

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	NGUYEN Phan Dinh
Date of assessment submission	14/07/2016
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

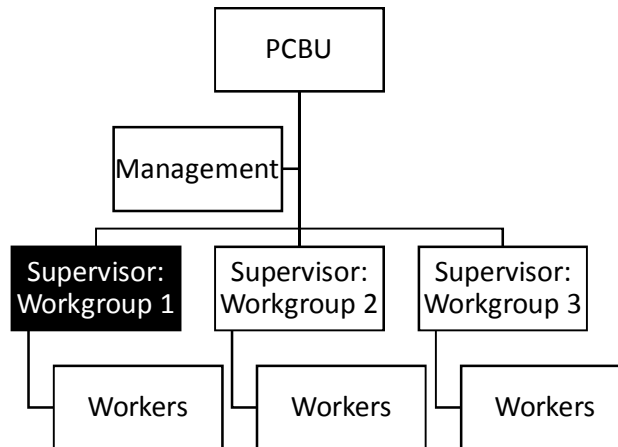
TASK INSTRUCTIONS

- 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	Construction of Dzung Quat Grassroots Refinery Project
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 occur at temporary facilities area. At designated temporary area, construction materials waiting for un-loading is being stacked per contractor's scope of work. The flammable materials is segregated from other materials and equipment. On the previous evening, a truck of office equipment of new subcontractor entering the temporary facilities and request for un-loading. As the time for changing shift of security team is coming, the security guard told the truck driver to wait for the night shift security supervisor coming to the area. On that day, there was a team briefing of senior security supervisors. Hence, when the night shift security supervisor came to the area, it was already 6 o'clock where the timing allowable for unloading is over. The truck drivers insisted to night shift security supervisor to parking the truck in the area overnight until the dayshift resuming back. The Security supervisor agreed. During night time, there a fire occurred from the truck's container.
Hazards (i.e. causing and during)
The fire can lead to major fire due to the presence of flammable substances at adjacent areas
Standard which may identify cause of (and response to) emergency
AS 3745-2101 Planning for emergencies in facilities_ Standard Australia, 2010 a Project Emergency Preparedness and Response Plan Code Red
Stakeholder who may identify cause of emergency
Temporary Facilities Manager
Internal specialist advisor who may identify cause of (and response to) emergency
Fire Marshall of the Plant
Emergency agency to liaise with
Local Fire Fighting Department in the industrial zone
Impacts on personnel, property and environment
Fire can escalate and cause huge damages to personnel, materials and facilities nearby.
Initial response actions which could limit impacts
Competent Emergency Response Members attempt to pushing the fire, contain the fire, using portable extinguisher. Trigger the emergency response process Evacuate personnel in the area. Remove nearby materials and facilities into safe distance.

Security breach
Describe emergency
Civil Disorder. A groups of workers of civil work sub-contractor were not satisfied with the wage payment being delayed. All workers of the said subcontractor were gathering at the main gate. The foreman of group worker instructed his work group not to entering main gate They started shouting when seeing the supervisors and manager of subcontractor are approaching to main gate.
Hazards (i.e. causing and during)
The situation can turn into violently, sabotaged action if the issue was not handled properly by all involved parties
Standard which may identify cause of (and response to) emergency
AS 3745-2101 Planning for emergencies in facilities_ Standard Australia, 2010 a Project Security Procedure Code Black
Stakeholder who may identify cause of emergency
General Manager of the mentioned sub-contractor Guard on duty
Internal specialist advisor who may identify cause of (and response to) emergency
Project Security Manager Sub-contractor Dept Manager of the Main Contractor who supervise all contracts of sub-contractors within project.
Emergency agency to liaise with
Security Department designated for project.
Impacts on personnel, property and environment
The situation can escalate to strike and turn into sabotaged actions which cause severe impact to overall security situation and progress of project.
Initial response actions which could limit impacts
Deploy additional security guard at main gate to contain the situation. Interview the foreman/ worker representative to identify what went wrong. Verify with the sub-contractor management instantly. Consult with site manager/ Sub-contract Dept Manager of Main Contractor. Seeking advice from authorised WHS Regulator prior to making judgement by main contractor management.

Serious medical injury
Describe emergency
Heart Attack During night time at camp, a senior electrical superintendent feel pain at his chest. Thought that got a heart attack, he tried to walk out of his apartment and call for help.

Hazards (i.e. causing and during)
Delaying in emergency response could cause severe health impact, in some case may lead to fatal.
Standard which may identify cause of (and response to) emergency
AS 4073-2010 Planning for emergencies in health care facilities Guideline for operations site clinics and its facilities Code Blue
Stakeholder who may identify cause of emergency
The other colleague who first attempted to help the senior electrical superintendent Doctors of local general hospital in the area where project located.
Internal specialist advisor who may identify cause of (and response to) emergency
Doctor of site clinic.
Emergency agency to liaise with
Clinic at camp. Project Ambulance. Local hospital/ Cardiology Department Contractual Medical Service Provider of project.
Impacts on personnel, property and environment
Impact to the health and well-being of mentioned person. Moral impact with colleagues in electrical department and other residence at project camp.
Initial response actions which could limit impacts
Certified First Aiders available at site and camp and able to proceed Cardiopulmonary resuscitation (CPR) if necessary. Proper and effectively advanced communication with local hospital for well preparation and readiness prior to transport the patient Maintenance of emergency equipment thought checklist

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

12 July, 2016

Hazard details

Fire

Location of hazard

Temporary Facilities Area

People exposed to hazard

Security Guards, Storemen in the area.

Possible injuries/damage

Fire can escalate to major fire and explosion

Control measures required

Strictly control of authorised vehicle entering and parking in the area.
 Shift-handing-over of security team to take into account agenda and schedule of other activities do not overlap with daily duties
 Awareness training to Security Guard regarding security regulation in the area and apply Zero Tolerant Policy
 Conduct a safety audit of the work area that include Identify resources available and required for immediate response (including evacuation maps)

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: B: Serious Injury x 2: Likely = H: High					

Record 2
Date of entry
10 July 2016
Hazard details
Civil disorder,
Location of hazard
At site main gate
People exposed to hazard
Related work groups and management of Sub-contractor Security group at the main gate
Possible injuries/damage
Situation can lead to violent & injured to people, sabotaged action against project properties
Control measures required
Issue need to be detect from early stage via communication channel with worker groups. Management of sub-contractor need to adhere to agreed payment policy. Any adjustment with wage payment need to notify in advance and allow conversation with related task force. Physical barrier and sufficient security guards available at the main gate.

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: C : Lost Time Injury x 3: Possible = M: Medium

Record 3**Date of entry**

10 July, 2016

Hazard details

Heart Attack symptom

Location of hazard

At Residence Camp for project taskforce

People exposed to hazard

The senior electrical superintendent

Possible injuries/damage

Possibility lead to fatal

Control measures required

Periodically medical check up to early detect health problem
 Availability of certified First Aider at camp to provide cardiopulmonary resuscitation (CPR) if required.
 Availability and serviceable of emergency facilities at camp clinic

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: A: Death or permanent disability x 4: Unlikely = H: High

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

Portable fire extinguishers to be installed at designated location in the area.
Fixed fire-fighting facilities available in the area such as: fire hydrant, fire hose, fire cabinet...
Designated Muster Point with visible signage.

Required training

Familiarisation with project emergency response procedure.
Emergency Drills include rollcall drill at Muster Point

Your role in implementing initial response procedures

Familiar with emergency plan and procedures.
Participate in related emergency response training.
Identify resources available and required for immediate response that include checking the fire-fighting equipment readiness.
Play the role as Emergency Coordinator in the area in charge during roll call to identify numbers of people present at muster point at muster point.
Report to Emergency Commander

Security emergency

Emergency equipment

Physical barrier in place, strictly access control like turnstile
Portable metal scanning device for Security Guards to detect if a worker is accompanied with weapon(if any)

Required training

Awareness training regarding Project Emergency Response Plan to Security Guard Team
Flowchart for the scenario of civil disorder/ civil unrest is clarified to security team members.

Your role in implementing initial response procedures

Familiar with emergency plan and procedures.
Participate in related emergency response training
Identify the scale of people and in-time contact with senior management.
Routine check at site main gate & site boundary as per instruction of HSSE Manager.
Able to communicate with authority WHS regulator and local police if required.

Make available the phone book at security control room at entrance
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Serious medical injury**Emergency equipment**

Ambulance available.
Impulse equipment

Required training

First Aider and competent with cardiopulmonary resuscitation

Your role in implementing initial response procedures

Familiar with emergency plan and procedures.
Participate in related emergency response training.
Identify the available first aider to assist with initial response.
Clarify the emergency response plan with doctor of camp clinic if needed.
Verify and update contact details of relevant parties accordingly. This include maintain communication channel with local hospital, etc.

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 fire might escalate causing major fire and escalate to adjacent area Local Authority Fire Fighting Department in the industrial zone where the project located. I could assist in the process by briefing the layout of temporary area, contain of material/ equipment in the area when the fire fighting team hand-over the situation upon the arrival of local authority fire-fighter.

Security emergency

The civil disorder can turn into civil unrest or strike at the site area. The local police officer will be call upon to contain the gathering if necessary upon assessment of Site Manager. I can brief the situation and update the situation to project HSE manager upon observation.

Serious medical injury

Attempt of initial first aid and treatment proceeded by camp doctor did not help the person recover from unconsciousness situation. Therefore, the person was transported by ambulance to local general hospital. I can assist in updating emergency phone book and make it visible at camp area.

Your contribution to debriefing process

The debriefing is to be conducted within time frame using the template and checklist as attachment in Project Emergency Procedure. The debriefing session will be taken part by all stake holder representatives playing roles and duties in emergency response and the emergency response commander as defined in project emergency plan plus representative of attending emergency services. The debriefing will be chaired by Emergency Commander or by an Advisor of third party specialised in emergency respond training.

The three aspects of emergency response to be taken into account during debriefing session are:

- + Overall process of response of relevant stake holders.
- + Communication: level of effectiveness: understood/ timely manner
- + Human and physical resources capability as well as the assess to emergency equipment

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)	The following is for monitoring the efficiency, timeliness and effectiveness of emergency response: + Review the Project Emergency Response Plan reflecting changing condition of the project site with the inputs of all involved stake holders is being taken into account. + Implement checklist applicable for emergency equipment & resources to ensure the equipment and resources are in the state of readiness. The checking will be commenced periodically. + Issue the post emergency report within required time frame and communicate the deficiency, area for improvement to all stake holders to create an informed working culture. This will helps managers in making decision position able to make effective decisions. + Commitment of Management will be one of the key drive for an effectively emergency response system. In additional, the information can be collected through team meeting and HSE committee meeting. A particularly form of this communication is a "brain storming" session to be organised among representative of relevant stake holders. The advice from specialist advisors and emergencies agencies regarding initial emergencies response handled by the organisation during the first phase of emergency will help to ensure the continuously response when the emergencies arrived on site and received handing over the situation from the project emergency response team. In this circumstance, receiving medical advice while waiting for the local medic specialist arrived at the scene will be necessary.
b)	The result of monitoring will be reported and communicate to all levels in the organisation, in hierarchy control . By this implementation, a culture of informed and valued WHS outcome, this will help that the workers who may be affected by the decisions are given a reasonable opportunity to provide their views and understand the reasons for the decisions had made.
c)	Communication flows during emergency response remain an issue. Recommendation: Smooth communication can be obtained through emergency response to be organised periodically. Communication flows will be identified in a flowchart/ diagram and clarify in the team meeting.

d)	Room for improvement with initial emergency response at working location. Enhance awareness and confidence of colleagues when encounter to emergency situation will by a compulsory for work supervisor. This can be done through: + Clarify the Project Emergency Response to all the workers under my supervision. + Engage workers to take part in relevant first aid training and deemed competent with emergency response.
e)	<u>Legislation address the emergency response:</u> Work Health and Safety Act 2011; under Division 2; Section 19: Primary duty of care requires that a person who conducts a business or undertaking (PCBU) ensures the health and safety of workers engaged by the PCBU while the workers are at work in the business or undertaking, so far as is reasonably practicable. The PCBU is required to manage risks by: i) eliminating risks to health and safety so far as is reasonably practicable ii) if elimination is not reasonably practicable, minimising the risks so far as is reasonably practicable. Work Health and Safety Regulation 2011; Chapter 3 General risk and workplace management; Part 3.2 General workplace management; Division 4 Emergency plans Section 43 Duty to prepare, maintain and implement emergency plan requires that a PCBU at a workplace must ensure that an emergency plan is prepared for the workplace, that provides (a) emergency procedures, including provide: (i) an effective response to an emergency; (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. <u>Legislation address cessation of work:</u> Work Health and Safety Act 2011 Part 5 Consultation, representation and participation. Division 6 Right to cease or direct cessation of unsafe work. Section 84 Right of worker to cease unsafe work 85 Health and safety representative may direct that unsafe work cease. 86 Worker to notify if ceases work. Work Health and Safety Regulation 2011; Chapter 5 Plant and structures Part 5.1 General duties for plant and structures Section 191: Emergency stop controls describes requirement applicable with emergency stop controls for the plant.
f)	Code of Practice for Emergency Response at Australia mines, 20111 This Code of Practice focus on developing emergency plans for a mine is an approved code of practice under section 274 of the Work Health and Safety Act (the WHS Act). This code of practice provide a practical guide to achieving the standards of health, safety and welfare required under the WHS Act and the Work Health and Safety Regulations. This Code provides guidance on how to respond to an emergency at a mine as well as meet the requirements under the WHS Regulations in relation to developing an emergency plan.

	This Code assists mine operators to determine how to respond to different types of emergencies at a mine and assists in the development of an emergency plan. In particular, the Code Of Practice for mines provide references to both mandatory and non-mandatory actions that is included and not limited to: + Emergencies Plan; what should be considered in an emergencies plan + Site and Hazards details + Command structure and site personnel. + Notification. + Rescue and equipment + Procedure
g)	Guidance with Developing emergency response plans for mine operation in Australia; compiled by Department of Mines and Petroleum in Australia provide guidance with: * What should be considered in emergency plan which contains + Basic information of: details of operation; details of operating company and; responsible persons; the type of operation; assignment of emergency response duties; the number of workers, and range of training and competencies; geography of the surrounding area, remoteness, and available equipment; the hazards that might cause an emergency; assess the risk of an emergency; means for dealing with such emergencies. + Identifying worst case scenarios + Duties to be consulted in the matters relating to emergency preparedness and communication included to the workforce and local community. + Use of trigger action response plans (TARP) that defines the minimum set of actions required by workers in response to a deviation from normal working conditions.

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	Duong Quang Vinh	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Project Manager Of DQR Improvement Project	
Phone number of observer	+84 918 118 786	
Email address of observer	dqvinh@technip.com	
Signature of observer		
Date	14/07/2016	
Comments	Employee deemed competent with above duties	

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