

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	Shanal Singh
Date of assessment submission	13/08/2015

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

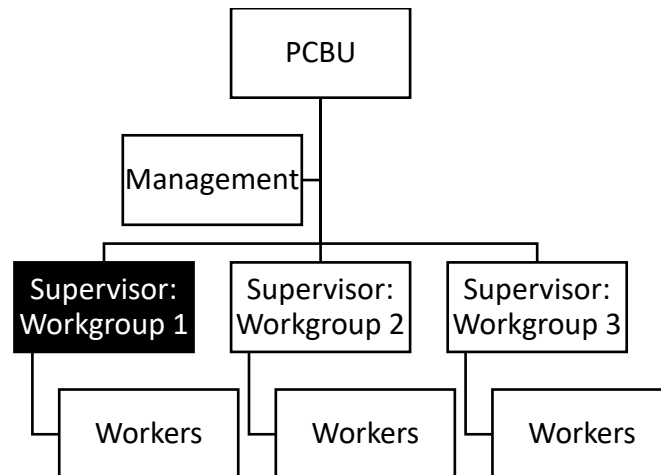
TASK INSTRUCTIONS

- 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	Civil Earthmoving & Services
Workgroup	Earthworks & Civil Infrastructure

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
Explosion of drainage chemical stored in main office
Hazards (i.e. causing and during)
Cause. Incorrect storage measures of certain chemical being stored together in the hazardous substance storage unit. Certain chemicals cannot be stored together with other chemicals due as they may react with other reactive chemicals. During. Hazardous chemical incorrectly stored and spilled into adjacent chemical unit. Both chemicals react and have a explosive reaction igniting other flammable chemicals in the storage
Standard which may identify cause of (and response to) emergency
The Work Health and Safety Regulation 2011 When incompatible hazardous chemicals come into contact with each other, the chemicals can react to cause fire, an explosion or release toxic, flammable or corrosive vapours. Workplaces that use, store or handle hazardous chemicals must have systems and procedures to prevent incompatible materials interacting under section 354 of the Work Health and Safety Regulation 2011 (WHS Regulation). You must also consider incompatibilities when managing spills (refer to section 357 of the WHS Regulation).
Stakeholder who may identify cause of emergency
• The Civil Contractor • Workplace health and safety advisors • HSE, HSR • Civil Drainer • Supervisor • Environmental officer or agency
Internal specialist advisor who may identify cause of (and response to) emergency
HSE officers. A thorough evaluation of the stormwater works is carried out by the on-site HSE. With the help of the supervisor, Management and labours conducting the work a risk assessment is created outline all the hazardous substance that will be required on-site to complete the works. The HSE will produce a register outlining all the substances and appropriate storage methods. As the HSE is site based they can ensure that the work is being conducted as per the workplace SWMS/ Chemical RA and MSDS's and advise of shortcoming in terms of safety.
Emergency agency to liaise with
External WHS officers are liaised with to ensure that all works are being carried out in accordance with Australian standards. WHS auditors visit the site to ensure that and measures are to minimum legislation. Where recent adjustment of Code of practice and WHS Act have been incorporated into the works. Specific to this event they will audit to ensure that the correct storage measures are being utilised as per the MSDS.

Impacts on personnel, property and environment
Incorrectly storage of chemicals can cause materials to combust potentially damaging property and assets in the vicinity of the explosion. The chemical could potentially spill into the stormwater drainage and enter water ways through the drainage network. In the worst-case scenario, the chemicals could cause burns and consequently death as a result.
Initial response actions which could limit impacts
Initial responses would be to ensure that the correct firefighting equipment is stored on-site or at the place of storage. The specified fire fighting equipment is mentioned in the product MSDS's. They must be in the immediate vicinity of the storage unit.

Security breach
Describe emergency
Personnel enters site with the appropriate PPE equipment and knowledge of hazardous systems/ equipment stored on-site. However, falls into an open exaction that was not correctly barricaded
Hazards (i.e. causing and during)
The person without knowledge falls into an excavation or open trench that was not safely barricaded causing physical injury to the worker. The excavation was not correctly monitored and permit to excavate was not obtained. The supervisor did not ensure to backfill as required to meet safe work practices.
Standard which may identify cause of (and response to) emergency
Code of Practice: <i>Excavation Work</i>. - Have regard to all relevant matters including the nature of the excavation, the nature of the work (including the range of possible methods for carrying it out), and the means of entry into and exit from the excavation. - Take all reasonable steps to obtain current underground essential services information about the part of the workplace where excavation work is being carried out, and any adjacent areas. - Provide that information to subcontractors and make sure it is available for inspection for at least two years following a notifiable incident, if one occurs, or until the excavation work is complete
Stakeholder who may identify cause of emergency
- The Civil Contractor - Workplace health and safety advisors - HSE, HSR - Civil Drainer - Supervisor - Environmental officer or agency
Internal specialist advisor who may identify cause of (and response to) emergency
HSE officers. A thorough evaluation of the stormwater works is carried out by the on-site HSE. With the help of the supervisor, Management and labours conducting the work a risk assessment is created outline all the hazardous substance that will be required on-site to complete the

works.. As the HSE is site based they can ensure that the work is being conducted as per the workplace SWMS and advise of shortcoming in terms of safety

Emergency agency to liaise with

External WHS officers or site supervisors from the Principal contractor are liaised with to ensure that all works are being carried out in accordance with Australian standards. WHS auditors visit the site to ensure that and measures are to minimum legislation. Where recent adjustment of Code of practice and WHS Act have been incorporated into the works. Specific to this event they will audit to ensure that the excavation works is being established correct. E.g. batters, excavations are not more than 1.5m deep.

Impacts on personnel, property and environment

If earthworks are incorrectly established, they can pose significant environmental impacts such as when it rains soil can wash into surrounding creeks or waterways. Furthermore, it can create significant property damage by washing into the surrounding drainage networks. In the worst-Case scenario, it can create injury to operators or labourers if the excavations are incorrectly barricaded as an unsuspecting worker can fall into the open excavation and cause himself injury.

Initial response actions which could limit impacts

Initial responses would be to ensure that the personnel are not injured badly and ensure he is removed from the excavation and given immediate first aid.

Serious medical injury

Describe emergency

Injury to leg of Drainer/ labour whilst lowering and positioning Cement pipe into trench for stormwater works

Hazards (i.e. causing and during)

A cause could be because of several reasons;

- Failure of equipment such as slings or lifting gear.
- Uncertainty of the scope of works
- Incorrect PPE
- Insufficient safety practices E.g. implementation of spotter, dogman etc.

A hazard that may occur during works is.

- Manual handling scenarios. E.g. Slipping, Lifting, Twisting

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

AS 1353 – Flat synthetic webbing slings

Failure to certify lifting slings as per Australian certification and nationally accredited testing agency. Response would be to ensure that the testing agency has a National accreditation to ensure that testing is being performed as per legislations.

Stakeholder who may identify cause of emergency

- The Civil Contractor
- Workplace health and safety advisors
- HSE, HSR
- Civil Drainer
- Supervisor

Internal specialist advisor who may identify cause of (and response to) emergency	
HSE officers. A thorough evaluation of the stormwater works is carried out by the on-site HSE. With the help of the supervisor, Management and labours conducting the work a risk assessment is created outlining many of the high risk works that will be carried out during the process. As the HSE is site based they can ensure that the work is being conducted as per the workplace SWMS and advise of shortcoming in terms of safety	
Emergency agency to liaise with	
External WHS officers are liaised with to ensure that all works are being carried out in accordance with Australian standards. WHS auditors visit the site to ensure that and measures are to minimum legislation. Where recent adjustment of Code of practice and WHS Act have been incorporated into the works.	
Impacts on personnel, property and environment	
• Lifting gear associated hazards can be quite serious as a failure of lifting equipment can potentially seriously injure, if not, kill people. • Property damage can also occur as failure of sling or lifting gear can cause the item that is being lifted to fall on property owned by external sources as well as assets owned by the company carrying out works. • Environmental damage can occur to the item being lifted failing into waterways, easements which can subsequently make its way into surrounding waterways.	
Initial response actions which could limit impacts	
• determining the appropriate loading methods, • configurations of equipment for load-lifting in construction environments • Lifting registers and supporting documentation to ensure that equipment has been properly certified • suspended loads falling must be considered. • Dogman and labourers need to be appropriately trained and have correct tickets to rig. • Service history, and risk assessment of lifting equipment.	
Current Practice; Approved Code of Practice For LOAD-LIFTING RIGGING	

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**

21/07/2020

Hazard details

Explosion from incorrectly storage of chemicals

Location of hazard

On-site storage shed or within the yard container.

People exposed to hazard

Labourers, drainage workers, operators or anyone in the vicinity of where the chemicals are stored.

Possible injuries/damage

Chemical burns form the explosion, or hazardous gases released into the atmosphere and surrounding environment.

Control measures required

One of the primary control measures is to be aware of the storage methods outline din the MSDS or associated risk register. It is important that the person that will be inContact with the chemical understand the hazards and can access the MSDS when required. Furthermore, is important to the ensure that the chemicals are stored in the original container to ensure that they are not mixed up with other chemicals.

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: serious injury could occur with the possible likelihood of occurring. Therefore, a H is established					

Record 2
Date of entry 21/07/2020
Hazard details Incorrect safety measures established for earthworks.
Location of hazard The location of the open excavation is somewhere on-site where earthworks is occurring
People exposed to hazard People exposed to the hazard is anyone on-site that is working in the vicinity of earthworks, Not necessarily limited to personnel employed by L&D but anyone that will work on site
Possible injuries/damage Possible injuries could be death due to serious injury from falling into an open excavation, batters are incorrectly benched, and batters are incorrectly sloped creating a fall hazard.
Control measures required One of the primary measures is to ensure that all personal on -site are inducted ensuring that they are aware of the hazards on-site. Furthermore, a SWMS is developed to outline all the measures that must be taken to ensure that the labourers and operators are aware of the current 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
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Level of risk: serious injury could occur with the possible likelihood of occurring. Therefore, a H is established

Record 3**Date of entry**

21/05/2020

Hazard details

Injury to leg of Drainer/ labour whilst lowering and positioning Cement pipe into trench for stormwater works

Location of hazard

The location of the open trench is somewhere on-site where stormwater is being installed.

People exposed to hazard

People exposed to the hazard is anyone on-site that is working with the cement piping to install into the network. Not necessarily limited to personnel employed by L&D but anyone that will complete drainage work.

Possible injuries/damage

Possible injuries could be death due to serious injury from falling pipework into the trench where drainers are workers.

Control measures required

One of the primary measures is to ensure that all personal on -site are inducted ensuring that they are aware of the hazards on-site. Furthermore, a SWMS is developed to outline all the measures that must be taken to ensure that the labourers, operators, and drainer are aware of the current guidelines, practices and safety measures.

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: Death or permanent disability could occur with the possible likelihood of occurring. Therefore, a E is established					

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**

- Always keep areas in front of fire extinguishers clean and clear of obstructions.
- Mount fire extinguishers in such a way that they can't be removed or damaged.
- Mount so the carrying handle is between 3.5 to 5 feet from the floor for more universal accessibility.
- Install a sign or other means of identification above a portable fire extinguisher.
- Sign height should be based on your jobsite conditions. Mount high enough so it will not be blocked by equipment.
- How often a fire extinguisher varies on the site as for particularly dirty worksites, it is necessary to inspect fire equipment more regularly and to protect fire extinguishers with a removable cover

Required training

You must provide regular evacuation training for staff, so they understand emergency procedures, including evacuation instructions, assembly point locations and use of fire alarms and equipment. It is also a legal requirement that you practice an evacuation annually as part of your training

Your role in implementing initial response procedures

My role is to ensure that all fire extinguishers have to be inspected at six monthly intervals. If they don't have a pressure gauge, they may need to be weighed to check they are still full, as well as ensure that adequate training is given as required

Security emergency
Emergency equipment
A secure construction site is an OHS requirement, while it will also help prevent vandalism along with the theft of tools, copper, building materials and whitegoods. Unsecured building sites can present significant risks to the public, especially children, with adequate site security a requirement, including appropriate fencing which, a physical barrier such as water barriers, and a warning sign is often mandatory.
Required training
Workers and other people at the workplace, including visitors should be given workplace specific induction training before work starts or before they enter an operational construction zone. This will inform people about the hazards and risks they may face at the workplace, how the risks are controlled and what to do in an emergency.
Your role in implementing initial response procedures
My role is to ensure that the personnel has adequate knowledge of the hazards on-site to ensure that they do not put themselves at risk. Furthermore, it is my job to ensure that the relevant training and understanding of activities on site are passed through to labourers, and operators.

Serious medical injury
Emergency equipment
Construction sites are high risk workplaces. With a wide range of hazards that could result in serious injury or illness, it's critical to ensure that you have the right first aid kits on site, and fully stocked at all times.
Required training
As a rule of thumb there should be one first aider for every: 50 workers in low-risk workplaces (for example, an office) 25 workers in high-risk workplaces (for example, a construction site) 10 workers in remote high-risk workplaces (for example, a mine).
Your role in implementing initial response procedures
My role is to ensure that the personnel has adequate knowledge of the hazards on-site to ensure that they do not put themselves at risk. Furthermore, it is my job to ensure that the relevant training and understanding of activities on site are passed through to labourers, and operators. As someone with WHS knowledge it is my responsibility to ensure that adequate first aid is given as per developed SWMS

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

Office staff.

Estimator
Project Manager
Receptionist
WHS officers
Directors
Managers
Contracts Manger

Site Staff.

Engineers
Project Managers
Supervisors
Foreman

In The above personal must ensure to safety exist the building or construction site as well as ensure that any other labourers or operators have safely evacuated the building or construction site. My job is to ensure that all people signed onto the visitor sign-in sheet and prestart have evacuated safely.

Security emergency

Supervisor, WHS officer to ensure that any visitors on site have attended the prestart and induction, as well as ensure that any other labourers or operators such as labour hire workers have read and signed on-to the SWMS.

Serious medical injury

A person conducting a business or undertaking has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking. The WHS Regulations place specific obligations on a person conducting a business or undertaking in relation to first aid, including requirements to:

Any person conducting a business or undertaking may not need to provide first aid equipment or facilities if these are already provided by another duty holder at the workplace and they are adequate and easily accessible at the times that the workers carry out work.

Officers, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations.

Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

Your contribution to debriefing process
• provide first aid equipment and ensure each worker at the workplace has access to the equipment • ensure access to facilities for the administration of first aid • ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

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)	• Review and revise programme design and, if necessary, prepare a logical framework. • Ensure that objectives, purpose, outputs, and risks/assumptions are stated clearly and are measurable. • Ensure that indicators are specified adequately with quantity, quality and time. • In an emergency response programme, this may need to be done at the programme level rather than project level.
b)	Reporting to employees Communication of WHS information to employees typically aims to convey information about injury prevention efforts (e.g. injury updates) or about specific WHS risks, hazards or controls. These can take a number of forms. Time- or context-sensitive information can be disseminated through toolbox talks, emails, training sessions and staff meetings. Periodic WHS performance updates are also made available through newsletters, noticeboards and annual reports. Reporting to management Operational managers require timely data on WHS risk and performance, such as implementation and effectiveness of WHS controls and initiatives. These reports will be tailored to meet their information needs and requirements and may include a variety of KPIs from sections 2 and 3 above. They tend to address a broader range of performance issues than reports prepared for the board (see Figure 22).
c)	Two possible improvement. 1. Observation and collaboration. Observe the work and discuss positive observations and suggested improvements. Peer review – invite other officers to review the WHSMS or tour the site the ability for diverse sections or departments of the company to work together for a greater good. Broadening the scope of response expertise can greatly benefit a facility by limiting the timeline of potentially escalating emergencies. Coordinating

	planning, training, drills, and resource availability with local agencies and responders is an important aspect of an effective environmental, health and safety program. 2. Up to date information Establishing readily available up-to-date information has been proven to limit the duration of the emergency. The faster responders can locate, assess, access and implement accurate response actions to mitigate the emergency, the sooner an incident can be contained, and operations can be restored to “business as usual”. The specific information regarding company operations, on-site equipment, and employees are continuously changing. Accurate details of these modifications, expansions, and adjustments must be incorporated into the emergency response-planning program. If the information contained within the plan is missing or out-of-date, the response will be hindered. Additionally, necessary compliance data relevant to ever-changing regulatory requirements must be accurately applied in order to eliminate the potential for fines.
d)	Applying best practices to a response planning program enables emergency managers to leverage past experiences to improve planning efforts for future emergency response scenarios. As I am quite new to the company in terms of the overall operating duration of the company then it would be beneficial to analyse past incidents and responses, executing enhancements, and reinforcing lessons learned previously.
e)	If a worker has a reasonable concern about a serious risk to their health or safety from immediate or imminent exposure to a hazard they may cease or refuse to carry out work that would expose them to that hazard. PCBUs are responsible for making decisions regarding health and safety but may not have a full understanding of the finer detail or subtleties of the work or working conditions. It is important that PCBUs obtain information from their workers before making changes or implementing measures which may adversely affect health and safety. It is also important that the workers are informed of those measures and their significance to health and safety so that they can implement them and also understand the importance of doing so. https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-to-the-whs-act-at-21-march-2016.pdf
f)	A PCBU must ensure an emergency plan is prepared for the workplace. This is a written set of instructions that outlines what workers and others at the workplace should do in an emergency. It must provide 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 communication between the person authorised to coordinate the emergency response and all people at the workplace • testing of the emergency procedures—including the frequency of testing • information, training, and instruction to relevant workers in relation to implementing the emergency procedures.
g)	Chapter 11 of WHS regulations identifies the decisions of the regulator that are reviewable and the process of review. It prescribes the process for granting of exemptions by the regulator from compliance with the Regulations. It also prescribes a list of the prescribed serious illnesses requiring notification under section 36 of the Act

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	