

# BSBWHS510

Contribute to implementing emergency procedures



**Copyright © 2016 CSTC Pty Ltd**

All rights reserved. No part of the contents of this publication may be reproduced or used in any form or by any means – graphic, electronic, or mechanical including photocopying, digitising, recording, or information storage-and-retrieval systems – without the written permission of CSTC Pty Ltd.

### ASSESSMENT FOR BSBWHS510

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>Student name</b>                  | Jacqueline Liew Mei Hui |
| <b>Date of assessment submission</b> | 28/10/2016              |

|                                   |                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------|
| <b>Trainer/Assessor's name</b>    |                                                                                  |
| <b>Date of assessment marking</b> | <a href="#">Click here to enter a date.</a>                                      |
| <b>Outcome for unit</b>           | <input type="checkbox"/> Competent<br><input type="checkbox"/> Not Yet Competent |

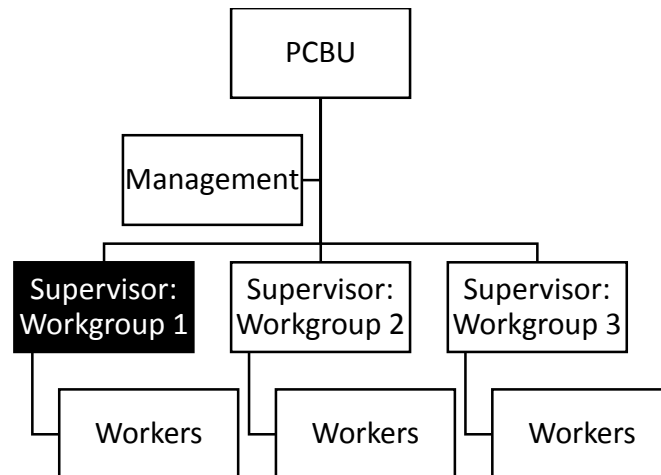
### TASK INSTRUCTIONS

- 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 | <ul style="list-style-type: none"> <li>• Workbook response (below)</li> </ul> |
| 2. Risk register                                | <ul style="list-style-type: none"> <li>• Workbook response (below)</li> </ul> |
| 3. Plan and implement initial response          | <ul style="list-style-type: none"> <li>• Workbook response (below)</li> </ul> |
| 4. Post-event activities                        | <ul style="list-style-type: none"> <li>• Workbook response (below)</li> </ul> |
| 5. Review emergency responses                   | <ul style="list-style-type: none"> <li>• Workbook response (below)</li> </ul> |

## 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:

|                          |                    |
|--------------------------|--------------------|
| <b>Name of workplace</b> | Office             |
| <b>Workgroup</b>         | Subsea Fabrication |

### 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.

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fire evacuation</b>                                                                                                                              |
| <b>Describe emergency</b>                                                                                                                           |
| Fire in office pantry.                                                                                                                              |
| <b>Hazards (i.e. causing and during)</b>                                                                                                            |
| Microwave switch burned, coffee machine and microwave was effected, smoke was covered from pantry to office.                                        |
| <b>Standard which may identify cause of (and response to) emergency</b>                                                                             |
| Floor inspection and management walk about.                                                                                                         |
| <b>Stakeholder who may identify cause of emergency</b>                                                                                              |
| Building management                                                                                                                                 |
| <b>Internal specialist advisor who may identify cause of (and response to) emergency</b>                                                            |
| Building HSE manager to response.                                                                                                                   |
| <b>Emergency agency to liaise with</b>                                                                                                              |
| Fire department from government side and building fire fighter to be liaise.                                                                        |
| <b>Impacts on personnel, property and environment</b>                                                                                               |
| Equipment damage, might harm to people.                                                                                                             |
| <b>Initial response actions which could limit impacts</b>                                                                                           |
| Risk assessment.<br>Smoke detector, fire alarm, floor warden to evacuate the floor, fire fighter will be pull off the fire using fire extinguisher. |

|                                                                       |
|-----------------------------------------------------------------------|
| <b>Security breach</b>                                                |
| <b>Describe emergency</b>                                             |
| Unauthorized access to company data, application, email and networks. |

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <b>Hazards (i.e. causing and during)</b>                                                                                 |
| Email/data information to be hack and information leaking, virus to be send around and attacked user email and intranet. |
| <b>Standard which may identify cause of (and response to) emergency</b>                                                  |
| IT networking department                                                                                                 |
| <b>Stakeholder who may identify cause of emergency</b>                                                                   |
| High level management to be involved                                                                                     |
| <b>Internal specialist advisor who may identify cause of (and response to) emergency</b>                                 |
| Information security and IT network team to be identify the cause.                                                       |
| <b>Emergency agency to liaise with</b>                                                                                   |
| Information security emergency team                                                                                      |
| <b>Impacts on personnel, property and environment</b>                                                                    |
| Data lost, high confidential document and employees information to be stolen.                                            |
| <b>Initial response actions which could limit impacts</b>                                                                |
| Risk assessment, Hardware firewall.                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Serious medical injury</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Describe emergency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>When performing these activity, there is other workers come (Helper) and inform IP that he would pull-off the power grinding machine used by injured person due to he is going to install the power for another machine Grinding which will be used by him.</p> <p>Then injured person stop his work and put his grinding machine in the pipe 24" while both hands remain in a position of the grinding machine.</p> <p>co-worker re-install the power of grinding machines which still hold by injured person's both hand and this condition witnessed and justified by injured person.</p> <p>Suddenly the grinding machine moves irregularly and stone grinding machine rotates to the IP's upper right thumb.</p> <p>Injured person immediately dropped the grinding machine to the left side under screaming in pain</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hazards (i.e. causing and during)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Unsafe condition:</p> <ul style="list-style-type: none"> <li>• Conflict with simultaneous activities</li> <li>• Dead man switch in the grinding machine previously has been cutted during pre-use inspection but the remaining dead man still functioned so the grinding machine always in "on" condition. And automatically "on" when his co-worker plug is the power cord.</li> </ul> <p>Unsafe action:</p> <ul style="list-style-type: none"> <li>• Modifying the cutted dead man in the switch, so the switch always "on"</li> <li>• Co-worker connect the power when the grinding machine still hold by IP's hand</li> </ul> |
| <b>Standard which may identify cause of (and response to) emergency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Potential lost will be P                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Stakeholder who may identify cause of emergency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| HSE Management, project Manager and to be involved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Internal specialist advisor who may identify cause of (and response to) emergency</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Supervisor will be sending up report and send to HSE project manager to review, he will be the first person who identify the causes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Emergency agency to liaise with</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Site Medical Doctor and emergency respond team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Impacts on personnel, property and environment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Person injured, equipment damage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Initial response actions which could limit impacts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>Risk assessment.</p> <ul style="list-style-type: none"> <li>• Evacuated IP to Clinic ORF</li> <li>• All site activities stopped</li> <li>• Stand down meeting deliver to all workers</li> <li>• Gather all HSE, supervisor, foreman, superintendent for doing safety briefing</li> </ul>                                                                                                                                                                                                                                                                                                                                          |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 1</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**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**

21/08/2012

**Hazard details**

characters) Injured Person (IP) was welding pad eye onto stern of vessel, working over the side on scaffolding. Work area is small and congested with tarpaulin erected to prevent wind compromising weld quality. These conditions mean that welding sparks, dust etc are unable to escape the area. IP states that he was wearing safety glasses and welding helmet during the work task, however stopped work when he felt something enter his eyes. It is believed that the foreign body bounced off a surface behind him and entered the welding helmet through the gap at the top. IP went to rinse out his eye, during which time the Technip BMW supervisor realised he was not at the work site, found him, and requested that he see the Vessel Medic.

**Location of hazard**

Skandi Hercules

**People exposed to hazard**

Foreign body contacted eyes.

**Possible injuries/damage**

Possible hard to people. 4: Unlikely C:lost time injury: (Medium)

**Control measures required**

Immediate actions were taken as per-recommended below:  
 IPs eye was flushed with saline solution by the vessel medic and returned to work. No visible foreign body.  
 Eye drops given to prevent complications  
 On shift welders reminded of the importance of wearing double eye protection at all times when conducting hot work.  
 Welding helmets that attach to hardhats made available for use, can reduce potential for sparks to enter eye area.  
  
 Raise at toolbox meetings for oncoming shift the importance of wearing double eye protection.

| Risk assessment                                         |                                           |                      |                        |                             |                 |
|---------------------------------------------------------|-------------------------------------------|----------------------|------------------------|-----------------------------|-----------------|
| Matrix                                                  | A:<br>Death or<br>permanent<br>disability | B:<br>Serious injury | C:<br>Lost time injury | D:<br>Casualty<br>Treatment | E:<br>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: 4: Unlikely C:lost time injury: (Medium) |                                           |                      |                        |                             |                 |

| Record 2                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------|
| <b>Date of entry</b>                                                                                                 |
| 31/05/2014                                                                                                           |
| <b>Hazard details</b>                                                                                                |
| Slight contact damage during offshore mooring operations.                                                            |
| <b>Location of hazard</b>                                                                                            |
| Fleet                                                                                                                |
| <b>People exposed to hazard</b>                                                                                      |
| Might harm to people                                                                                                 |
| <b>Possible injuries/damage</b>                                                                                      |
| 5:very unlikely C:LTI :- (Low)                                                                                       |
| <b>Control measures required</b>                                                                                     |
| Remove the damaged gangway "A" Frame gate. Fabricate steel gateway to maintain adequate edge protection at the site. |

**Risk assessment**

| Matrix           | A:<br>Death or<br>permanent<br>disability | B:<br>Serious injury | C:<br>Lost time injury | D:<br>Casualty<br>Treatment | E:<br>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: 5:very unlikely C:LTI :- (Low

**Record 3****Date of entry**

02/07/2015

**Hazard details**

Slip & fall due to wet floor.  
characters) As the injured person was walking towards the pantry, she slipped and fell due to wet floor. The injured person sought treatment at Technip clinic and was advised by the nurse to get an X-ray done if the pain persisted. As a precaution, the injured person went for an X-ray at Prince Court Hospital and the result proved negative (no fracture).

**Location of hazard**

Office

**People exposed to hazard**

Slip & fall

**Possible injuries/damage**

5:Very unlikely, E: First Aid (Low)

**Control measures required**

Briefing to all cleaners in Wisma Technip by work supervisor and witnessed by the project HSE

| Risk assessment                                   |                                           |                      |                        |                             |                 |
|---------------------------------------------------|-------------------------------------------|----------------------|------------------------|-----------------------------|-----------------|
| Matrix                                            | A:<br>Death or<br>permanent<br>disability | B:<br>Serious injury | C:<br>Lost time injury | D:<br>Casualty<br>Treatment | E:<br>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: 5:Very unlikely, E: First Aid (Low |                                           |                      |                        |                             |                 |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 2</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**ACTIVITY 3**

Plan for the emergencies identified in Activity 1, through your responses to the following:

- a) Identify one (1) type of emergency equipment required for each emergency.
  - Where should such equipment be stored for easy access?
  - How often should it be checked (i.e. for cleanliness and to be serviced)?
 Justify your response.
- b) Outline possible training required to effectively implement the initial responses identified.
  - List suitable parties to deliver such training (internally and externally)
- c) Explain your role in implementing initial response procedures identified.
  - Explain how you document and display actions for initial response.
  - Outline your own role in emergency response, as outlined in workplace WHS policies and procedures.

**Fire evacuation****Emergency equipment**

Fire extinguisher to be store at every pantry/floor door exit/entrance, each level 4 -5 fire extinguisher.

Fire Alarms and smoke detectors in both office and pantry.

AED to be store at every building lobby.

Fire extinguisher and AED to be marked down expiring date and list place in HSE admin board, to be check during quarterly floor inspection.

**Required training**

Fire fighter training and first aider refreshment training to be provide once a year.

**Your role in implementing initial response procedures**

Step for using fire extinguisher picture to be place on the wall which next to fire extinguisher.

As ERT member in first aid roles.

**Security emergency****Emergency equipment**

Entry system, security guard clothing, high-visibility clothing, flashlight, defence equipment, walkie-talkie.

**Required training**

Security/recuse training to be provide every year.

**Your role in implementing initial response procedures**

In ERT team as member to be review the procedure.

|                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Serious medical injury</b>                                                                                                                                                                                                      |
| <b>Emergency equipment</b>                                                                                                                                                                                                         |
| Wheel chair, first aid bag, first aid box, stretcher, water, AED.                                                                                                                                                                  |
| <b>Required training</b>                                                                                                                                                                                                           |
| Industry nurse & Medic to be send to training every year for refreshment.                                                                                                                                                          |
| <b>Your role in implementing initial response procedures</b>                                                                                                                                                                       |
| First-Aid is only meant to treat minor injuries. For severe injury, professional medical attention is required.<br><br>Thus, the victim should be attended by a doctor. inform security to call up ambulance and send to hospital. |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 3</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**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**

Every employee of the building, ERT member, building management & security team, Traffic police to be involved of the building including

As a ERT core team member on first aider will be setting up the first aid post to work together with Core First Aiders to provide immediate first aid treatment to casualties, and responsible to report any casualties to the Emergency Coordinator

**Security emergency**

Marshals, building management, security and traffic police to be involved. Marshals to make sure the crowded to be arrange properly building management (rescue team) to make sure person to be rescue due to inform from floor warden, Security to maintain the safety and security in the office during an emergency including perimeter security at the assembly area and establish liaison with BOMBA, Police, and Ambulance Service

and traffic police will be take control of the traffic arrangement.

- 1) Be responsible and accountable for any decision made in an emergency situation (including the evacuation order).
- 2) Provide the necessary guidance and instruction in activating this Emergency Response Plan which include the evacuation process.
- 3) Ensure the emergency practice drill is carried out at least once a year.
- 4) Be the focal point for interfacing with the external agencies and authorities.

**Serious medical injury**

Industry nurse to be involved and send to nearest hospital by calling ambulance. Ensure medical facilities and emergency equipment are in good working condition

**Your contribution to debriefing process**

All ERT member, core member, building management and security team to be involved.

All employees and guests accounted, alarms work properly, significant disruption of services, everyone remain outside the building and wait for further instructions and staff member familiar with their assigned duties. Historical to report the process and problem.

1. If possible, the relevant authorities such as BOMBA and Police shall be invited to simulate realistic "Emergency" scenario.
2. functions provides multiple use opportunities for personnel, procedures, facilities, and equipment
3. Emergency response organization to be aware of one another's missions, organizational structures and styles of operation, communication systems

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 4</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**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) | <p>-Involving of stakeholders will be benefit on improve the efficiency of the emergency plan</p> <p>- to ensure the emergency response plan is practicable and can be executed smoothly in case of emergency and</p> <p>- to ensure all parties are similar to emergency response plan.</p> <p>Email and working closely with secretary of stakeholders to collect information</p> <p>Advice to seek from specialist for first aider skill, rescue team, fire fighter and floor warden training to be improve due to building needed. Improvement on security system, and ERT management.</p> |
| b) | Report to be send to CORE ERT team and HSE corporate manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| c) | Assembly area to be improve as assembly notice is not clear enough.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| d) | First aid post to be move from behind to front lobby be more visible for others.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| e) | <p>Throughout the development and implementation of the emergency plan, the mine operator must consult with their workers and other persons at the mine including other persons conducting a business or undertaking at the workplace.</p> <p>The WHS Regulations also require the mine operator to consult with the emergency</p>                                                                                                                                                                                                                                                             |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>services that have responsibility for the area and the local authority for the area in relation to principal mining hazards that may adversely affect persons in the area surrounding the mine. The mine operator must have regard to the advice and recommendations provided by the persons consulted.</p> <p>When consulting with the local emergency services, the following should be discussed:</p> <ul style="list-style-type: none"> <li>• what resources the local services can contribute to responding to emergencies at the mine</li> <li>• what resources the mine might need to ensure that the equipment used by the local emergency services is able to function effectively, and</li> <li>• how long it will take the emergency services to respond to any emergency at the mine.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| f) | <p>Schedule 9.4 of the WHS Regulations requires the following information to be included in an emergency plan:</p> <ul style="list-style-type: none"> <li>• site and hazard details</li> <li>• command structure and site personnel</li> <li>• notifications</li> <li>• resources and equipment, and</li> <li>• procedures.</li> </ul> <p>Chapters 3 to 7 provide specific detail of what must be included in the emergency plan.</p> <p>The mine operator should include additional information based on the outcome of the site specific risk management processes. Risk management processes will assist the mine operator to:</p> <ul style="list-style-type: none"> <li>• determine what emergency situations may arise</li> <li>• determine the types of emergency situations: minor, serious or major</li> <li>• determine the hazards produced as a result of the emergency that workers self escaping and self rescuing may face and what responses are necessary to effect their escape or rescue</li> <li>• determine the hazards produced as a result of the emergency that trained rescue personnel may face and what responses are necessary to enable them to effect successful rescue operations</li> <li>• determine what responses and further controls are necessary to prevent an escalation of the hazards or risks that lead to the emergency</li> <li>• determine what responses are necessary to ensure all people escape safely, such as first response, self-escape, aided escape or aided rescue, and</li> <li>• determine what other resources may be needed in order to effectively manage emergency situations.</li> </ul> |
| g) | <p>In addition to this general duty, the WHS Regulations require a mine operator to prepare an emergency plan when establishing and implementing a WHS management system (WHSMS) for the operation of the mine.</p> <p>The WHS Regulations also require an emergency plan to be prepared if the quantity of hazardous chemicals is handled and used at a mine in quantities greater than the manifest quantity. This emergency plan can be included in the overall emergency plan for the mine.</p> <p>Further information on hazardous chemicals can be found in the Code of Practice: Managing Risks for Hazardous Chemicals [under development].</p> <p>This Code provides detail for the mine operator to prepare an emergency plan for a mine.</p> <p>Further information on developing a WHSMS can be found in the Code of Practice: Work Health and Safety Management System.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 5</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

## QUIZ

| QUESTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CORRECT                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>1. Which of the following are emergency prevention controls typically installed in a workplace? Select all that apply.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Emergency alerting systems</li> <li><input checked="" type="checkbox"/> Emergency protection systems</li> <li><input checked="" type="checkbox"/> Smoke alarms, fire alarms and fire extinguishers</li> <li><input type="checkbox"/> Canary birds to detect gas</li> <li><input type="checkbox"/> Safety wear</li> <li><input type="checkbox"/> Security systems</li> </ul> | <input type="checkbox"/> |
| <p>2. What information must you provide when calling emergency services (000) and upon their arrival? Select all that apply.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The service requested (Police, Fire or Ambulance)</li> <li><input checked="" type="checkbox"/> Address or location of emergency</li> <li><input type="checkbox"/> The number and exact location of smoke alarms</li> <li><input checked="" type="checkbox"/> A description of the emergency</li> </ul>                                                                   | <input type="checkbox"/> |
| <p>3. Safety representatives and WHS regulators have the power to direct workers to cease work immediately if an immediate danger to WHS exists.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> True</li> <li><input type="checkbox"/> False</li> </ul>                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| <p>4. It is optional to check and account for people during an evacuation.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> True</li> <li><input type="checkbox"/> False</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| <p>5. What is the biggest benefit in issuing instructions in an authoritative manner during emergencies? Select the most appropriate response.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> So that people in neighbouring buildings can hear you</li> <li><input checked="" type="checkbox"/> So that people obey the instruction given</li> <li><input type="checkbox"/> So that people in the bathroom hear the instructions</li> <li><input type="checkbox"/> So that people are scared</li> </ul>                                                        | <input type="checkbox"/> |
| <p>6. Who might appropriately deliver training regarding initial emergency response? Select all that apply.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Internal Health and Safety Representatives</li> <li><input checked="" type="checkbox"/> Fire fighters</li> <li><input checked="" type="checkbox"/> First aid trainers</li> <li><input type="checkbox"/> Registered Training Organisations</li> </ul>                                                                                                                                      | <input type="checkbox"/> |

|                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>7. Debriefing and reports are part of the initial response procedures.</p> <p><input checked="" type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| <p>8. Which of the following are appropriate ways to document and display actions for initial response? Select all that apply.</p> <p><input checked="" type="checkbox"/> Evacuation map</p> <p><input checked="" type="checkbox"/> Emergency plan</p> <p><input checked="" type="checkbox"/> Labelling every door and window with a number</p> <p><input type="checkbox"/> Having a phone book at every entrance</p> | <input type="checkbox"/> |

|                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| <p><b>Outcome for Quiz</b></p>          | <input type="checkbox"/> Satisfactory     |
|                                         | <input type="checkbox"/> Not satisfactory |
| <p><b>Trainer/Assessor comments</b></p> |                                           |

**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: <ul style="list-style-type: none"> <li>Potential fire hazards/emergencies within the workplace</li> <li>Actions to be taken by workers and others, according to internal/external WHS information</li> </ul>                                                            | <input checked="" type="checkbox"/>                                                                                   |
| B. Conduct a safety audit of the work area: <ul style="list-style-type: none"> <li>Identify resources available and required for immediate response (including evacuation maps)</li> <li>Check emergency equipment to ensure serviceability, accessibility, cleanliness and correct location</li> </ul>                                                                                                              | <input checked="" type="checkbox"/>                                                                                   |
| C. Document potential emergencies and their causes in a risk register, identifying: <ul style="list-style-type: none"> <li>Possible injuries/damage</li> <li>Required control measures (including training needs and responsibility for implementation within organisation)</li> <li>Risk assessment results</li> </ul>                                                                                              | <input checked="" type="checkbox"/>                                                                                   |
| D. Respond to a fire emergency/drill: <ul style="list-style-type: none"> <li>Providing information needs to emergency response personnel during reporting, arrival and in response to emergency</li> <li>Checking and accounting for people during an evacuation</li> </ul>                                                                                                                                          | <input checked="" type="checkbox"/>                                                                                   |
| E. Show leadership in contributing to the debrief after fire emergency/drill: <ul style="list-style-type: none"> <li>Monitor responses to emergency for efficiency and timeliness</li> <li>List hazards arising from evacuation</li> <li>Identify areas for organisational and personnel improvements</li> <li>Document and verbally present results to appropriate persons (e.g. PCBU, Trainer/Assessor)</li> </ul> | <input checked="" type="checkbox"/>                                                                                   |
| <b>Name of observer</b>                                                                                                                                                                                                                                                                                                                                                                                              | Ronan Sanvictores Perez                                                                                               |
| <b>Role of observer<br/>(Confirm their suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Trainer/Assessor<br><input checked="" type="checkbox"/> Other (specify): HSE Project Manager |
| <b>Phone number of observer</b>                                                                                                                                                                                                                                                                                                                                                                                      | +603 27835523                                                                                                         |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                     | rsperez@technip.com                                                                                                   |
| <b>Signature of observer</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                       |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                          | <a href="#">Click here to enter a date.</a>                                                                           |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                       |

|                                   |                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Practical Task</b> | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b>  |                                                                                    |