



## **Manage and Monitor Workplace Emergency Procedures, Equipment and other Resources**

(Nationally Accredited)

This Public Safety Unit (PUAWER003B) is designed to deliver information to designated managers and supervisors working in any industry or workplace. It holds accreditation as an elective unit for people studying for an Advanced Diploma in Public Safety (Community Safety) (PUA 60704). Under Emergency Response Category it is categorized as a “*prevention*” skill.

### **Learning Outcomes (Key Elements):**

- Manage emergency measures and practices.
- Manage emergency control equipment.
- Report and record emergency control equipment and faults.
- Monitor emergency control structures.

### **Upon satisfactory completion of this unit, the participant will be able to:**

- Identify, document and disseminate emergency prevention measures, practices and control equipment according to workplace procedures.
- Ensure purchasing, installation and commissioning procedures are followed.
- Ensure the instructions in the safe and effective use and care of emergency control equipment is documented and disseminated.
- Identify situations that could lead to workplace emergencies and ensure that they are recorded and options for mitigating or avoiding these situations are formulated, tested and implemented.
- Manage the maintenance requirements for emergency control equipment.
- Ensure instruction and training is provided for on-site personnel in the care of emergency control equipment
- Ensure equipment maintenance is audited for compliance.
- Assess and report on emergency control equipment for usability and accessibility.
- Ensure procedures are followed to correct emergency equipment defects and deficiencies.
- Develop schedules for verifying and reporting faults.
- Ensure details and nature of faults is recorded and rectified.
- Verify through maintenance logs, records and tests that corrective actions have been undertaken.
- Ensure reports on faults verified are provided in a timely manner and contain recommendations for improvement.
- Monitor frequency of fault occurrence and report according to workplace procedures.
- Monitor the currency, compliance and appropriateness of the workplace emergency plan.



Establish an Emergency Planning Committee (EPC) & an Emergency Control Organisation (ECO)

- Monitor the EPC, and the ECO activities to ensure they comply with relevant standards and are appropriate to the workplace.
- Provide advice to the EPC and the ECO.
- Ensure compliance with relevant standards and statutory obligations is maintained and that appropriate recommendations are made where compliance is an issue.
- Provide recommendations and reports to stakeholders.
- Ensure training is provided in accordance with statutory obligations and workplace procedures.

***Nationally Recognised Training:*** *These courses are part of a nationally recognised Public Safety Training Package (PUA00. Information about nationally recognised training can be found through the Training.gov.au web site. Training.gov.au is the official national register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs). [www.training.gov.au/](http://www.training.gov.au/)*

***Legislative Approvals:*** *This unit conforms to the requirements for competency under various State Occupational Health and Safety Legislation.*