

BSBWHS510

Contribute to implementing emergency procedures



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ASSESSMENT FOR BSBWHS510

Student name	MOHD NUJAIMI BIN ABU BAKAR
Date of assessment submission	18/05/2018

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

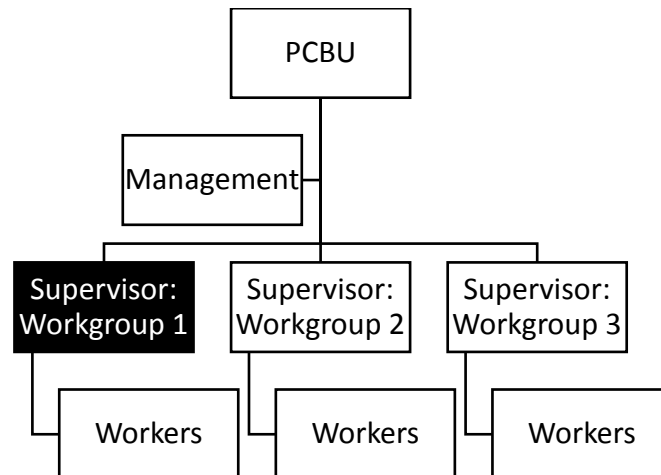
TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - o **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)
 - o **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - o **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	REFINERY AND PETROCHEMICAL INTEGRATED COMPLEX (RAPID) PENDERANG
Workgroup	Supervisor

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.
- 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.
- Identify the impacts each emergency has on personnel, property and the environment.
- 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 incident in the plant
Hazards (i.e. causing and during)
a) Caused by inadequate protection for flammable material (for painting) on deck. Spark from hot work can ignite fire. b) Hazard during emergency identified: - Fire and explosion
Standard which may identify cause of (and response to) emergency
1) Work Health and Safety Regulation 2011 Chapter 7 Hazardous Chemicals 2) Emergency Response Plan
Stakeholder who may identify cause of emergency
1) Supervisor a) to ensure sufficient protection of hazardous chemical 2) WSH Practitioner a) conduct workplace inspection b) control of work using PTW
Internal specialist advisor who may identify cause of (and response to) emergency
Work Health and Safety Regulation 2011 Chapter 7 Hazardous Chemicals WSH regulator to ensure the measures is sufficient and comply with legislation.
Emergency agency to liaise with
Local firefighting department a) Call the emergency hotline and inform type of emergency, severity, and location. b) One arrived, brief the fire department on the situation and salvage that has been taken. c) Hand over the fire fighting and rescue operation to firefighting department. d) Assist the rescue process as requested.
Impacts on personnel, property and environment
1) Fatality/Injury to workers (burn) 2) Property damage by the fire
Initial response actions which could limit impacts
1) Informed everybody surrounding and emergency response team 2) Fire blanket for the hot work 3) Fire extinguisher to extinguish fire 4) Isolation of flammable equipment 5) Switch off power/energy Regulation 43 of the Work Health and Safety (WHS) Regulations, Persons conducting a business or undertaking (PCBUs) and workers on preparing and maintaining general emergency plans for fixed workplaces. 1) Prepare emergency response plan 2) Training for emergency 3) Evacuation

- 4) Post incident review
- 5) Improvement

Security breach

Describe emergency

Terrorism

Hazards (i.e. causing and during)

- 1) Cause
Unauthorized personnel enter the yard and harass the situation.
- 2) Hazard during
 - a) Chaotic situation

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

- 1) Security Plan
- 2) Emergency Response Plan

Stakeholder who may identify cause of emergency

- 1) Security executive
 - a) responsible to direct his resources to prevent the threat via inspection and surveillance.

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

Security executive who closely liaise with authority i.e. local police department.

Emergency agency to liaise with

- Local firefighting department
- a) Call the emergency hotline and inform type of emergency and location.
 - b) Obtain the suspect.
 - c) One police arrived, brief them on the situation with evidence and action that has been taken.
 - d) Hand over suspect to police.
 - e) Go to police station to lodge report.

Impacts on personnel, property and environment

- 1) Whole operation would be stopped and workforce are afraid to work.
- 2) Property stolen or damage.

Initial response actions which could limit impacts

- 1) Strict security check at the main entrance
 - 2) Staff thumbprint verification
 - 3) Security patrol
 - 4) Emergency drill
- 19 Primary duty of care of the WSH Act 2011 19 Primary duty of care of PCBU

Serious medical injury
Describe emergency
Falling from height
Hazards (i.e. causing and during)
1) Cause Working in unsecure area without proper fall protection 2) Hazard during a) Slip, trip and fall
Standard which may identify cause of (and response to) emergency
1) How to Prevent Falls at Workplaces Code of Practice 2011 2) Scaffolding Code of Practice 2009 3) Emergency Response Plan
Stakeholder who may identify cause of emergency
1) Supervisor a) Workplace inspection to identify hazard associated with the work before execute the work. b) Review process during tool box talk.
Internal specialist advisor who may identify cause of (and response to) emergency
Scaffolding Inspector than will advise the erection of scaffolding based on the work area to secure workers from falling from height.
Emergency agency to liaise with
Internal medical facilities a) Call the emergency hotline and inform type of emergency, severity, and location. b) One arrived, brief the medic on the situation and salvage that has been taken c) Assist the response team as requested d) Follow to medical facilities for treatment e) If too serious, the medical facilities will refer the injured person to nearest hospital via ambulance
Impacts on personnel, property and environment
1) Fatality/Major injury to the workers. 2) Property damage to falling objects.
Initial response actions which could limit impacts
1) Regular HSE surveillance 2) Eliminate falling hazard by installing platform for WAH 3) Working at height training 4) Fall protection device 5) First Aid treatment Managing the Risk of Falls at Workplaces Code of Practice March 2015 1) Prepare emergency response plan 2) Training for emergency 3) Evacuation 4) Post incident review 5) Improvement 6) Suspension trauma to prevent suspicion intolerance

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**

18 April 2018

Hazard details

Kitchen fire

Location of hazard

Kitchen

People exposed to hazard

Cooks and kitchen assistant

Possible injuries/damage

Burnt, equipment damage

Control measures required

Heat detector, heat cut off limit, fire extinguisher, fire alarm,

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: 4D

Record 2**Date of entry**20th March 2018**Hazard details**

Protruding shard edges

Location of hazard

Workshop

People exposed to hazard

Fitter, Helper

Possible injuries/damage

Minor Injury (cut)

Control measures required

- 1) Protect sharp edges with rubber
- 2) Bend the sharp edges, tie with warning tape
- 3) Workers to use in congested area

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: 2E

Record 3**Date of entry**26th Feb 2018**Hazard details**

Lifting - Unsecured equipment

Location of hazard					
Gate 4					
People exposed to hazard					
Rigger, Helper					
Possible injuries/damage					
Major Injury (broken leg), Property Damage					
Control measures required					
1) Lifting by competent person 2) Change lifting configuration, tie off point 3) Use of tagline					
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: 3C					

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

- 1) Fire extinguisher shall be located at each floor and at least every 15 meters and at the access.
- 2) Fire hose shall be at the designated fire hose hanger
- 3) Exit sign visible
- 4) Emergency light well function
- 5) Identify primary and secondary escape route
- 6) Quarterly office inspection monthly firefighting equipment inspection

Required training

- 1) Firefighting training by external training provider
- 2) Firefighting equipment inspection by firefighting department

Your role in implementing initial response procedures

- 1) Initial response:
 - a) Recorded in the emergency response plan.
 - b) Contact person, number and evacuation route displayed at construction area.
 - c) Workers being briefed in the induction.
 - d) Response tested in emergency response drill.
- 2) Role:
 - a) Act as Operation Leader, allocate resources to handle the emergency.
 - b) Guide workers to assemble at assembly point and wait for the head count report to identify any missing person.

Security emergency

Emergency equipment

- 1) Security scan device such as turnstile, body scan device and thumbprint shall be located at the yard main entrance.
- 2) For security patrol scan device, it can be located at all building and fabrication resting area.
- 3) Metal detector
- 4) Drug and alcohol test
- 5) Emergency exercise, on site and tabletop

Required training

- 1) External security training provider
- 2) Auxiliary police
- 3) D&A test training by Occupational Health Doctor

Your role in implementing initial response procedures

- 1) Initial response:
 - a) Recorded in the emergency response plan.
 - b) Contact person, number and evacuation route displayed at construction area.
 - c) Workers being briefed in the induction.
 - d) Response tested in emergency response drill.
- 2) Role:
 - a) Guide workers to assemble at assembly point and wait for the head count report to identify any missing person.

Serious medical injury

Emergency equipment

- 1) First aid facilities i.e. first aid box, eye wash, emergency shower at visible area and near the hazardous activity.
- 2) Emergency response vehicle on standby with rescue equipment i.e. SCBA, stretcher, electrical stick, rope, firefighting suit etc.
- 3) Ambulance and medic on standby at the in-house clinic.
- 4) First aid inspection on monthly basis, audit in emergency readiness on quarterly basis

Required training

- 1) Designated first aider training by third party provider
- 2) Emergency response audit company

Your role in implementing initial response procedures

- 1) Initial response:
 - a) Recorded in the emergency response plan.
 - b) Contact person, number and evacuation route displayed at construction area.
 - c) Workers being briefed in the induction.
 - d) Response tested in emergency response drill.
- 2) Role:
 - a) Act as Operation Leader, allocate resources to handle the emergency.
 - b) Guide workers to assemble at assembly point and wait for the head count report to identify any missing person.

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

1) Personnel involved

a) Employer's emergency response team and fire department if necessary

2) Provide assistant:

a) Assist search and rescue firefighting and evacuation process.

b) Guide workers to assemble at assembly point and wait for the head count report to identify any missing person.

c) Assist in housekeeping the equipment after the emergency completed.

Security emergency

1) Personnel involved

a) Security department and local police department

2) Provide assistant:

a) Deliver the finding or important message in toolbox talk to all workforce and always liaise with the security patrol for any security issues.

b) Guide workers to assemble at assembly point and wait for the head count report to identify any missing person during the emergency.

Serious medical injury

1) Personnel involved

a) Certified first aider

b) Medical Assistant

2) Provide assistant:

a) Inform whereabouts of injured person

b) Assist to carry rescue equipment or injured person

c) Clear the walkaway to evacuate the injured person.

Your contribution to debriefing process

The debriefing should be conducted as soon as possible after the emergency or emergency exercise and attended by all area occupants, members of the emergency control organization, Security personnel and any other key personnel such as representatives of attending emergency services.

The debriefing may be conducted by the Operation Leader. The three aspects of emergency response that might be considered during the debriefing process are

1) Response and timing from area occupants and emergency response team

2) Accessibility and functionality of emergency equipment

3) Any findings or observation from the operation that could be improved in future.

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)	During emergency, the initial response, efficiency, timeliness and effectiveness could be monitored and comparison can be made with emergency management plan. In addition, documentation such as equipment checklist and reports, investigation reports, surveys and questionnaires, and audit of the emergency management processes could also be reviewed as evidence or readiness. Management to be consulted to review the effectiveness of the emergency response. It can be done by reviewing the equipment and manpower during the emergency. The feedback in debriefing session or the HSE meeting is essential for the response team to execute the response as per expectations. They can also cascade the information via email or phone call. Fire department and Clients are always welcome to feedback their view and advise throughout the operation. It will be recorded as area for improvement.
b)	The monitoring result might have recognized positive findings that requires consistency for the next response or some improvement required. The monitoring result should be shared with: 1) Workers during the mass talk. 2) Emergency response team 3) Medical Assistant and First Aider 4) WHS Practitioner 5) Security Department
c)	Emergency evacuation route shall be clearly identified, maintained and marked to ensure the workers are aware the evacuate route. However due to job constraint, some area will be barricaded and the signage of arrow would not be efficient. Install signage is easy but to maintain according to the actual condition is tough job. Supervisor at each area is responsible to maintain the exit signage. Barricade system shall be reported in PTW system and the exit need to be reroute. WSH Practitioner to provide signage that could be easily installed and taken off to support the execution.

d)	Awareness on emergency response among workers to be improved by: 1) Ensure workers attend the induction. 2) Test the knowledge in daily tool box talk 3) Demonstrate action to be taken in case of emergency
e)	Division 6 Right to cease or direct cessation of unsafe work 84 Right of worker to cease unsafe work A worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the worker's health or safety, emanating from an immediate or imminent exposure to a hazard. Regulation 43 of the Work Health and Safety (WHS) Regulations 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. Work Health and Safety Regulation 2011 74 Emergency procedures (1) A person conducting a business or undertaking must— (a) establish first aid procedures and rescue procedures to be followed in the event of an emergency in a confined space; and (b) ensure that the procedures are practiced as necessary to ensure that they are efficient and effective. Maximum penalty—60 penalty units. (2) The person must ensure that first aid and rescue procedures are initiated from outside the confined space as soon as practicable in an emergency. Maximum penalty—60 penalty units. (3) The person must ensure, in relation to any confined space, that— (a) the entry and exit openings of the confined space are large enough to allow emergency access; and (b) the entry and exit openings of the space are not obstructed; and (c) plant, equipment and personal protective equipment provided for first aid or emergency rescue are maintained in good working order. Maximum penalty—60 penalty units.
f)	CONFINED SPACES Code of Practice FEBRUARY 2016 Regulation 74 A person conducting a business or undertaking must establish first aid and rescue procedures to be followed in an emergency and ensure those procedures are practised as necessary to ensure that they are efficient and effective. First aid and rescue procedures must be initiated from outside the confined space as soon as practicable in an emergency. When establishing emergency procedures, the following factors must be taken into account to manage risks associated with confined spaces: ▪ whether the work can be carried out without the need to enter the confined space

	▪ the nature of the confined space ▪ any changes in hazards associated with the concentration of oxygen or the concentration of airborne contaminants in the confined space ▪ the work to be carried out in the confined space, the range of methods by which the work can be carried out and the proposed method of working ▪ the type of emergency and rescue procedures required
g)	Guide For Major Hazard Facilities Emergency Plans March 2012 This Guide is divided into five sections: ▪ an introduction that describes the need for emergency planning at a facility ▪ an outline of the important principles to be considered when establishing an emergency plan at a facility ▪ specific issues that should be addressed when preparing an emergency plan. This includes alignment with existing emergency management arrangements, consultation, setting the context, aim and parameters of the plan, designing the response system, and incorporating monitoring and review ▪ guidance on writing the emergency plan to ensure that all issues are covered and explained in a simple and clear format ▪ management of the plan, including issues such as testing the plan, providing training and education, and updating the plan when appropriate

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	Norezam A Manan
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	+60126477089
Email address of observer	Norezam.amanan@rapid-ipmt.com
Signature of observer	
Date	19/05/2018
Comments	All tasks are successfully completed,

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