codes of practice, including the ADG Code • IMDG Code markings • HAZCHEM codes and where applicable emergency information panels • relevant legislation, regulations and related documentation related to incident response situations • quality assurance procedures
Applicable regulations and	• relevant state or territory legislation relating to: • environmental protection legislation

legislation may include:

- OH&S
- rail safety
- emergency procedures regulations
- dangerous goods and hazardous materials regulations
- relevant Australian standards, codes of practice and guidance notes

Unit Sector(s)

Not applicable.

Competency Field

F – Safety Management