

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	
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

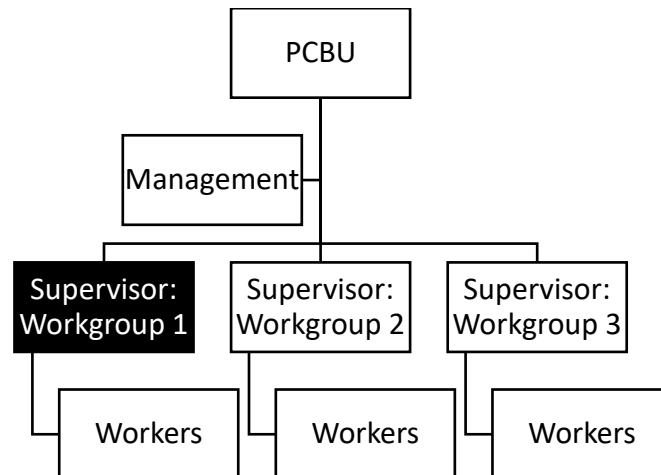
TASK INSTRUCTIONS

- 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
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	
Workgroup	

ACTIVITY 1

- 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 Evacuation
Hazards (i.e. causing and during)
Electrical Fire
Standard which may identify cause of (and response to) emergency
AS / NZ Standard 6745-2010 (Appendix A) outlines information on fire and smoke emergencies.
Stakeholder who may identify cause of emergency
Workers in area at the time of the emergency.
Internal specialist advisor who may identify cause of (and response to) emergency
Fire Services – 000. Ensure to also follow the companies emergency procedure.
Emergency agency to liaise with
Fire Services, Police, Ambulance
Impacts on personnel, property and environment
Personnel injury: Smoke inhalation, burns Property damage: Fire damage to property and equipment Environmental: flora / fauna / smoke / ash
Initial response actions which could limit impacts
R (rescue) A (alarm) C (confine) E (evacuate) RACE posters are presented at each sign in point as all locations on site as well as the site office.

Security breach
Describe emergency
Bomb threat

Hazards (i.e. causing and during)
Security emergency – difficulty to confine into a locked / secured area.
Standard which may identify cause of (and response to) emergency
AS / NZS 3745 – outlines bomb threat emergencies and coding, including the different emergency colour codes.
Stakeholder who may identify cause of emergency
Workers who have identified the sources of a threat.
Internal specialist advisor who may identify cause of (and response to) emergency
Police.
Emergency agency to liaise with
Police – fire and ambulance service will also be present.
Impacts on personnel, property and environment
Personal – potential physical / mental harm to those exposed Property – potential damage from explosion – shrapnel etc. Enviro – potential damage to enviro which may include smoke, shrapnel in water ways etc.
Initial response actions which could limit impacts
Call 000 and do as they say – evacuate as per procedure to muster point or as per police instructions.

Serious medical injury
Describe emergency
Amputated finger
Hazards (i.e. causing and during)
Equipment being used without guard / procedure not being followed.

Standard which may identify cause of (and response to) emergency
AS / NZS 3745-2010 – Section 4.3 Explains the emergency coding (which is blue)
Stakeholder who may identify cause of emergency
Workers and witnesses.
Internal specialist advisor who may identify cause of (and response to) emergency
Ambulance Services.
Emergency agency to liaise with
Ambulance services – police presence possible depending on the scenario.
Impacts on personnel, property and environment
Personnel – physical injury and mental wellbeing to witnesses / person injured Property – equipment damage and replacement Enviro – no immediate danger to the environment
Initial response actions which could limit impacts
D (danger) R (response) S (send help) A (airway) B (breathing) C (CPR) D (debrillator)

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:

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

Record 1

Date of entry

11.06.2020

Hazard details

Bomb Threat.

Location of hazard

RNAJV, Gate 16.

People exposed to hazard

Workers and the public.

Possible injuries/damage

Personnel injury – smoke inhalation or shrapnel injury, mental impact
Property damage – equipment, smoke, shrapnel
Environmental – smoke

Control measures required

Flammable materials to be contained in a secure storage shed.
Activate and follow the site emergency procedure as displayed around the workplace.

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
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Level of risk: High

Record 2**Date of entry**

11.06.2020

Hazard details

Amputated finger.

Location of hazard

RNAJV, Site Compound.

People exposed to hazard

Workers.

Possible injuries/damage

Personnel: physical injury and mental health of witnesses and person injured

Property: equipment being used

Environment: no immediate danger to the environment

Control measures required

Ensure that all personnel have relevant tickets, VOC's and are following procedures, policies and using appropriate systems.

Having first aiders on site, available and easily recognisable (posters with photos on all sign in points) – all being up to date with refreshers.

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: High

Record 3**Date of entry**

Not required – only 2 emergencies are identified in section 1

Hazard details					
Not required – only 2 emergencies are identified in section 1					
Location of hazard					
Not required – only 2 emergencies are identified in section 1					
People exposed to hazard					
Not required – only 2 emergencies are identified in section 1					
Possible injuries/damage					
Not required – only 2 emergencies are identified in section 1					
Control measures required					
Not required – only 2 emergencies are identified in section 1					
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: Not required – only 2 emergencies are identified in section 1					

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:

- 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**

Fire Extinguisher, this should be stored in an accessible location at various locations across site (including all vehicles).

McIlwain have these tested and tagged every 3 months (6 months is the mandatory requirement).

Required training

Fire extinguisher awareness training, the online induction also includes information regarding the use of fire extinguishers and fire emergencies. Fire Warden training is also conducted by relevant personnel.

Your role in implementing initial response procedures

In my role as an emergency coordinator, I will ensure that the daily signs in sheets are collected before moving to the evacuation point – to ensure that everyone has been accounted for.

Security emergency**Emergency equipment**

Bomb Threat

Required training

Phone threat checklist, this is mentioned in the online induction and steps through the process. This process is also easily available in the office and via our internal system.

Your role in implementing initial response procedures

I have been briefed on dealing with telephone bomb threats and have completed the induction which also involves this procedure – I understand how to deal with a situation if the need arises.

Serious medical injury
Emergency equipment
Access to First Aid Kits, which are to be checked on regular bases (McIlwain does this every 3 months), phone / UHF access which are available in all vehicles and plant and mobile phones are also accessible – all supervisors / leading hands are required to have a work mobile phone on them at all times.
Required training
First aid training is offered to all employees interested, in some positions it is a requirement - such as supervisors and HSE officers / management. These people can be identified by either a green hard hat OR a green first aid sticker, they are also presented on an emergency information poster which is located on various locations around site for quick / easy recognition.
Your role in implementing initial response procedures
I am first aid trained and am qualified to coordinate an emergency situation.

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:

- 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

The people that have been evacuated may require medical attention, which is when emergency services need to be contacted. Further medical assistance may be required depending on the injury.

Security emergency

The person who has received this threat may require counselling – McIlwain has an employee assistance program which is always available, but will be offered to them again at this point.

Serious medical injury

Ongoing medical observation is required as well as rehabilitation and a return to work program. Which shall be reviewed regularly through, until normal duties are resumed.

Your contribution to debriefing process

Debriefing activities provide an opportunity for all involved to self-examine and bring forward any ideas or experiences that may help with ensuring continuous improvement within the company and its processes / policies and procedures.

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.

- 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)	Stakeholders – this may assist with timeliness and effectiveness, including seeking feedback when reviewing the emergency that occurred. Both internal and external stakeholders need to be consulted, this will ensure that different views are accounted for.
b)	Management, Health & Safety Representatives, Workers, PCBU, Health & Safety Queensland.
c)	Reporting feedback – this may include a survey that is conducted post emergency.
d)	Reporting back to the work group of the findings in the feedback provided by all involved post emergency and ensuring that improvements are followed up.
e)	WHS Regulations Qld 2011, Section 43 – identifies duties of a PCBU for their preparedness in implementing an emergency plan.
f)	Confined Spaces – Section 6 – emergency and rescue procedures are required when working in confined spaces.

g)	How to develop an emergency plan – https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0004/82624/hazardous-guidelines-emergencyplanning.pdf
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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 ☒ False	☐
8. 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
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	