

BSBWHS520

MANAGE IMPLEMENTATION OF EMERGENCY PROCEDURES

WORKBOOK

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- If any written questions are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

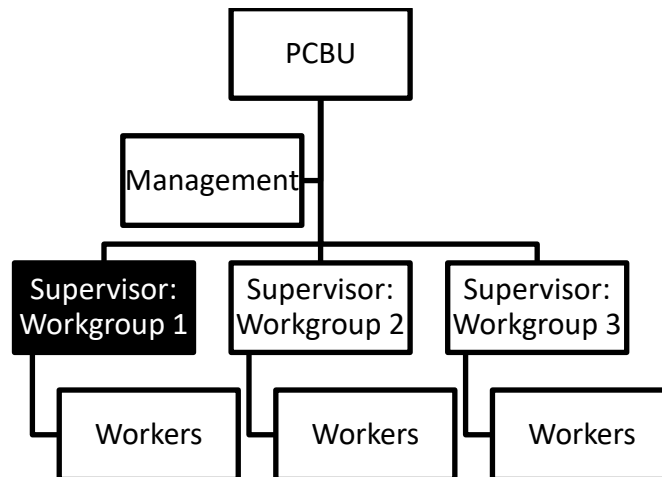
NOTE

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. For example, in Queensland refer to

<https://www.worksafe.qld.gov.au/>

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	Construction Skills Training Centre (CSTC)
Workgroup	Resource Development

ACTIVITY 1

- Identify one (1) emergency that would fall under each of the following emergency categories:
 - Fire evacuation
 - Security breach
 - 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.
 - 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.

- f) Identify one (1) emergency agency and/or specialist response team 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.
- a) Justify your responses with reference to current industry practice.

Fire evacuation
Describe emergency
Fire within the office
Hazards (i.e. causing and during)
One hazard that may cause a fire within the office is a computer catching on fire.
One hazard which may occur during a fire is toxic fumes created by a fire.
Standard which may identify cause of (and response to) emergency
AS 3745-2010 (Appendix A) outlines information relating to fire and smoke emergencies. AS 3745-2010 also addresses evacuation within its coding system (i.e. Code Orange).
Stakeholder who may identify cause of emergency
Workers in the area would be useful stakeholders for identifying the cause of a fire evacuation emergency.
Internal specialist advisor who may identify cause of (and response to) emergency
One internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) a fire evacuation emergency would be the Fire Warden.
Emergency agency and /or specialist response team to liaise with
The Fire Service would be the best emergency agency to liaise with and respond to a fire evacuation emergency.
You would report the incident by calling 000 and follow any requirements by the operator. Upon arrival, you would explain the areas affected and account for those missing after the evacuation. You would follow their advice once they had arrived on site.
Impacts on personnel, property and environment
The impacts of a fire evacuation emergency on personnel, property and the environment are as follows: - Personnel: Injury (e.g. smoke inhalation or burns) - Property: Damage to property from smoke or fire. - Environment: Damage to the environment from smoke or fire.
Initial response actions which could limit impacts
The industry accepted initial response action for responding to a fire is to follow the RACE principle: - R: Remove anyone from immediate danger - A: (Raise the) Alarm - C: Contain the fire by closing all windows and doors - E: Evacuate the area

Security breach
Describe emergency
AS/NZS 3123:2005 Approval and test specification - Plugs, socket-outlets and couplers for general industrial application found at http://infostore.saiglobal.com/
Hazards (i.e. causing and during)
One hazard that may cause a security emergency (such as a bomb threat) is not having locked an entry point (such as a door) so a bomb is brought onto the premises. One hazard which may occur during a bomb threat is a person being taken hostage.
Standard which may identify cause of (and response to) emergency
AS 3745-2010 (Appendix B) outlines information relating to bomb threats. AS 3745-2010 also addresses security emergencies within its coding system (e.g. Code Purple).
Stakeholder who may identify cause of emergency
Workers who became aware of a bomb threat would be useful stakeholders for identifying the source of a bomb threat.
Internal specialist advisor who may identify cause of (and response to) emergency
One internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) a bomb threat would be the Chief Warden.
Emergency agency and/or specialist response team to liaise with
The Police Service would be the best emergency agency to liaise with and respond to a bomb threat. You would report the incident by calling 000 and follow any requirements by the operator. Upon arrival, you would explain the areas affected and account for any dangers. You would follow their advice once they had arrived on site.
Impacts on personnel, property and environment
The impacts of a bomb threat on personnel, property and the environment are as follows: - Personnel: Shock and potential physical injury from contact with a bomb. - Property: Damage from bomb. - Environment: Damage from bomb.
Initial response actions which could limit impacts
The accepted initial response action for responding to a bomb threat received by telephone is for the recipient to stay calm and keep the caller on the telephone then notify the Chief Warden of the nature of the threat. The Chief Warden should then notify the Communications Officer, initiate and direct a premises search for packages, ensure the results of the search are relayed to Emergency Services and direct evacuation as required. During an evacuation for a bomb threat, all doors and windows should be left open to minimise blast effects. Staff and visitors should be allowed to collect their belongings to avoid any confusion for the Emergency Services.

Serious medical injury
Describe emergency
Severed limb
Hazards (i.e. causing and during)
One hazard that may cause a severed limb is equipment being used without the guard. One hazard which may occur when a limb has been severed is infection from the injured person's blood.
Standard which may identify cause of (and response to) emergency
AS 3745-2010 Section 4.3 addresses medical emergencies within its coding system (i.e. Code Blue).
Stakeholder who may identify cause of emergency
The injured party (or witnesses to the event) would be useful stakeholders for identifying the cause of a serious medical injury emergency.
Internal specialist advisor who may identify cause of (and response to) emergency
One internal specialist advisor who you could liaise with to identify the cause of (and advice for initial response to) a serious medical emergency would be a first aid/medical officer.
Emergency agency and/or specialist response team to liaise with
The Ambulance Service would be the best emergency agency to liaise with and respond to a serious medical injury emergency. You would report the incident by calling 000 and follow any requirements by the operator. Upon arrival, you would identify the injured party and any potential dangers. You would follow their advice once they had arrived on site.
Impacts on personnel, property and environment
The impacts of a serious medical emergency on personnel, property and the environment are as follows: - Personnel: Injury (e.g. severed limb, blood loss), unconsciousness. - Property: Damage to equipment that has caused the injury. - Environment: No immediate damage to the environment.
Initial response actions which could limit impacts
The industry accepted initial response action for responding to a serious medical emergency is to follow the DRSABCD principle: D: Danger - Ensure the area is safe for yourself, others and the patient R: (Check for a) Response from the casualty S: Send for help A: (Check) Airway B: (Check) Breathing C: (Start) CPR D: (Apply) Defibrillation

**Satisfactory
Outcome**



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**

03/07/2015

Hazard details

Fire

Location of hazard

CSTC

People exposed to hazard

All workers, students, and visitors

Possible injuries/damage

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

Control measures required

Flammable materials are contained. This should be implemented by all workers.

Fire extinguishers are present and are located on evacuation diagram. This should be ensured by Safety Committee.

All staff are trained in Fire Awareness. This would be the responsibility of the PCBU

Evacuate people away from any danger. This is the responsibility of the ECO.

Risk assessment					
Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	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 (Likelihood: Possible; Consequence: Death or permanent disability)

Record 2
Date of entry
03/07/2015
Hazard details
Bomb threat
Location of hazard
CSTC
People exposed to hazard
All workers, students, and visitors
Possible injuries/damage
- Personnel: Shock and potential physical injury from contact with a bomb. - Property: Damage from bomb. - Environment: Damage from bomb.
Control measures required
Staff training in bomb threat response. This should be arranged by the PCBU. Staff are reminded to report suspicious packages. This should be the responsibility of all workers.

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 (Likelihood: Unlikely: Consequence: Death or permanent disability)

Record 3**Date of entry**

03/07/2015

Hazard details

Faulty equipment

Location of hazard

CSTC

People exposed to hazard

All workers and students

Possible injuries/damage

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

Control measures required

Equipment is regularly maintained, safely stored and faults reported. This should be the responsibility of all workers.

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 (Likelihood, Possible, Consequence: Serious injury)

Satisfactory
Outcome



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**

For a fire evacuation emergency, you would require equipment such as a megaphone, as well as fire fighting equipment, such as fire extinguishers.

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

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

Required training

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

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

Your role in implementing initial response procedures

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

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

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

Security emergency

Emergency equipment

For a bomb threat, you are required to utilise the phone threat checklist. This is stored under 'Emergency Procedures' on the electronic library and can be accessed by all staff.

As with any documentation, this document is regularly reviewed (namely, on an annual basis).

There is no equipment for use with a bomb threat, as such procedures are left to Emergency Services.

Required training

Reception and Wardens receive training to ensure they are capable of dealing with bomb threats received over the telephone.

This can be provided internally, as well as evaluated by an independent third party (e.g. Wormald) so that feedback can be provided about processes.

Your role in implementing initial response procedures

As a warden, I have been briefed in dealing with telephone bomb threats. These procedures, along with the phone threat checklist are stored under 'Emergency Procedures' on the electronic library and can be accessed by all staff.

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

Serious medical injury

Emergency equipment

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

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

Required training

First Aid Training is offered to all CSTC staff to ensure they can effectively implement basic first aid procedures. This training is delivered by qualified trainers.

Your role in implementing initial response procedures

As a staff member who has received First Aid training, I am able to implement First Aid procedures in the event of an emergency.

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

**Satisfactory
Outcome**



ACTIVITY 4

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

d)	One possible area that a workgroup supervisor might need to improve upon in their emergency response is the timeliness of the debriefing process. This should be reported back to the workgroup supervisor to ensure that they improve such practices in the aftermath of future emergencies.
e)	Regulation 43 of the Work Health and Safety Regulations 2011 (Qld) identify the duty of a PCBU to prepare, maintain and implement emergency plans. The Regulations also outline the requirements for emergency procedures for specific activities (e.g. Regulation 74 of the Work Health and Safety Regulations 2011 (Qld) outlines that a PCBU must establish first aid and rescue procedures with regards to confined spaces).
f)	The Confined Spaces Code of Practice 2021 indicates in Section 5 that emergency and rescue procedures are required when working in confined spaces. First aid and rescue procedures must be rehearsed with relevant workers to ensure they are efficient and effective. Rescue should also be performed outside the confined space, if possible. Section 4.9 also outlines that control measures that have been implemented must be reviewed and, if necessary, revised to make sure they work as planned and maintain work health and safety.
g)	The regulator has provided a document titled 'Emergency Planning: Guidelines for hazardous industry' (Found at: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0015/21651/hazardous-guidelines-emergencyplanning.pdf) This document provides guidance on how to develop an emergency plan.

**Satisfactory
Outcome**



ACTIVITY 5

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 facilitate the debriefing process.
 - Who should be involved in the debriefing process?
 - When should the debriefing process occur?
 - Identify three (3) aspects of the emergency response that might be considered during the debriefing process.

Evacuation emergency

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

To assist the personnel involved, the workgroup supervisor could organise medical assistance, as well as notify the family members of the injured parties.

Security emergency

As part of a second response phase, the person who received the bomb threat may require counselling.

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

Serious medical injury

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

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

Your contribution to debriefing process

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

Some considerations during the debriefing process include:

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

**Satisfactory
Outcome**



BSBWHS520 MANAGE IMPLEMENTATION OF EMERGENCY PROCEDURES

QUIZ

Participant name

FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within one (1) hour, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions. If you are unsure of the answer, you may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
 - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Which of the following are emergency prevention controls typically installed in a workplace? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Emergency alerting systems	
	☒	Emergency protection systems	
	☒	Smoke alarms, fire alarms and fire extinguishers	
	☐	Canary birds to detect gas	
	☒	Safety wear	
	☒	Security systems	

Q2. What information must you provide when calling emergency services (000) and upon their arrival? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	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	

Q3. True or False (Tick your response): It is optional to check and account for people during an evacuation.

Answer	☐	True	☐
	☒	False	

Q4. What is the biggest benefit in issuing instructions in an authoritative manner during emergencies? Tick your response.

Answer	Choice	Possible Answers	☐
	☐	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	

Q5. Who might appropriately deliver training regarding initial emergency response? Tick all that apply.

Answer

Choice	Possible Answers
✓	Internal Health and Safety Representatives
✓	Fire fighters
✓	First aid trainers
✓	Registered Training Organisations

☐

Q6. True or False (Tick your response): Debriefing and reports are part of the initial response procedures.

Answer

	True
✓	False

☐

Q7. Which of the following are appropriate ways to document and display actions for initial response? Tick all that apply.

Answer

Choice	Possible Answers
✓	Evacuation map
✓	Emergency plan
	Labelling every door and window with a number
	Having a phone book at every entrance

☐

BSBWHS520 MANAGE IMPLEMENTATION OF EMERGENCY PROCEDURES

PRACTICAL ASSESSMENT

Participant name

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of tasks in workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements.
- You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.
- If an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

☐ Individual student (as named on cover page)

☐ Multiple students ☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify two (2) potential emergencies of different categories and their possible causes consulted: e.g. traffic crash caused by insufficient barricading and signage; Chemical fire caused by wrongly stored chemicals; Fall from heights caused by lack of fall protection
1.1F.	Specify (✓) resources identified for initial response: ☐ Personnel ☐ Equipment and supplies ☐ Emergency services (fire, ambulance, police) ☐ Emergency facilities (first aid room; evacuation assembly area) ☐ Government agencies ☐ Other (please specify):
1.2A.	Specify drills initial responses were implemented to: e.g. DRABCD for traffic incident; fire, fall.
1.3B.	Specify (✓) information identified during debriefing process: ☐ Own role in the emergency response ☐ Stakeholders consulted ☐ Potential emergency cause ☐ Potential emergencies identified ☐ Initial response actions ☐ Workplace/ site preparedness ☐ Results from monitoring of drills (including initial response) ☐ Areas requiring improvement ☐ Other (please specify):
1.3C.	Specify support provided to other personnel: e.g. area containment; Emotional or medical support. First aid, Additional training