

# Contribute to Implementation of Emergency Procedures (BSBOHS405A) Group Booking Only

This unit addresses the knowledge, processes and techniques necessary to contribute to the implementation of procedures for responding to emergencies. This unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plans.

## Performance Criteria

Identify potential emergencies	Identify options for initial response
<ul style="list-style-type: none"> <li>A knowledge of OHS <i>hazards</i> and <i>standards</i> is applied to identify causes of potential <i>emergencies</i></li> <li>Input of <i>stakeholders</i> is sought in identifying potential emergencies</li> <li><i>Specialist advisors</i> and <i>emergency agencies</i> are identified and liaised with to identify causes of potential emergencies</li> <li>A <i>risk register</i> is developed to identify potential emergencies and their causes</li> </ul>	<ul style="list-style-type: none"> <li>Major types of emergencies are categorised</li> <li>Identify actions to contain or limit potential emergencies</li> <li>Actions required to limit effect on personnel, property and the environment are identified</li> <li>Requirements for liaison with emergency agencies are identified</li> <li>Actions to be taken during emergencies are prioritize</li> </ul>
Plan initial response procedures	Monitoring Emergency responses and deficiencies
<ul style="list-style-type: none"> <li><i>Emergency equipment</i> is checked to ensure serviceability, accessibility, cleanliness and correct location</li> <li>Actions required for a number of major types of emergency are documented, taking account of standards, current industry practice, specialist advice and input by emergency agencies</li> <li>Training needs and appropriate providers are identified</li> </ul>	<ul style="list-style-type: none"> <li>Responses to emergencies are monitored for efficiency and timeliness in consultation with stakeholders and, as appropriate, specialist advisors and agencies</li> <li>Results of monitoring are documented and promptly and appropriately reported to managers and key personnel</li> <li>Areas for improvement in response are identified and recommendations made for improvement</li> </ul>
Implement initial response procedures	Contribute to post event activities
<ul style="list-style-type: none"> <li>Actions for initial response are documented and displayed</li> <li>Role in emergency response is known and implemented</li> </ul>	<ul style="list-style-type: none"> <li>Other personnel in <i>second response phase</i> are identified and supported</li> <li>Contributions are made to debriefing processes</li> </ul>

## Key Competencies

Communicating ideas and information	Communicating with personnel, manager and specialists in a range of situations and under pressure conducting basic training in organisational emergency procedures preparing and presenting effective reports
Collecting analysing and organising information	Gathering and analysing information and data from different sources to identify possible emergencies and any deficiencies in response analysing information and data from a number of sources to prioritise actions (during response) organising records and other information and data relevant to emergencies
Planning and organising activities	Planning own actions to ensure preparedness including conducting equipment inspections, training and liaison with appropriate personnel prioritising actions in a range of emergency circumstances
Working with others and in teams	Working with internal and external personnel in establishing preparedness and in the management of an emergency
Using mathematical ideas and techniques	Checking equipment and understanding relevant units of measure
Solving problems	Implementing preparedness activities and dealing with a range of circumstances during an emergency
Using technology	Accessing organisational information and data related to emergencies or emergency equipment that may be stored electronically using technical emergency equipment such as communication equipment

No pre-requisites required. A statement of Attainment will be issued upon successful completion. Participants who successfully complete this competency will gain credits towards a Certificate in OHS offered by Swinburne.

**Duration:** 1 day plus Flexible Delivery over a month. This is normally a 5 day course, but this blended delivery is cost effective and allows for self paced learning while reducing the time in the class room.

**Cost:** \$295 (GST Inclusive) per participant

**To Book:** This course is available on site for groups of 8 or more participants. Please complete a **Short Course Training Program Booking Form** downloadable from the COHST website.

For more information (03) 9214 8841 or (03) 9214 5419  
 email [cohst@swin.edu.au](mailto:cohst@swin.edu.au) or go to [www.tafe.swin.edu.au/ahs/cohst](http://www.tafe.swin.edu.au/ahs/cohst)