

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	Sandra McCarthy
Date of assessment submission	27/04/2019
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

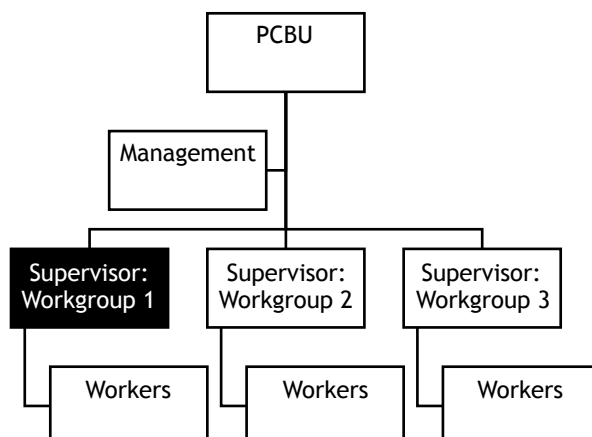
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Identifying emergencies and initial response	Workbook response (below)
2. Risk register	Workbook response (below)
3. Plan and implement initial response	Workbook response (below)
4. Post-event activities	Workbook response (below)
5. Review emergency responses	Workbook response (below)

ACTIVITIES

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

Name of workplace	Civforce Traffic Management
Workgroup	HR Manager

- a) Identify one (1) emergency that would fall under each of the following emergency categories:
 - Fire evacuation
 - Security breach
 - Serious medical injury
- b) Describe one (1) hazard which may cause each of the emergencies identified. Describe one (1) hazard which may occur during each of the emergencies identified.
- c) Identify one (1) standard that you may refer to when identifying the cause of (and advice for initial response to) each emergency.
 - Categorise each of the emergency according by colour code.
- d) Identify one (1) stakeholder who may be useful in identifying the cause of each emergency. Justify their suitability.
- e) Identify one (1) internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) each emergency. Justify their suitability.
- f) Identify one (1) emergency agency who you could liaise with to identify and respond to each emergency.
 - Outline the requirements for liaising with an agency during reporting, arrival and in response to an emergency.
- g) Identify the impacts each emergency has on personnel, property and the environment.
- h) Identify initial response actions which could limit these impacts.
 - List the actions in order of priority.
 - Justify your responses with reference to current industry practice.

Fire evacuation

Describe emergency

Fire within the office space at Civforce Traffic Management

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/82624/hazardous-guidelines-emergencyplanning.pdf

Hazards (i.e. causing and during)

A hazard that might cause a fire within the office is a faulty computer that can overheat and cause a spark which might cause toxic fumes which is created by the fire.

Standard which may identify cause of (and response to) emergency

- AS3745-2010: Planning for emergencies in facilities, which categorises emergencies in three ways: by source, by nature of emergency and by code, Appendix A outlines information relating to fire and smoke emergencies, it also address evacuation within its coding system e.g. orange code

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 6, 7"

<https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/fp-017/as--3745-2010>

<https://www.fireserviceprofessionals.com.au/images/stories/PDFs/qld-building-fire-safety-regulation-2008/3745-2010.pdf>

https://ww2.health.wa.gov.au/Articles/N_R/Preparing-and-managing-hospitals-for-a-disaster-or-emergency

Stakeholder who may identify cause of emergency

Workers in the area would be useful stakeholders for identifying the cause of a fire evacuation emergency.

Internal specialist advisor who may identify cause of (and response to) emergency

One internal specialist that could be aliased with to identify the cause of, advice for initial response to a fire evacuation emergency would be a fire warden

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 5"

Emergency agency to liaise with

One emergency agency who you could liaise with to identify and respond to a fire emergency would be the Fire Department

You would report the incident by calling 000 and follow any requirements by the operator, when the fire brigade arrive you would explain the areas affected and account for those missing after the evacuation. You would follow their advice once they had arrived on site.

Impacts on personnel, property and environment

The impacts of a fire evacuation emergency on personnel, property and the environment are as follows:

- Personnel: Injury e.g. smoke inhalation or burns
- Property: Damage to property from smoke or fire.
- Environment: Damage to the environment from smoke or fire.

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 14"

Initial response actions which could limit impacts

The industry accepted initial response action for responding to a fire is to follow the RACE principle:

R: Remove anyone from immediate danger

A: (Raise the) Alarm

C: Contain the fire by closing all windows and doors

E: Evacuate the area

<https://www.fire.nsw.gov.au/page.php?id=74>

Security breach

Describe emergency

Bomb threat

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/82624/hazardous-guidelines-emergencyplanning.pdf

Hazards (i.e. causing and during)

A hazard that might cause a security breach could be a bomb threat. this could happen if the doors aren't locked an entry point so a bomb is brought onto the premises.

One hazard which may occur during a bomb threat is a person being taken hostage.

Standard which may identify cause of (and response to) emergency

A hazard that may cause a security emergency (such as a bomb threat) is not having locked an entry point (such as a door) so a bomb is brought onto the premises.

One hazard which may occur during a bomb threat is a person being taken hostage.

Stakeholder who may identify cause of emergency

AS 3745-2010 Appendix B outlines information relating to bomb threats.
AS 3745-2010 also addresses security emergencies within its coding system e.g. Code Purple

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 6, 7"

<https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/fp-017/as--3745-2010>

<https://www.fireserviceprofessionals.com.au/images/stories/PDFs/qld-building-fire-safety-regulation-2008/3745-2010.pdf>

https://ww2.health.wa.gov.au/Articles/N_R/Preparing-and-managing-hospitals-for-a-disaster-or-emergency

Internal specialist advisor who may identify cause of (and response to) emergency

One internal specialist that could be aliased with to identify the cause of, advice for initial response to bomb threat emergency would be a The buildings Chief Warden.

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Emergency agency to liaise with

One emergency agency who you could liaise with to identify and respond to a a bomb threat emergency would the the Police department .

You would report the incident by calling 000 and follow any requirements by the operator. Upon arrival, you would explain the areas affected and account for any dangers. You would follow their advice once they had arrived on site.

Impacts on personnel, property and environment

The impacts of a bomb threat on personnel, property and the environment are as follows:

- Personnel: Shock and potential physical injury from contact with a bomb.
- Property: Damage from bomb.
- Environment: Damage from bomb.

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Initial response actions which could limit impacts

The industry accepted initial response action for responding to a bomb threat by phone is for the recipient to stay calm and keep the caller on the phone then to notify the buildings chief warden of the treat. The chief warden should then notify the Communications Officer, then a direct search of the premises for the package, ensuring that the search results are relayed back the Emergency Services

- The Police department
- Emergency Services
- The Buildings Chief Warden
- The Communications Officer
- Search premises for packages
- Implement evacuations procedures
- Relay any results of the search to Emergency Services

During an evacuation for a bomb threat, all doors and windows should be left open to minimise blast effects. Staff and visitors should be allowed to collect their belongings to avoid any confusion for the Emergency Services.

https://policies.anu.edu.au/ppl/download/ANUP_004003

Serious medical injury

Describe emergency

Severed leg

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0004/82624/hazardous-guidelines-emergencyplanning.pdf

Hazards (i.e. causing and during)

A hazard that might cause a severed leg could be the use of equipment without the guard.

A hazard which may occur when a limb has been severed is infection.

Standard which may identify cause of (and response to) emergency

AS 3745-2010 Section 4.3 addresses medical emergencies within its coding system e.g Code Blue.

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<https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/fp-017/as--3745-2010>

<https://www.fireserviceprofessionals.com.au/images/stories/PDFs/qld-building-fire-safety-regulation-2008/3745-2010.pdf>

https://ww2.health.wa.gov.au/Articles/N_R/Preparing-and-managing-hospitals-for-a-disaster-or-emergency

Stakeholder who may identify cause of emergency

The injured party or witnesses to the event would be useful stakeholders for identifying the cause of a serious medical injury emergency.

Internal specialist advisor who may identify cause of (and response to) emergency

One internal specialist that could be aliased with to identify the cause of, advice for initial response to to a serious medical emergency would be first aid officer

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 5"

Emergency agency to liaise with

One emergency agency who you could liaise with to identify and respond to a medical emergency would be the Ambulance Service.

You would report the incident by calling 000 and follow any requirements by the operator. Upon arrival, you would identify the injured party and any potential dangers. You would follow advice once they arrived on site.

Impacts on personnel, property and environment

The impacts of a serious medical emergency on personnel, property and the environment are as follows:

- Personnel: Injury (e.g. severed limb, blood loss), unconsciousness.
- Property: Damage to equipment that has caused the injury.
- Environment: No immediate damage to the environment.

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 14"

Initial response actions which could limit impacts

The industry accepted initial response action for responding to a serious medical emergency is to follow the DRSABCD principle:

D: Danger - Ensure the area is safe for yourself, others and the patient

R: (Check for a) Response from the casualty

S: Send for help

A: (Check) Airway

B: (Check) Breathing C: (Start) CPR

D: (Apply) Defibrillation

<https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/first-aid-basics-and-drsabcd>

Outcome for Activity 1

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments	
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For the three (3) emergencies identified in Activity 1, develop a risk register which outlines:

- a) Hazard details
- b) Location of hazard
- c) People exposed to the hazard
- d) Possible injuries/damages caused by the hazard
- e) Control measures required (including responsibility for implementation within organisation)
- f) Results of risk assessment

Record 1

Date of entry

22/04/2019

Hazard details

Fire

Location of hazard

Civforce Traffic Management Allocations Office

People exposed to hazard

All workers, and visitors

Possible injuries/damage

- Personnel: Injury (e.g. smoke inhalation or burns)
- Property: Damage to property from smoke or fire.
- Environment: Damage to the environment from smoke or fire.

Control measures required

Eliminate work processes that could generate a fire by e.g. by removing any flammable substances, switch off electricity points when business is unattended, this should be done by all workers

The workplace is equipped with warning systems e.g. fire alarms, signs and emergency lighting

That emergency routes are kept clear

The workplace is equipped with fire extinguishes and are located on the evacuation diagram. These should be ensured by the Safety Committee.

That appropriate measures are taken for fire fighting, that workers are trained in fire awareness and in the training of implementing fire fighting e.g. know how to use a fire extinguisher. This would be the responsibility of the PCBU

That Evacuation procedure are followed so that people are removed from the danger. This is the responsibility of the ECO

Risk assessment

		Matrix A:							
		Death or permanent disability B:							
		Serious injury C:							
		Lost time injury D:							
		Casualty Treatment E:							
		First Aid							
1: Very Likely		E	E	H	H	H	M		
2: Likely	E	H	H	H	M	M	M		
3: Possible		H	H	M	M	M	L		
4: Unlikely		H	M	M	L	L	L		
5: Very Unlikely		M	M	L	L	L	L		
E: Extreme		H: High		M: Medium		L: Low			

Level of risk: High, likelihood is possible, consequence is death or permanent disability

Record 2

Date of entry

22/04/2019

Hazard details

Bomb threat via phone

Location of hazard

Civforce Traffic Management Area office

People exposed to hazard

All workers and visitors

Possible injuries/damage

- Personnel: Shock and potential physical injury from contact with a bomb.
- Property: Damage from bomb.
- Environment: Damage from bomb.

Control measures required

Initial response action for responding to a bomb threat by phone is to for the recipient to stay calm and keep the caller on the phone then to notify the buildings chief warden of the treat. The chief warden should then notify the Communications Officer, then a direct search of the premises for the package, ensuring that the search results are relayed back the Emergency Services

- The Police department
- Emergency Services
- The Buildings Chief Warden
- The Communications Officer
- Search premises for packages
- Implement evacuations procedures
- Relay any results of the search to Emergency Services

During an evacuation for a bomb threat, all doors and windows should be left open to minimise blast effects. Staff and visitors should be allowed to collect their belongings to avoid any confusion for the Emergency Services.

Workers to be trained in bomb threat response. This should be organised by the PCBU

That staff are reminded to report any suspicious packages. This should be the responsibility of all workers

Risk assessment

		Matrix		A:		B:	
		Death or permanent disability		Serious injury		C:	
		Lost time injury		D:			
		Casualty		Treatment		E:	
		First Aid					
1: Very Likely	E	E	H	H	M	M	L
2: Likely	E	H	H	M	M	L	L
3: Possible	H	H	M	L	L	L	L
4: Unlikely	H	M	M	L	L	L	L
5: Very Unlikely	M	M	L	L	L	L	L
E: Extreme		H: High		M: Medium		L: Low	

22/04/2019

Hazard details

faulty equipment

Location of hazard

444 Ellison Rd Geebung

People exposed to hazard

All workers using equipment , workers in the vicinity within the exclusion zone

Possible injuries/damage

- Personnel: Injury e.g. severed limb, blood loss, unconsciousness.
- Property: Damage to equipment that has caused the injury.
- Environment: No immediate damage to the environment.

Control measures required

Equipment is regularly maintained, safely stored and faults reported.

This should be the responsibility of all workers operating the equipment.

Risk assessment

	Matrix A: Death or permanent disability B: Serious injury C: Lost time injury D: Casualty Treatment E: First Aid					
1: Very Likely	E	E	H	H	M	M
2: Likely	E	H	H	M	M	M
3: Possible	H	H	M	M	M	L
4: Unlikely	H	M	M	L	L	L
5: Very Unlikely	M	M	L	L	L	L
	E: Extreme H: High M: Medium L: Low					

Level of risk: High, Likelihood is possible, Consequence is serious injury

Outcome for Activity 2

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

Plan for the emergencies identified in Activity 1, through your responses to the following:

- a) Identify one (1) type of emergency equipment required for each emergency.
 - Where should such equipment be stored for easy access?
 - How often should it be checked (i.e. for cleanliness and to be serviced)?
 Justify your response.
- b) Outline possible training required to effectively implement the initial responses identified.
 - List suitable parties to deliver such training (internally and externally)
- c) Explain your role in implementing initial response procedures identified.
 - Explain how you document and display actions for initial response.
 - Outline your own role in emergency response, as outlined in workplace WHS policies and procedures.

Fire evacuation

Emergency equipment

There are many different types of fire safety equipment. Each device is specifically designed to deal with different classes of fire in a range of environments. This may consist of the following:

- Fire extinguishes
- Fire blankets
- Fire hose reels
- Signage
- Sprinklers
- First aid kits
- Emergency and exit signs
- Smoke alarms
- Fire equipment maintenance
- Megaphone

A megaphone should be located with the Chief Warden. Fire extinguishers should be located at required locations around the premises and should be highlighted on an evacuation map in the event they are needed.

The megaphone batteries should be checked frequently to ensure they are still working. Fire extinguishers should be serviced as per their tag.

Required training

Fire Awareness Training is a requirement for all Civforce Traffic Management office staff to ensure they can effectively implement initial responses. This is provided by qualified trainers.

Wardens also receive training to ensure they are capable of dealing with an evacuation. This should be provided by an independent third party so that feedback can be provided about processes.

Your role in implementing initial response procedures

As a member of staff, I am able to use a fire extinguisher and fire blanket.

As a warden, I have been trained in evacuation procedure, in accordance with the evacuation maps located around the premises. These have also been published on the electronic library for all staff to access, along with the Safety Management System and Emergency Procedures Manual.

This is reinforced by signs that indicate who the wardens and first aid officers are.

Security emergency

Emergency equipment

For a bomb threat, you are required to utilise the phone threat checklist. This is stored under Emergency Procedures in the electronic library and is accessible by all staff. This document is regularly reviewed on an annual basis. There is no equipment for use with a bomb threat, as such procedures are left to Emergency Services.

Required training

Training is provided to reception staff as well as wardens to ensure that they are capable of dealing with bomb threats over the phone. This is provided internally and can also be evaluated by an independent third party so that feedback can be provided about process.

Your role in implementing initial response procedures

As a warden, I have been trained in dealing with telephone bomb threats. These procedures accompanied with the phone threat checklist are stored under the Emergency Procedures in the electronic library for all staff to access.

This is reinforced by signs that indicate who the wardens and first aid officers are.

Serious medical injury

Emergency equipment

In a serious medical emergency, you should have easy access to a First Aid Kit, which is stored in the First Aid Room.

The First Aid Kit is checked on a regular basis to ensure that all supplies are there, it also has a checklist that must be filled in as supplies are taken so that they can be replenished by the First Aid Officers.

Required training

First Aid Training is offered to all Civforce Traffic Management ute drivers to ensure they can effectively implement basic first aid procedures. This training is delivered by qualified trainers.

Your role in implementing initial response procedures

I have received First Aid training therefore I am able to implement First Aid procedures in the event of an emergency.

With regards to actions for initial response, these are displayed via signs that indicate who the first aid officers are on site.

Outcome for Activity 3

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

For the emergencies identified in Activity 1, identify your responses to the following:

- a) Outline one (1) action that may occur as part of the second response phase.
 - Identify the personnel who would be involved.
 - Outline how you may assist personnel involved.
- b) As part of your workgroup supervisor role, how you would contribute to the debriefing process.
 - Who should be involved in the debriefing process?
 - When should the debriefing process occur?
 - Identify three (3) aspects of the emergency response that might be considered during the debriefing process.

Evacuation emergency

As part of a second response phase, the people who have been evacuated may require medical attention e.g. for smoke inhalation or burns. This would be attended to by a doctor.

To assist the personnel involved, the workgroup supervisor might organise medical assistance, including notifying the family members of the injured parties.

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 20, 21"

Security emergency

As part of a second response phase, the person who took the bomb threat via phone might require counselling.

The workgroup supervisor could organise for a qualified counsellor to speak to the worker and reschedule work so that the worker could attend during work hours.

Serious medical injury

As part of a second response phase, the person who has suffered a serious medical injury would most likely need ongoing medical observation e.g. in a hospital.

To assist the personnel involved, the workgroup supervisor might organise a replacement for the injured worker and as liaise with the medical professionals involved to assist with return-to-work processes.

Your contribution to debriefing process

Debriefing helps to identify areas for improvement so that emergencies can be better handled in the future. It should be conducted as soon as possible after the emergency. The people involved in the debriefing process should be those affected by the emergency.

Some considerations during the debriefing process include:

- Whether procedures were followed? If not, what should be modified?
- Were communication processes e.g. on-site or with emergency services appropriate?
- Was the emergency equipment accessible and suitable? Are modifications required?

"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 22"

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

It is very important to monitor emergency responses, address deficiencies and identify areas for improvement.

- a) Identify ways in which you might monitor emergency responses (including personnel response and equipment) for efficiency, timeliness and effectiveness.
 - Why should stakeholders be consulted to assist with monitoring?
 - In what ways might you collect information from the stakeholders?
 - What advice might you seek from specialist advisors and emergency agencies?
- b) Who might you report the results of any monitoring to?
- c) Identify one (1) possible area that a workplace might need to improve upon in their emergency response.
 - Provide recommendations to address this area.
- d) Identify one (1) possible area that you, in your role as a workgroup supervisor, might need to improve upon in your emergency response.
 - Provide recommendations to address this area.
- e) Outline the requirements of Commonwealth and state or territory WHS Acts and regulations with regards to:
 - Implementation of emergency procedures
 - Cessation of work
- f) Outline the recommendations of a code of practice with regards to the implementation of emergency procedures.
- g) Identify and briefly one form of guidance material (from the regulator) with regards to the implementation of emergency procedures.

	Response
a)	Ways in which you might monitor emergency responses for efficiency, timeliness and effectiveness include seeking feedback about personnel response and equipment from: • Internal stakeholders e.g. Emergency Control Organisation (ECO), managers, supervisors, workers as they will have important feedback regarding procedures on site • External stakeholders e.g. specialist advisors and emergency agencies as they will have experience with best practice. Internal feedback may be collected via surveys and during the debriefing process. External feedback may be collected by inviting such stakeholders on site to observe drills and provide advice regarding required improvements . <i>"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 23"</i>
b)	The results of the emergency procedures review should reported upon and communicated to a variety of stakeholders e.g. workers, PCBU's, Emergency Control Organisation (ECO). <i>"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 23"</i>
c)	One possible area that a workplace might need to improve upon in their emergency response is communication e.g. wardens reporting feedback to the Communications Officer after clearing their area during an evacuation. This would be something that should be communicated back to the wardens for implementation during the next evacuation drill.

d)	One possible area that a workgroup supervisor might need to improve upon in their emergency response is the timeliness of the debriefing process. This should be reported back to the workgroup supervisor to ensure that they improve such practices in the event of future emergencies.
e)	Work Health and Safety Regulations 2011 (Qld) 43 identifies that the duty of a PCBU is to prepare, maintain and implement emergency plans. The Regulations also outlines the requirements for emergency procedures for specific activities e.g. Regulation 74 of the Work Health and Safety Regulations 2011 (Qld) outlines that a PCBU must establish first aid and rescue procedures with regards to confined spaces as soon as practicable. Part 5, Division 6 of the Work Health and Safety Act 2011 (Qld) outlines the rights of workers to cease unsafe work. The Act also refers to old directives to cease work under Section 308. https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sec.43 https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240#sec.74 <i>"BSBWHS510 Embark College , Contribute to implementing emergency procedures, slide 24"</i>
f)	The Confined Spaces Code of Practice 2011 indicates in Section 6 that emergency and rescue procedures are required when working in confined spaces. First aid and rescue procedures must be rehearsed with relevant workers to ensure they are efficient and effective. Rescue should also be performed outside the confined space, if possible and must be adequately trained. The Confined Spaces Code of Practice 2011 in section 7 outlines that control measures that have been implemented must be reviewed and, if necessary, revised to make sure they work as planned and maintain so far as reasonably practicable a work environment that is without risk to health and safety. https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0010/58159/Confined-spaces-COP-2011.pdf
g)	The regulator has provided a document titled 'Emergency Planning: Guidelines for hazardous industry. This document provide guidance on how to develop emergency plans. https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/82624/hazardous-guidelines-emergencyplanning.pdf

Outcome for Activity 5

- ☐ Satisfactory
- ☐ Not satisfactory

Trainer/Assessor comments

QUIZ

QUESTIONS	CORRECT
1. Which of the following are emergency prevention controls typically installed in a workplace? Select all that apply. ☒ Emergency alerting systems ☒ Emergency protection systems ☒ Smoke alarms, fire alarms and fire extinguishers ☐ Canary birds to detect gas ☒ Safety wear ☒ Security systems	☐
2. What information must you provide when calling emergency services (000) and upon their arrival? Select all that apply. ☒ The service requested (Police, Fire or Ambulance) ☒ Address or location of emergency ☐ The number and exact location of smoke alarms ☒ A description of the emergency	☐
3. Safety representatives and WHS regulators have the power to direct workers to cease work immediately if an immediate danger to WHS exists. ☒ True ☐ False	☐
4. It is optional to check and account for people during an evacuation. ☐ True ☒ False	☐
5. What is the biggest benefit in issuing instructions in an authoritative manner during emergencies? Select the most appropriate response. ☐ So that people in neighbouring buildings can hear you ☒ So that people obey the instruction given ☐ So that people in the bathroom hear the instructions ☐ So that people are scared	☐
6. Who might appropriately deliver training regarding initial emergency response? Select all that apply. ☒ Internal Health and Safety Representatives ☒ Fire fighters ☒ First aid trainers ☒ Registered Training Organisations	☐

7. Debriefing and reports are part of the initial response procedures. ☐ True X☐ False	☐
8. Which of the following are appropriate ways to document and display actions for initial response? Select all that apply. X☐ Evacuation map X☐ Emergency plan ☐ Labelling every door and window with a number ☐ Having a phone book at every entrance	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated (using the handouts provided) or real.

TASKS	VERIFIED
A. Consult with other workers, specialist advisors (e.g. Trainer/Assessor) and emergency services (e.g. personally/via website) to identify: - Potential fire hazards/emergencies within the workplace - Actions to be taken by workers and others, according to internal/external WHS information	☐
B. Conduct a safety audit of the work area: - Identify resources available and required for immediate response (including evacuation maps) - Check emergency equipment to ensure serviceability, accessibility, cleanliness and correct location	☐
C. Document potential emergencies and their causes in a risk register, identifying: - Possible injuries/damage - Required control measures (including training needs and responsibility for implementation within organisation) - Risk assessment results	☐
D. Respond to a fire emergency/drill: - Providing information needs to emergency response personnel during reporting, arrival and in response to emergency - Checking and accounting for people during an evacuation	☐
E. Show leadership in contributing to the debrief after fire emergency/drill: - Monitor responses to emergency for efficiency and timeliness - List hazards arising from evacuation - Identify areas for organisational and personnel improvements - Document and verbally present results to appropriate persons (e.g. PCBU, Trainer/Assessor)	☐
Name of observer	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	
Email address of observer	
Signature of observer	
Date	Click here to enter a date.
Comments	

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	