

<b>UNIT NAME</b>	<b>Respond to workplace emergencies</b>
<b>UNIT CODE</b>	<b>PUAWER004A</b>
<b>UNIT DESCRIPTOR</b>	<p>This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action.</p> <p>For this unit workplace is defined as the area encompassed by an individual's responsibilities.</p> <p>This unit:</p> <ul style="list-style-type: none"> <li>• applies to all personnel within an organisation</li> <li>• has been developed to cover the broad range of <i>emergencies</i> and <i>workplaces</i> as considered in Australian Standard 3745—2002</li> <li>• is part of a suite of eleven workplace emergency response units of competency that has three streams</li> <li>• is part of the workplace evacuation stream</li> </ul>

ELEMENT	PERFORMANCE CRITERIA
<b>1. Prepare for emergency situations</b>	<ol style="list-style-type: none"> <li>1. Current workplace emergency procedures to be used by employees and other workplace occupants are identified and followed</li> <li>2. Emergency resources in the workplace are identified and located</li> <li>3. <i>Emergency response exercises</i> are participated in according to workplace emergency procedures</li> </ol>
<b>2. Report emergencies and potential emergencies</b>	<ol style="list-style-type: none"> <li>1. Emergencies and potential emergencies are identified and reported according to workplace emergency procedures</li> <li>2. People in any immediate danger from the emergency or potential emergency are alerted according to workplace emergency procedures</li> </ol>
<b>3. Respond to emergency warnings and advice</b>	<ol style="list-style-type: none"> <li>1. <i>Emergency warnings</i> and advice are responded to according to workplace emergency procedures</li> <li>2. Instructions from emergency control response personnel are complied with during an emergency</li> <li>3. Sources of additional information are identified and information is sought from relevant people if the situation is not clear</li> </ol>
<b>4. Evacuate from the work area</b>	<ol style="list-style-type: none"> <li>1. Need to evacuate from the work area is determined according to the level of immediate danger or instruction issued under the workplace emergency procedures</li> <li>2. Work area is prepared for evacuation according to workplace emergency procedures and the nature of the emergency</li> <li>3. Area of danger is evacuated according to workplace emergency procedures</li> <li>4. Where it is safe to do so, <i>assistance is provided to people who may require assistance</i></li> <li>5. Evacuation procedures and <i>instructions</i> from emergency control organisation or <i>emergency response personnel</i> are followed</li> </ol>

6. Alternative pathways or methods of evacuation are identified, assessed and chosen according to workplace emergency procedures if usual means of evacuation are blocked or endangered
7. Communication systems are used according to workplace procedures

### RANGE STATEMENT

<p><b>Emergencies must include those emergencies identified by the workplace hazard analysis, which may include</b></p>	<ul style="list-style-type: none"> <li>Animal or livestock emergencies</li> <li>Bomb threat</li> <li>Building invasion/armed invasion</li> <li>Chemical, biological and radiological</li> <li>Civil disorder</li> <li>Criminal acts</li> <li>Cyclones, including storm surge</li> <li>Deliberate self-harm</li> <li>Earthquake</li> <li>Failure of utilities</li> <li>Fire</li> <li>Flood</li> <li>Hazardous substances incidents</li> <li>Hostage situations</li> <li>Industrial accident</li> <li>Letter bomb</li> <li>Medical emergency</li> <li>Severe weather/storm damage</li> <li>Structural instability</li> <li>Terrorism</li> <li>Transport accident</li> <li>Toxic emission</li> <li>Veterinary emergencies</li> <li>Wildfire</li> </ul>
<p><b>Workplaces include</b></p>	<p>Workplaces, buildings and structures as outlined in Australian Standard 3745—2002</p>
<p><b>Emergency response exercises may include</b></p>	<ul style="list-style-type: none"> <li>Briefings</li> <li>Debriefings</li> <li>Emergency exercises, simulations and reviews</li> <li>Table/desk top exercises</li> </ul>
<p><b>Emergency warnings may include</b></p>	<ul style="list-style-type: none"> <li>Audible/visual alarms</li> <li>Audible or vibrating pagers</li> <li>Coded or uncoded public address announcements</li> <li>E-mail</li> <li>Screen alerts</li> <li>Stench alarms</li> </ul>
<p><b>Providing assistance to people who may require assistance is part of the indemnification as specified in AS 3745—2002 and may include</b></p>	<ul style="list-style-type: none"> <li>Guidance</li> <li>Reassurance</li> <li>Support</li> </ul>

<b>People who may require assistance may include</b>	<p>Babies and children</p> <p>People with a mobility, intellectual, visual, auditory or sensory impairment, either temporary or permanent, who require assistance during an emergency response</p> <p>People from diverse cultural and linguistic backgrounds</p> <p>People who are injured</p> <p>People who are not able to comprehend the instructions given</p> <p>Pregnant women</p>
<b>Instructions may include</b>	<p>To evacuate</p> <p>Not to evacuate</p> <p>To partially evacuate</p> <p>Alternative evacuation</p> <p>Any guidance from emergency response team</p> <p>Designated assembly area</p> <p>Evacuation routes and destination</p> <p>Not to re-enter the evacuated area until directed by emergency personnel</p> <p>Protection in place/lockdown</p> <p>Use of response equipment</p>
<b>Emergency response personnel may include</b>	<p>Emergency control organisation members</p> <p>Counsellors</p> <p>Emergency response team members</p> <p>Police, fire and emergency services</p> <p>Peer support</p> <p>Recovery team</p>
<b>Emergency response personnel may be identified through</b>	<p>Prior advice</p> <p>Publicity eg armbands, helmets, caps, hats, uniforms, tabards, vests or other distinguishing/distinctive clothing</p> <p>Workplace procedures</p>

#### EVIDENCE GUIDE

<b>Critical aspects of evidence</b>	<p>Assessment must confirm the ability to apply workplace procedures; to maintain own safety and the safety of others in emergency situations; and to follow workplace emergency procedures and the advice of emergency control organisation members</p>
<b>Interdependent assessment of units</b>	<p>Pre-requisite units: Nil</p> <p>Co-requisite units: Nil</p>
<b>Underpinning knowledge</b>	<p>Circumstances where evacuation may need to be modified</p> <p>Emergency reporting systems and procedures used on site</p> <p>Emergency warning system, signals and instructions used on site</p> <p>Evacuation alarms and workplace emergency procedures used at the workplace</p> <p>Location of assembly areas and post-evacuation actions</p> <p>Location of emergency equipment in the workplace</p> <p>Procedures for reporting emergencies</p> <p>Roles, responsibilities and authority of emergency personnel, emergency control organisation and emergency response team</p> <p>Types of emergencies, the hazards and the evacuation actions associated with each one</p>

	<p>Type of workplace evacuation information to ask for when working in a new or unfamiliar area Workplace procedures</p>
<b>Underpinning skills</b>	<p>Communicate effectively in an emergency situation as outlined in the workplace emergency procedures Identify an emergency/potential emergency</p>
<b>Resource implications</b>	<p>Access to:</p> <ul style="list-style-type: none"> <li>• scenarios that reflect a range of emergency situations that may be expected in the workplace</li> <li>• appropriate emergency resources</li> <li>• range of communication equipment relevant to the workplace</li> <li>• workplace emergency procedures and documentation</li> </ul>
<b>Consistency in performance</b>	<p>Competency should be demonstrated over time with a range of emergencies that could be expected in the workplace including assisting people who may need assistance</p>
<b>Context of assessment</b>	<p>Competency should be assessed in the workplace or in a simulated workplace</p>

<b>KEY COMPETENCIES</b>						
Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	1	1