

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	Samantha Bailey
Date of assessment submission	Click here to enter a date.
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

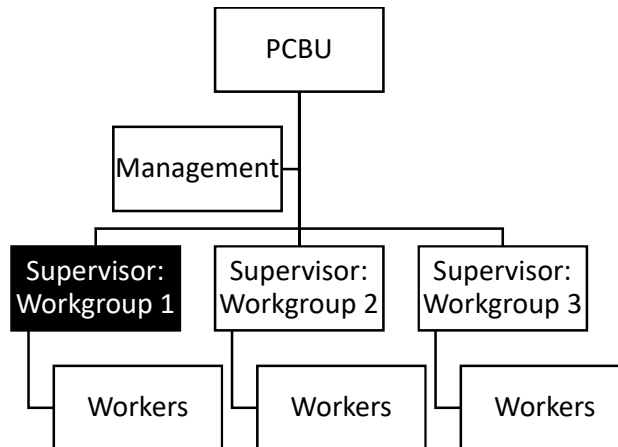
TASK INSTRUCTIONS

- 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
a) Identifying emergencies and initial response	Workbook response (below)
b) Risk register	1. Workbook response (below)
c) Plan and implement initial response	2. Workbook response (below)
d) Post-event activities	3. Workbook response (below)
e) Review emergency responses	4. 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	The Landscape Construction Company
Workgroup	

ACTIVITY 1

- Identify one (1) emergency that would fall under each of the following emergency categories:
 5. Fire evacuation
 6. Security breach
 7. Serious medical injury
- 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.
- Identify one (1) standard that you may refer to when identifying the cause of (and advice for initial response to) each emergency.
 8. Categorise each of the emergency according by colour code.
- Identify one (1) stakeholder who may be useful in identifying the cause of each emergency. Justify their suitability.
- 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.
- Identify one (1) emergency agency who you could liaise with to identify and respond to each emergency.
 9. Outline the requirements for liaising with an agency during reporting, arrival and in response to an emergency.
- Identify the impacts each emergency has on personnel, property and the environment.
- Identify initial response actions which could limit these impacts.
 10. List the actions in order of priority.
 11. Justify your responses with reference to current industry practice.

Fire evacuation**Describe emergency**

Fire evacuation – construction site evacuated after fire during hot works being performed on site.

Hazards (i.e. causing and during)

Causing:

Fire caused by heat or sparks and ignition source

Fire danger days/ fire ban due to extreme weather conditions

Flammable or combustible liquids, gases, vapours, dusts – within 15m of Hot Works and also outside the work area

During:

Fire spreading

Chemicals near the work place

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

AS3745-2010: Planning for Emergencies in Facilities

AS 1674.1-1997 Safety in welding and allied processes fire precautions

Code Red

Please note I have listed legislation and references below used throughout assignment:

Work Health and Safety Act 2011 (Qld)
Work Health and Safety Regulation 2011 (Qld)
Workers' Compensation and Rehabilitation Act 2003 (Qld)
Workers' Compensation and Rehabilitation Regulation 2014 (Qld)
How to Manage Work Health and Safety Risks Code of Practice 2011 (Qld)
Managing the Work Environment and Facilities Code of Practice 2011 (Qld)
Electrical Safety Act 2002 (Qld)
Electrical Safety Regulation 2013 (Qld)
Electrical Safety Code of Practice 2013 – Managing Electrical Risks in the Workplace (Qld)
Electrical Safety Code of Practice 2010 – Works (Qld)
Building Fire Safety Regulation 2008 (Qld)
First Aid in the Workplace Code of Practice 2014 (Qld)
Fire and Emergency Services Act 1990 (Qld)
Welding Processes Code of Practice 2013 (Qld)
Testing and tagging of electrical equipment – WorkCover, Qld
WorkSafe Qld Website, including various guides

Stakeholder who may identify cause of emergency
- Workers and others nearest the location of the incident – undertaking the work task and would be the ones responsible for following safety procedures and processes – valuable source of information - Workplace Health & Safety Regulator – during inspection of incident - Site Supervisors – may have witnessed the works, familiar with the site and hazards - Workers and site supervisors would have conducted a risk assessment and completed a Permit to Work – Hot Works before commencing work so therefore can assess the incident and causes - HSQ Department – full investigation of the incident. This includes gathering information, evidence, conducting interviews, producing a report to determine cause and preventative and corrective actions.
Internal specialist advisor who may identify cause of (and response to) emergency
WHS advisor – internal incident investigation Police, Fire and other emergency services, local authorities, and safety, health and environmental agencies (both government and non-government) should be consulted throughout the emergency planning process. Regulation 557 requires consulting with the emergency service organisations that have responsibility for the area in which the facility is located and address any recommendations made by those authorities. The same applies to consultation with the local authority in relation to the off-site health and safety consequences of a major incident occurring.
Emergency agency to liaise with
Fire Service - Develop strong relationship - Assist with planning and continuous improvement of response procedures – awareness of procedures and operations - Reporting – provided to fire service as a formal process to help identify and make recommendations - Local fire service would have more knowledge of the site and surrounding area - Arrival and response – ensure fire service know details about the emergency, if any staff/ visitors have not been accounted for, location of incident, etc. - Arrival and response liaison is important to for directing and access to site if required

Impacts on personnel, property and environment

Personnel – serious injuries such as burns and possibly even death to workers and others
 Property – buildings, equipment damage or loss
 Environmental damage – if fire spreads to bushland or neighbours as well as fauna loss
 Neighbours – is there a process for them to be alerted if required?

Initial response actions which could limit impacts

1. Alert all site workers to evacuate to muster point if necessary;
2. Call Fire Service (dial "000") if personnel, property, plant and equipment are at risk;
3. Evacuate and proceed to the designated Assembly Area if the fire poses a threat to the health and safety of personnel – close doors behind
4. Collect site induction & visitors' registers and daily prestart document if safe to do so, to carry out check at the muster point to account for all workers on site;
5. If any persons not accounted for, try to contact the person by phone– if not located and safe, take details of last known location and if not safe to search for them, give details to Fire Service when they arrive;
6. IF SAFE TO DO SO: Endeavour to extinguish flames - personnel are not to put themselves at risk at any time;

Security breach**Describe emergency**

Bomb threat – staff member received a phone call on the office phone and the caller made a bomb threat
 Alerted staff and commenced emergency procedures

Hazards (i.e. causing and during)

Unknown explosive and location
 The threat itself

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

AS3745-2010: Planning for Emergencies in Facilities

Code Purple

Stakeholder who may identify cause of emergency

- Workers and others nearest the location of the incident – undertaking the work task and would be the ones responsible for following safety procedures and processes – valuable source of information
- HSQ Department – full investigation of the incident. This includes gathering information, evidence, conducting interviews, producing a report to determine cause and preventative and corrective actions.

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

WHS Advisor – investigation assisting regulator, emergency services

Police, Fire and other emergency services, local authorities, and safety, health and environmental agencies (both government and non-government) should be consulted throughout the emergency planning process.

Regulation 557 requires consulting with the emergency service organisations that have responsibility for the area in which the facility is located and address any recommendations made by those authorities. The same applies to consultation with the local authority in relation to the off-site health and safety consequences of a major incident occurring.

Emergency agency to liaise with

Police – investigation and first on scene

Fire brigade – investigation

- Develop strong relationship
- Assist with planning and continuous improvement of response procedures – awareness of procedures and operations
- Reporting – provided to fire service as a formal process to help identify and make recommendations
- Local fire service would have more knowledge of the site and surrounding area
- Arrival and response – ensure fire service know details about the emergency, if any staff/ visitors have not been accounted for, location of incident, etc.
- Arrival and response liaison is important to for directing and access to site if required

Impacts on personnel, property and environment

Personnel – death or injuries

Property – damage or complete loss

Neighbour residents – do they need to be warned? Is there a process for this?

If a bomb was to explode – environmental effects on flora, fauna, may even be poisonous to people

Initial response actions which could limit impacts

1. Even though the caller may have done so, do not hang up your telephone.
2. Contact the Chief Fire Warden
3. Assess seriousness of threat
4. Notify Police
5. Assess if evacuation is necessary

Serious medical injury

Describe emergency

Electrocution

1 worker electrocuted due to damaged lead

Site personnel to perform first aid and/ cpr and arrange for emergency services to attend

Code Blue

Hazards (i.e. causing and during)

Faulty lead

May have been wet ground where the lead was

During – falling from a ladder if working at heights

- If victim is not separated from the power a person making contact with the victim could also be electrocuted

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

Code Blue

AS3745-2010: Planning for Emergencies in Facilities

Stakeholder who may identify cause of emergency

- Workers and others nearest the location of the incident – undertaking the work task and would be the ones responsible for following safety procedures and processes – valuable source of information
- Workplace Health & Safety Regulator – during inspection of incident
- Site Supervisors – may have witnessed the works, familiar with the site and hazards
- Workers and site supervisors would have conducted a risk assessment and completed a Permit to Work – Hot Works before commencing work so therefore can assess the incident and causes
- HSQ Department – full investigation of the incident. This includes gathering information, evidence, conducting interviews, producing a report to determine cause and preventative and corrective actions.

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

WHS advisor with assistance from medical practitioners and occupational hygienists and occupational health professionals

HR – files, medical files of staff members

Emergency agency to liaise with

Ambulance Service

- Develop strong relationship
- Assist with planning and continuous improvement of response procedures – awareness of procedures and operations
- Reporting – provided to fire service as a formal process to help identify and make recommendations
- Local fire service would have more knowledge of the site and surrounding area
- Arrival and response – ensure fire service know details about the emergency, if any staff/ visitors have not been accounted for, location of incident, etc.
- Arrival and response liaison are important to for directing and access to site if required

Impacts on personnel, property and environment

Personnel:

Workers or other personnel such as site visitors, who may have witnessed the incident, are first to help or are involved in first aid or taking worker/ workers to the hospital

Injured worker: electrocution and potentially death

- Can cause serious side effects:

- burns
- eye damage
- partial loss of limb function
- neurological disorders such as confusion and memory loss

Property:

- potential electrical fire
- loss of property or equipment
- damage to property or equipment

Environmental:

Fire spreading – if fire resulted from the incident

Neighbours – is there a process for them to be alerted if required?

Initial response actions which could limit impacts

If the injury is serious, activate the relevant emergency notification system and call 000. While first aid personnel are responding, have someone stay with the injured worker and ensure the surrounding area is safe.

1. Turn the power off. If you can't, try to separate the victim from the power source using a non-conductive item.

The first person at the scene to follow the DRSABCD Action Plan -

D Danger

R Response

S Send for help

A Airway

B Breathing

C CPR

D Defibrillation

2. If mechanical or electrical equipment is involved, isolate first.

3. Ring "000" to advise ambulance, fire brigade and police if necessary.

State the nature of the emergency and if special equipment is required to lift or lower the injured person from the incident site.

An inspector or police officer may need to investigate the scene of a serious electrical incident or dangerous electrical event.

It is an offence to interfere with the scene of an incident without the permission of an inspector or police officer.

There are some exceptions, such as, when it may be necessary for you to:

- save a life
- relieve suffering
- prevent injury to a person
- prevent property damage.

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Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

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**

25/09/2019

Hazard details

Fire caused by heat or sparks and ignition source
 Fire danger days/ fire ban due to extreme weather conditions
 Flammable or combustible liquids, gases, vapours, dusts – within 15m of Hot Works and also outside the work area
 Fire evacuation – construction site evacuated after fire during hot works being performed on site.

Location of hazard

Construction site – work area near shelter construction

People exposed to hazard

Workers in work area (15m of work) as well as any other workers, contractors or visitors to site surrounding the work area

Possible injuries/damage

Burns
 Property loss
 Fire damage to property, equipment, environment
 Possible death
 Environmental damage
 Fauna loss and injuries

Control measures required

- Check TLCC documents including the Safety Management Plan for any procedures, processes and systems to ensure I was following any TLCC requirements
- I could check legislation, regulations, codes or practices and guides to ensure compliance and controls are followed – ie. Standard – AS 1674.1:1997 Safety in welding and allied processes – fire precautions
- I would have developed a risk assessment to be conducted before works commence and this would also include a Hot Works Permit

Before works commence and as part of the Hot Works Permit the below control measures should be used:

- Combustibles and flammable liquids, gases, vapours, etc. moved greater than 15m from hot works
- Fire detection systems isolated
- PPE available and in good order

- Available fire extinguisher checked within 6 months
- Wind direction and speed checked and satisfactory
- Local fire ban and weather checked
- Isolation used if required
- Workers are notified of hot works at daily pre start meeting
- SWMS are developed and all workers trained in
- A spotter to be used and also spot checking half an hour after works has completed for any fires
- Check work area is free from rubbish, paper or dust that could be potential fuel sources or produce dust explosions.
- Do not store flammable and combustible materials near welding are

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
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L
E: Extreme		H: High		M: Medium	
				L: Low	

Level of risk: M

Record 2**Date of entry**

24/9/19

Hazard details

Bomb threat.

Telephone call to the office warning of a bomb – location unknown

Location of hazard

TLCC office property – exact location not specified by caller

People exposed to hazard

Workers or others at the office at the time of the call.

Surrounding neighbours or people passing by

Possible injuries/damage

Death
 Property loss and damage – office and surroundings – explosion and / fires
 Environmental damage and fauna

Control measures required

- Emergency plan in place and staff trained at induction and refresher training provided
- TLCC Safety Management Plan to provide a process for an emergency situation such as a bomb threat.
- TLCC to develop a Threatening Situation Checklist to be trained to all staff and to be used at the time of a bomb threat or a similar emergency.
- Ensure workplace has available fire extinguishers checked within 6 months

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
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L
E: Extreme		H: High		M: Medium	
				L: Low	

Level of risk: M

Record 3**Date of entry**

23/9/19

Hazard details

Electrocution – from faulty extension lead
 During construction of a shelter in a park
 Working on a ladder – also fell , had been raining so therefore may have been a wet ground the faulty lead was on

Location of hazard

Construction site – during construction of a shelter in a park

People exposed to hazard

Worker using the tools and faulty lead
 Others around the incident site that may come into contact with the victim or lead which may still have power running through it

Possible injuries/damage

Workers or other personnel such as site visitors, who may have witnessed the incident, are first to help or are involved in first aid or taking worker/ workers to the hospital
 Injured worker: electrocution and potentially death

- Can cause serious side effects:
 - burns
 - eye damage
 - partial loss of limb function
 - neurological disorders such as confusion and memory loss
- potential electrical fire
- loss of property or equipment
- damage to property or equipment

Control measures required

- ensure regular visual testing of equipment and leads, switch boards, etc.
- ensure cords extension sets and leads are not run across sharp edges or rough surfaces – keep leads off the ground
- do not use leads and tools in damp or wet conditions unless they are designed for those conditions
- ensure any high-risk electrical workers provide qualifications and licences before commencing work
- Abide by Safety Tag and Lock Out procedures;
 - Ensure that a register is kept for the purchase, testing and tagging of all electrical equipment;
 - Ensure double adaptors and piggyback plugs are not used;
 - Ensure that if an extension lead or flexible cable is used and stored, it is—
 - a) located where it is not likely to suffer damage; or
 - b) protected against damage, including damage by liquid;
 - Ensure employees are provided with information, training, instruction and supervision regarding the use of electrical equipment, in accordance with these guidelines; and
 - Comply with the *Electrical Safety Act 2002, Electrical Safety Regulation 2013*, Industry Codes of Practice, Australian Standards and Government guidelines

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
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L
E: Extreme		H: High		M: Medium	
				L: Low	

Level of risk: M

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

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

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

Fire evacuation

Emergency equipment

Portable fire extinguishers

- Must be provided and installed at a workplace in accordance with AS 2444, Portable Fire Extinguishers – Selection and Location
- To be serviced every 6 months by qualified person
- Signage used to show where fire extinguisher is kept – Sign to be large enough to be identified from at least 15m away More than 1 sign will be required for multiple extinguishers. Signs to be positioned where fire extinguisher/s are kept on site.
- Extinguishers to be approx. hip height
- Additional fire extinguishers will be brought onto site where works pose the risk of fire. I.e. Hot works
- Workers will be informed of the location of firefighting equipment and the use of at site inductions and daily pre-starts – this information is also found in job specific Safety Management Plans.

Required training

TLCC use the following documents for Fire & Evacuation Training and Drills

- Fire and evacuation instruction record
- Fire and evacuation practice record
- Chief warden's evacuation drill checklist
- Observer's evacuation drill checklist
- Emergency Evacuation Checklist – Wardens or Site Supervisor

- Training is provided to office staff on induction and repeated annually.

- Training is provided to field staff as well as contractors and visitors at site specific inductions and/ or daily pre starts.

- Emergency Evacuation Drills should be carried out at least once every six months on TLCC sites where TLCC is Principal Contractor. Drills is documented on Daily prestart form and/or Chief Wardens Evacuation Drill Checklist.

- Emergency plan developed and displayed on sites and in the office and all staff trained accordingly

First Aid Training

First Aid Officers undergo an approved training course every three years and recommended annual re-training in cardio pulmonary resuscitation.

Records

Training records will be kept and be made available for inspection by an authorised

fire officer if required. Prescribed records are required to be kept for at least 2 years.

Records will include the date the training was held, the instructor's name, a brief description of which workers were instructed, for example by reference to their occupation or location in the building and a brief description of the instructions given.

Records are also kept on other documents:

- Fire and evacuation instruction record
- Fire and evacuation practice record

Instruction Guidelines:

- General evacuation instructions must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- First Response evacuation instructions must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- Evacuation coordination procedures must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- Instructions on any change to the Fire Evacuation Plan must be given to all persons within one month of the change taking effect.

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).

4. The location of fire fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire fighting equipment (fire extinguishers, fire blankets & fire hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable).
9. Contacting the Fire Service using '000' telephone number and passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building (Conducting a head count).
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

Parties to deliver training:

- Fire warden
- HSQ advisor and/ or administrator
- HR personnel at time of induction with the assistance of the fire warden
- Local Fire Service may be called in for training if required or high risk work areas

Your role in implementing initial response procedures

- Arrange and conduct drills
- Develop procedures and provide to all staff in the office and on field through toolbox training
- Ensure training is provided at Induction
- Train the Fire Warden in initial response procedures
- Emergency evacuation plan sign and any additional signage required if PC on site

-Office – emergency evacuation plans for each room

- Toolbox all procedures and make sure site folders, site containers have access to plan and have it visible for all workers and visitors to site to see.

Provide all required information and resources to management to ensure they are meeting legislation requirements.

Security emergency**Emergency equipment**

Portable fire extinguishers

- Must be provided and installed at a workplace in accordance with AS 2444, Portable Fire Extinguishers – Selection and Location
- To be serviced every 6 months by qualified person
- Signage used to show where fire extinguisher is kept – approx. hip height
- Additional fire extinguishers will be brought onto site where works pose the risk of fire. I.e. Hot works
- Workers will be informed of the location of firefighting equipment and the use of at site inductions and daily pre-starts – this information is also found in job specific Safety Management Plans.

First Aid Kit

- Site supervisor is responsible for ensuring reasonable access to appropriate and adequate first aid equipment.
- At minimum site supervisor will have a first aid kit in their vehicle
- Identification, location and contact details of the first aider will be communicated at the site induction and onsite signage
- Different kit types for low – medium risk work:
 Vehicle Only - LOW RISK
 Crew <5 workers - LOW TO MEDIUM RISK
 Crew / Construction Site < 30 workers – MEDIUM RISK
- At TLCC First Aid Kit Refill Request are to be completed when refills are required, or contents have expired
- First Aid Kit services to be done annually and complete First Aid Kit Contents document

Required training

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- Observer's evacuation drill checklist
- Emergency Evacuation Checklist – Wardens or Site Supervisor

- Training is provided to office staff on induction and repeated annually.

- Training is provided to field staff as well as contractors and visitors at site specific inductions and/ or daily pre starts.

- Emergency Evacuation Drills should be carried out at least once every six months on TLCC sites where TLCC is Principal Contractor. Drills is documented on Daily prestart form and/or Chief Wardens Evacuation Drill Checklist.

- Emergency plan developed and displayed on sites and in the office and all staff trained accordingly

First Aid Training

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Records

Training records will be kept and be made available for inspection by an authorised

fire officer if required. Prescribed records are required to be kept for at least 2 years.

Records will include the date the training was held, the instructor's name, a brief description of which workers were instructed, for example by reference to their occupation or location in the building and a brief description of the instructions given.

Instruction Guidelines:

- General evacuation instructions must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually.
- First Response evacuation instructions must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly.
- Evacuation coordination procedures must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually.
- Instructions on any change to the Fire Evacuation Plan must be given to all persons within one month of the change taking effect.

The instructions given take into account the following components:

12. The location of the buildings' escape routes (fire exits and pathways to an exit).
13. A procedure for conducting members of the public to exit and then to the designated assembly area (safe place).
14. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
15. The location of fire fighting equipment (fire extinguishers, fire blankets & fire hose reels).
16. The location of fire alarms or equipment for warning of fire (if applicable).

17. The method of operation of fire fighting equipment (fire extinguishers, fire blankets & fire hose reels).
18. The method used to activate fire alarms or equipment for warning of fire (if applicable).
19. Making the announcement for occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable).
20. Contacting the Fire Service using '000' telephone number and passing on details of the emergency.
21. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building (Conducting a head count).
22. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

Parties to deliver training:

- Fire warden
- HSQ advisor and/ or administrator
- HR personnel at time of induction with the assistance of the fire warden

First Aid

CPR

Workers may require these certifications as part of their job, ie. Site Supervisors

Training to be done by an external trainer either as a training day run in the office or organised off site

Training Registered Organisation – eg. St John QLD, Australia Wide First Aid

Your role in implementing initial response procedures

Request interest from staff if they would like to do First Aid or CPR courses

Check who is required to have the first aid and/ or CPR completed for their job responsibilities whether is it by law or as a TLCC requirement.

Check with management for approval to organise staff courses

- Arrange and conduct drills
- Develop procedures and provide to all staff in the office and on field through toolbox training
- Ensure training is provided at Induction
- Train the Fire Warden in initial response procedures
- Emergency evacuation plan sign and any additional signage required if PC on site

-Office – emergency evacuation plans for each room

- Toolbox all procedures and make sure site folders, site containers have access to plan and have it visible for all workers and visitors to site to see

Provide all required information and resources to management to ensure they are meeting legislation requirements.

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Serious medical injury

Emergency equipment

First Aid Kit

- Site supervisor is responsible for ensuring reasonable access to appropriate and adequate first aid equipment.
- At minimum site supervisor will have a first aid kit in their vehicle
- Identification, location and contact details of the first aider will be communicated at the site induction and onsite signage
- Different kit types for low – medium risk work:
Vehicle Only - **LOW RISK**
Crew <5 workers - **LOW TO MEDIUM RISK**
Crew / Construction Site < 30 workers – **MEDIUM RISK**
- At TLCC First Aid Kit Refill Request are to be completed when refills are required, or contents have expired
- First Aid Kit services to be done annually and complete First Aid Kit Contents document

Required training

First Aid

CPR

First Aid Training

First Aid Officers undergo an approved training course every three years and recommended annual re-training in cardio pulmonary resuscitation.

Records

Training records will be kept and be made available for inspection by an authorised

fire officer if required. Prescribed records are required to be kept for at least 2 years.

Records will include the date the training was held, the instructor's name, a brief description of which workers were instructed, for example by reference to their occupation or location in the building and a brief description of the instructions given.

Workers may require these certifications as part of their job, ie. Site Supervisors

Training to be done by an external trainer either as a training day run in the office or organised off site

Training Registered Organisation – eg. St John QLD, Australia Wide First Aid

Your role in implementing initial response procedures

Request interest from staff if they would like to do First Aid or CPR courses

Check who is required to have the first aid and/ or CPR completed for their job responsibilities whether is it by law or as a TLCC requirement.

Check with management for approval to organise staff courses

Ensure all initial response procedures are documented in the TLCC Safety Management Plan and other safety documents and provided to all staff

Provide all required information and resources to management to ensure they are meeting legislation requirements.

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

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

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

Evacuation emergency

Fire/ Evacuation Warden – manage safe evacuation all personnel and ensure all personnel remain in the designated area to commence second phase.

Fire brigade

HSQ Department

Second phase:

1. Where Fire Service has been called in, do not return to site until all-clear is given by Fire Service;
2. Site Manager, Project Manager and HSQ Advisor are to be informed of any incident involving fire, irrespective of the extent of damage;
3. Complete and submit to office HOIN report or incident report within 24 hours of incident

Many emergencies will require a second response phase to address issues such as:

- Ongoing medical conditions
- Traffic control
- Notification of family members
- Counselling for involved parties

People involved in this phase – first aid and medical personnel, traffic controllers, containment and support for evacuated personnel, counsellors and disasters organisations

I would assist by:

- obtaining documents
- facilitating communication between personnel
- providing information and details to fire brigade and other emergency services
- arrange notifying family members or next of kin by providing contact details
- provide fire brigade and other services with worker/ workers files/ known medical conditions
- ensure any staff who have traffic control training are able to assist where required
- ensure all directions and access is given to emergency services

Security emergency

Fire/ Evacuation Warden – ensure evacuation procedure is followed if required
 HSQ Advisor – ensure correct procedure for a threatening situation is followed – only evacuate if necessary/ safe to do so

Fire brigade

HSQ Department

police:

Second phase:

1. Where Fire Service or police has been called in, do not return to site until all-clear is given by Fire Service;
2. Site Manager, Project Manager and HSQ Advisor are to be informed of any incident, irrespective of the extent of damage;
3. Complete and submit to office HOIN report or incident report within 24 hours of incident

Many emergencies will require a second response phase to address issues such as:

- Ongoing medical conditions
- Traffic control
- Notification of family members
- Counselling for involved parties

People involved in this phase – first aid and medical personnel, traffic controllers, containment and support for evacuated personnel, counsellors and disasters organisations

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- provide fire brigade and other services with worker/ workers files/ known medical conditions
- ensure any staff who have traffic control training are able to assist where required
- ensure all directions and access is given to emergency services

Serious medical injury

First aid personnel

Ambulance

Workers

Site supervisor

Second phase:

1. Organise a person to go to the site entrance/s to guide Emergency Services to the nearest access point to the patient.

Call your Project Manager and/or HSQ Advisor prior to taking the worker to a Medical centre or Doctor – to report and for advice on suitable duties program depending on the nature of the injury;

2. Notify next of kin if required – number should be on worker's induction record;
3. Notify the Site Manager and Contractor Representative (if applicable) of the incident, actions taken and the eventual outcome;

4. Complete written HOIN report and submit to office within 24 hours of incident

Many emergencies will require a second response phase to address issues such as:

- Ongoing medical conditions
- Traffic control
- Notification of family members
- Counselling for involved parties

People involved in this phase – first aid and medical personnel, traffic controllers, containment and support for evacuated personnel, counsellors and disasters organisations

I would assist by:

- obtaining documents
- facilitating communication between personnel
- providing information and details to fire brigade and other emergency services
- arrange notifying family members or next of kin by providing contact details
- provide fire brigade and other services with worker/ workers files/ known medical conditions
- ensure any staff who have traffic control training are able to assist where required
- ensure all directions and access is given to emergency services

Your contribution to debriefing process

People involved in the debriefing:

- Worker/ workers involved in the incident if it occurred during performing a task (ie. Hot works, electricution)
- Site Supervisor
- HSQ Advisor and/ or administrator
- First aid and medical personnell
- Any other personnel involved in the initial response – for example first aid, site traffic control, driving worker to doctors, etc.
- Mangement
- Emergency agencies – fire service, police, ambulance
- Emergency Planning Committee

Ongoing consultation with workers should be actively pursued. following these exercises provide participants with an opportunity to indicate the problems encountered and suggest possible solutions.

Debriefing should take place:

- Immediately after a drill, practice, training session/ information session or meeting
- Or in the case of a real emergency, immediately after

Documents to be used when within TLCC during a debrief process for emergency response:

- Fire and evacuation instruction record
- Fire and evacuation practice record
- Chief warden's evacuation drill checklist
- Observer's evacuation drill checklist
- Emergency Evacuation Checklist – Wardens or Site Supervisor

Aspects to be considered at debrief:
 Planned evacuation routes work as expected?
 Were procedures followed?
 Were the principles and priorities for evacuation met?
 Were all involved aware of their duties and responsibilities?
 Did the response process take too long – could there be room for ensuring faster responses?

I would contribute to the debriefing stage by:

- Ensuring all documents have been completed and returned regarding the emergency response
- Record any documents into registers for follow up and stats
- Arrange everyone to meet

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

ACTIVITY 5

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

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

	Response
a)	• During drills I would stay with the warden and monitor their steps to ensure they are providing correct instructions and also at this time I would be able to be apart of the whole drill to see what is working and what not is working • I would discuss at the evacuation point after a drill if anyone had any feedback or questions • I would keep training records, incident records including times, dates, who was involved and equipment to monitor if we are time efficient and using all resources as well as identifying resources, we could use more of • Discuss emergency responses with emergency services and any other personnel outside TLCC at the time who may provide an more knowledge or an outsider view on our processes. • I would keep a register for equipment to ensure all equipment serviced and at the correct time according to legislation • Ensure all legislation, regulations, codes of practice and guides are readily available for any checking or updating of our procedures - Ensure TLCC policies, procedures, processes and systems are followd - Undertake continuous audits and develop action plans - I would review investigations and other procedures following any emergency incident where a signifiant impact has, or potentially may have occurred with Office Managers and Directors. - Attend committee meetings and toolbox talks Stakeholders should be consulted to assist with monitoring to: • Gain more accurate information • gain feedback on what works and what may require improving • identify any training that may be required • track needs and expectations • group knows what to expect of each other

	Ways I would collect information from the stakeholders? • Walk with warden during drills or incidents • Telephone calls • Interviews • HOIN reports • Emails • Toolbox talks • Meetings • Informal discussion • Use of safety documents, ie. Fire and evacuation instruction record, Fire and evacuation practice record, Chief warden's evacuation drill checklist, Observer's evacuation drill checklist, Emergency Evacuation Checklist – Wardens or Site Supervisor • Discussion at evacuation drills – with ECO and workplace occupants Police, Fire and other emergency services, local authorities, and safety, health and environmental agencies (both government and non-government) should be consulted throughout the emergency processes. Regulation 557 requires to consult with the emergency service organisations that have responsibility for the area in which the facility is located and address any recommendations made by those authorities. Consultation and seeking advice from emergency services and local authority will help gain more knowledge of the location, identify any procedures that may need to be developed for neighbours or residents, knowledge on environmental impacts in the area, identify areas of improvement and will also ensure that at the time of an emergency local services are familiar with your area and plans.
b)	Management Local fire department Local authority Police Ambulance WHS Regulator if incident occurred and a report was required Workers and site supervisors
c)	Area in the workplace that might need improving: - Warden and HSQ knowing who was in the office and who was absent or out on site/ break, etc. - Other staff may not know either – Project Managers or other managers may be out on site Recommendations: - Sign in/ sign out white card process for all staff coming and going - White board in each department to mark coming and going After performing a risk assessment it was decided these were not cost effective or practicable for our company. Instead we attach copy of staff contact list and grab visitors register on our way out of the office during evacuation.

d)	See – Point C As a supervisor - Ensure area is clear before leave the area and confirm with warden. Ensure supervisor grabs list of staff in that specific department This will save time ensuring all staff are encountered for.
e)	Part 5, Division 6 of WHS Act – outlines rights of workers to cease or direct cessation of unsafe work Section 83 states the definition of cease work under this division means— (a) to cease, or refuse, to carry out work under section 84; or (b) to cease work on a direction under section 85. Section 84 states a worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the worker's health or safety, emanating from an immediate or imminent exposure to a hazard. Section 89 states a regulator can be requested to appoint an inspection to attend the workplace to assist in resolving an issue arising in relation to the cessation of work. Section 43 states A person conducting a business or undertaking at a workplace must ensure that an emergency plan is prepared for the workplace, that provides for the following— (a) emergency procedures, including— (i) an effective response to an emergency; and (ii) evacuation procedures; and (iii) notifying emergency service organisations at the earliest opportunity; and (iv) medical treatment and assistance; and (v) effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace; (b) testing of the emergency procedures, including the frequency of testing (c) information, training and instruction to relevant workers in relation to implementing the emergency procedures. (2) A person conducting a business or undertaking at a workplace must maintain the emergency plan for the workplace so that it remains effective. (3) For subsections (1) and (2), the person conducting the business or undertaking must have regard to all relevant matters including—

	(a) the nature of the work being carried out at the workplace; and (b) the nature of the hazards at the workplace; and (c) the size and location of the workplace; and (d) the number and composition of the workers and other persons at the workplace. (4) A person conducting a business or undertaking at a workplace must implement the emergency plan for the workplace in the event of an emergency. Section 74 is in regard to first aid procedures to be implemented and states a person conducting a business or undertaking must— (a) establish first aid procedures and rescue procedures to be followed in the event of an emergency in a confined space; and (b) ensure that the procedures are practised as necessary to ensure that they are efficient and effective. 2) The person must ensure that first aid and rescue procedures are initiated from outside the confined space as soon as practicable in an emergency. Section 76 is in regard to training of emergency plans and procedures
f)	Managing Work Environment and Facilities Code of Practice 2011 The purpose of emergency planning is to reduce the effects of an emergency that occurs at a workplace involving hazardous chemicals. An emergency may involve: • an explosion • fire • the harmful reaction or the evolution of flammable, corrosive or toxic gases and vapours • the escape, spillage or leakage of a hazardous chemical Under section 43 of the WHS Regulation, all workplaces have an obligation to prepare, maintain and implement an emergency plan that provides for the following: • emergency procedures including an effective response to an emergency • evacuation procedures • notifying emergency service organisations at the earliest opportunity • medical treatment and assistance • effective communications • testing of the emergency procedures including the frequency of testing • information, training and instruction to relevant workers in relation to implementing the emergency procedures. Preparing an emergency plan When preparing an emergency plan, the PCBU must consider all relevant matters including: • the nature of the work being carried out at the workplace • the nature of the hazards at the workplace

	- the size and location of the workplace - the number and composition of the workers and other persons at the workplace. A person conducting a business or undertaking at a workplace must implement the emergency plan for the workplace in the event of an emergency. During the development and implementation stages, all workers must be consulted as well as during monitoring and reviewing. If the workplace presents a significant hazard in an emergency, consultation with the local emergency services when developing the plan should occur.
g)	WorkCover Qld Website – Safe Work Australia – Guide Emergency Plans I have chosen one guideline from this document. This guidance material outlines that the emergency plan must be supported and managed, regularly reviewed and updated as legislation changes or internal reviews or changes take place. This document is to be incorporated into the IMS to ensure continuous effectiveness. It states that there should be measures in place to promote awareness and understanding of the plan (such as training and education), control measures (such as record keeping), and evaluation measures (such as regular monitoring and review). For the emergency procedures to be understood and implemented throughout the company training is a vital part of the process this includes initial training and refresher training. All persons on-site, including visitors and contractors, should be provided with induction, which at TLCC site supervisors will ensure training is done at site inductions or daily at the daily pre starts. Ongoing training is required to ensure they have a general awareness of the emergency plan and the capability to undertake their roles and responsibilities in the event of an emergency. Training and education should be competency-based, enabling personnel to develop skills in the use of emergency equipment and a working knowledge of emergency procedures. The training program should provide access to information for designated personnel on the potential impacts of the range of emergencies identified i.e. several key personnel at the facility should have developed an understanding of what could happen if things do go wrong.

Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
a) 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	☐
b) 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	☐
c) Safety representatives and WHS regulators have the power to direct workers to cease work immediately if an immediate danger to WHS exists. ☒ True ☐ False	☐
d) It is optional to check and account for people during an evacuation. ☐ True ☒ False	☐
e) 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	☐
f) 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	☐

g) Debriefing and reports are part of the initial response procedures. ☐ True ☒ False	☐
h) Which of the following are appropriate ways to document and display actions for initial response? Select all that apply. ☒ Evacuation map ☒ 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
Consult with other workers, specialist advisors (e.g. Trainer/Assessor) and emergency services (e.g. personally/via website) to identify: 10. Potential fire hazards/emergencies within the workplace 11. Actions to be taken by workers and others, according to internal/external WHS information	☐
Conduct a safety audit of the work area: 12. Identify resources available and required for immediate response (including evacuation maps) 13. Check emergency equipment to ensure serviceability, accessibility, cleanliness and correct location	☐
Document potential emergencies and their causes in a risk register, identifying: 14. Possible injuries/damage 15. Required control measures (including training needs and responsibility for implementation within organisation) 16. Risk assessment results	☐
Respond to a fire emergency/drill: 17. Providing information needs to emergency response personnel during reporting, arrival and in response to emergency 18. Checking and accounting for people during an evacuation	☐
Show leadership in contributing to the debrief after fire emergency/drill: 19. Monitor responses to emergency for efficiency and timeliness 20. List hazards arising from evacuation 21. Identify areas for organisational and personnel improvements 22. 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	