

WER Training Program

Level 4

PUAWER001B – Identify and report potential workplace emergency situations

PUAWER002B – Ensure emergency workplace prevention, procedure systems and processes are implemented

PUAWER003B – Manage and monitor workplace emergency procedures and equipment

PUAWER004B – Respond to workplace emergencies

PUAWER005B – Operate as part of an emergency control organisation

PUAWER006B – Lead an Emergency Control Organisation

PUAWER007B – Manage an emergency control organisation

PUAWER008B – Confine small workplace emergencies

Content areas to be covered include:

- *The role and responsibility of the Chief Warden of an ECO*
- *Risk Management Principles*
- *Coordination of pre-emergency planning, training, exercising, and assessment activities for the ECO*
- *Coordination of communications during an emergency*
- *Initiation of emergency reports and signals*
- *Procedures for specific emergencies*
- *Liaison with public emergency services*
- *Coordination of evacuation activities*
- *Coordination of post-evacuation activities*

This course recognises RPL and RCC of current Chief/Deputy Chief Wardens and those who have been or are currently responsible for workplace fire/emergency prevention in workplaces. Workplace assignments are to be used conjunction with the direct delivery of subject matter.

Target Group:

This unit covers the competency required to participate in the management and monitoring of workplace emergency prevention and control structures for a complex workplace or a defined group of workplaces. It involves managing problems and resolving issues in relation to the organisation's workplace emergency prevention process and emergency control structure. As such, knowledge of the roles and functions of ECO personnel, basic Building Code requirements and development of emergency procedures for a workplace are required.

Delivery Mode

Direct delivery learning utilising PowerPoint presentations, video, class discussion on site-specific Emergency Response Plans and equipment. A multiple-choice and short answer assessment will be used to ensure understanding of theory along with an assessment tool for the practical (extinguisher) component. A workbook will be required to be completed prior to the issuing of a certificate.

Duration of Program

This program will take approximately 16 hours to complete including the workbook component.

Location and Schedule of Training

All training will be conducted either at the client's premises or where a "public course" has been organised, at an appropriate location. Training is to include site-specific information directly related to the student's individual location.

Assessment Validation

The processes used to validate assessment in this program are:

- Training Manager discusses with representatives from enterprise clients on a course-by-course basis to check the performance standards required in the program are consistent with industry practice.
- Training Manager convenes annual meeting of an assessment panel comprising subject specialists in OH&S, fire and emergency response and one enterprise representative, to review evidence-gathering tools.
- Training Manager liaises with industry experts including the Fire Protection Association of Australia, the MFESB and other relevant training organisations on a regular basis and maintains currency in information and relevant industry standards.

Evidence Gathering

Evidence gathering for these Units comprises;

- Practical demonstration (extinguisher selection & use)
- Short answer/multiple choice questions
- Completion of the workbook directly applying the learning to the individual student's workplace.

Infrastructure Requirements

- All training contractors involved in the delivery and assessment of this qualification, have direct access to the current version of the relevant Training Package, including the appropriate units of competency, assessment guidelines and qualification structure.
- All training contractors involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment.
- All assessors have access to print and electronic copies of the assessment tools used in this program.
- The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that incorporates reasonable adjustment procedures.
- The RTO has reviewed the equipment and facility requirements for each unit of competency in the qualification and guarantees it has access to the plant and equipment needed to implement the program.

Pathway to other Units

This program:

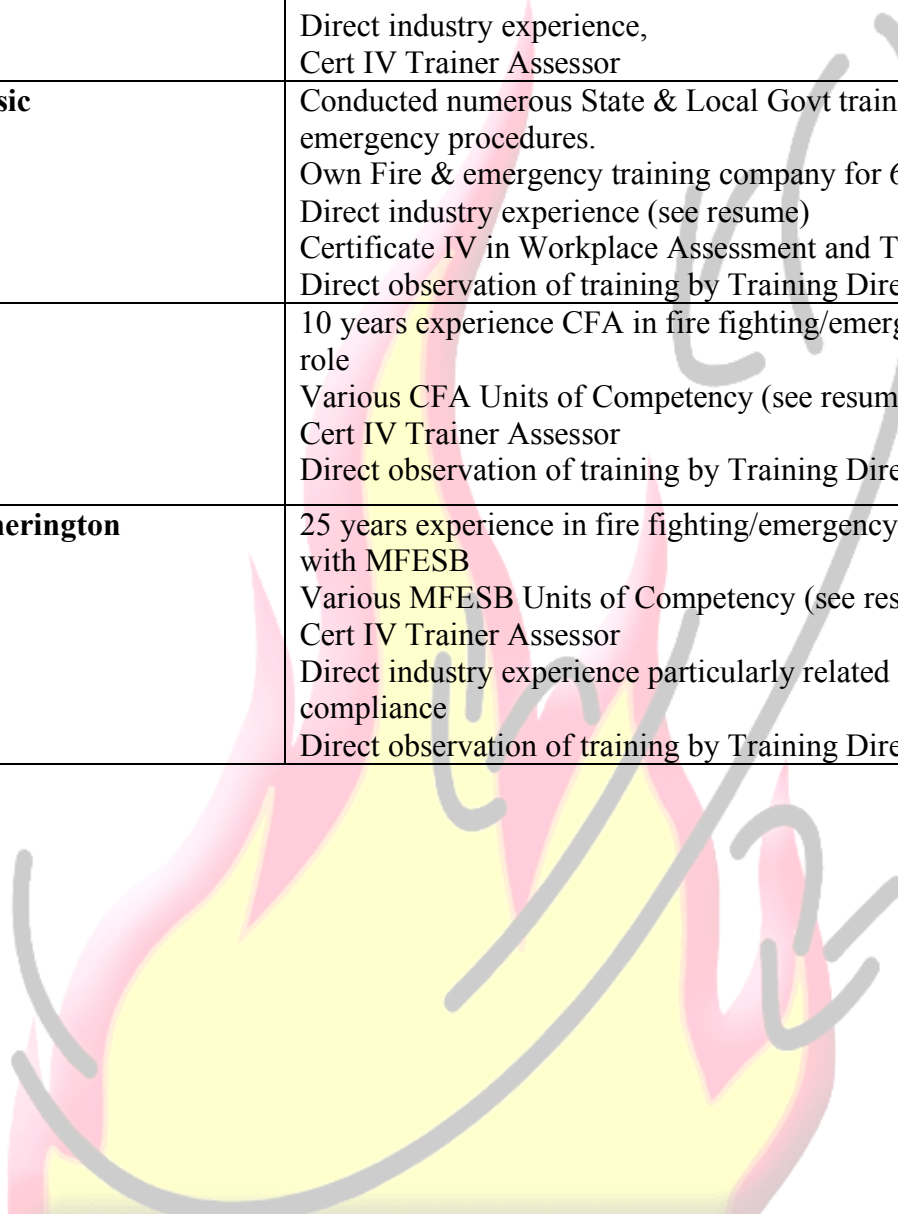
- Applies to personnel within a management position of an organisation
- Has been developed to cover the broad range of *emergencies* and *workplaces* as considered in Australian Standard 3745—2002
- Is part of a suite of eleven workplace emergency response units of competency that has three streams.
- PUAWER001B – Identify, prevent and report potential workplace emergency situations is part of the prevention stream
- PUAWER002B – Ensure emergency workplace prevention, procedure systems and processes are implemented is part of the prevention stream
- PUAWER003B – Manage and monitor workplace emergency procedures and equipment is part of the prevention stream
- PUAWER004B – Respond to workplace emergencies is part of the Workplace Evacuation stream
- PUAWER005B – Operate as part of an emergency control organisation is part of the workplace evacuation stream
- PUAWER006B – Lead an emergency control organisation is part of the workplace evacuation stream
- PUAWER007B – Manage an emergency control organisation is part of the workplace evacuation stream
- PUAWER008B is part of the initial response stream.
- There are prerequisite Units required (PUAWER005B – Operate as part of an emergency control organisation).

Assessment:

- *Practical demonstration*
- *Short answer assessment*
- *Workbook assignment (Learning Resource)*

TRAINERS

Trevor Pillinger	30 years experience in fire fighting/emergency response role with MFESB/CFA Dip TAS, Dip OHS, Cert IV Trainer Assessor Direct industry experience, Cert IV Trainer Assessor
Chris Tasic	Conducted numerous State & Local Govt training in fire & emergency procedures. Own Fire & emergency training company for 6 years. Direct industry experience (see resume) Certificate IV in Workplace Assessment and Training Direct observation of training by Training Director
Jai Ziino	10 years experience CFA in fire fighting/emergency response role Various CFA Units of Competency (see resume) Cert IV Trainer Assessor Direct observation of training by Training Director
Bob Hetherington	25 years experience in fire fighting/emergency response role with MFESB Various MFESB Units of Competency (see resume) Cert IV Trainer Assessor Direct industry experience particularly related to building compliance Direct observation of training by Training Director



Training Program
Classroom – minimum 8 hours

	Trainer	Student	Resources
	<p>Introduction <i>Introduce self with a simplified history of experience.</i> <i>Introduce concepts of OHS/Standard compliance and logic behind the training. Emphasis on Life Safety over Property Safety.</i> <i>Relate work environment to home environment i.e. what you learn here today take home and apply to the home environment – Community Safety message.</i></p>		<p>Laptop, Data projector, portable speakers, extinguishers for practical, fire simulator, appropriate area for practical extinguisher use. AFAC Learner Guide “ECO & Wardens”</p>
	Course Outline	- group discussions	
	<p><i>Knowledge base quiz – self assessment</i></p> <ul style="list-style-type: none"> • <i>Information on specific sites</i> • <i>What do you have in place already?</i> • <i>Personal experience</i> 		Quiz hand out
	<i>Introduction to WER: - Australian Standard 3745-2002, staff, equipment, EPC, WER Team</i>		PowerPoint Video Notes
	<i>WER Responsibilities: - Chief Warden, Area Warden Floor Warden Indemnity, authorisation to act</i>		PowerPoint Video Notes
	<i>Basic fire science: - fire triangle/tetrahedron, methods of suppression, fire spread, flash over, smoke travel</i>		PowerPoint
	<i>Lounge room fire</i>		Video 3 minute lounge room fire
	<i>Discussion regarding video - Discuss fire on growth and smoke movement and methods of fire travel. Include questions of participants re multiple story buildings and smoke penetration</i> <i>Discussion on the home environment</i>	-Group discussions	
	<i>Emergency Audits: - aims, why, who, fire risks, evaluation of materials, escape routes, warning systems, identifying hazards, passive/active fire protection systems</i>		power point demonstration
	<i>Wardens & Emergencies: - human behaviour, effects of smoke on behaviour, escape routes, time factors</i>		power point demonstration
	<i>Valley Parade Stadium fire – emphasis placed on crowd behaviour</i>		Video “Bradford”

	<p><i>Discussion regarding video</i></p> <ul style="list-style-type: none"> • <i>Note time of fire originating</i> • <i>Response by police to move people</i> • <i>Initial crowd behaviour – not wanting to move</i> • <i>Crowd behaviour once fire develops</i> • <i>Reasons for so many fatalities (blocked/locked exits etc)</i> <p><i>Response times for the emergency services including blocked access etc</i></p>	Group discussion	
	<p><i>Risk analysis – basic concepts</i></p> <p><i>Site-specific hazard assessment “what could go wrong”? Response to hazards/risks identified for the site.</i></p>	Conduct a site-specific risk assessment based upon probability, exposure & consequence.	<p>PowerPoint</p> <p>“AS4803 – Risk Analysis”</p>
	<p><i>Special workplace situations</i></p> <p><i>Other emergencies as defined under AS3745-2002</i></p>	Group discussion Desktop scenarios	
	<p><i>Emergency procedures & Emergency Control Organisations</i></p> <ul style="list-style-type: none"> • <i>Emergency Procedures as per AS-3747</i> • <i>Setting up an ECO</i> • <i>Building maps</i> 		PowerPoint
	<p><i>Emergency communications</i></p> <ul style="list-style-type: none"> • <i>EWIS/EWS systems</i> • <i>Alternative communications systems</i> 		PowerPoint
	<p><i>Training requirements for the organisation</i></p> <ul style="list-style-type: none"> • <i>Training needs analysis</i> 		Powerpoint
	Workplace familiarisation practical	Group project	Workplace
Fire prac	<p><i>Extinguisher practical – set up fire simulator after conducting site hazard analysis (appropriate clearance, traffic control, wind conditions/direction, appropriate clothing for participants).</i></p> <p><i>Discussion on (including):</i></p> <ul style="list-style-type: none"> • <i>Appropriate extinguishers for the Class of fire</i> • <i>PASS Principle (Pull the pin, Aim, Squeeze, Sweep)</i> • <i>Do not squeeze handle while trying to take pin out.</i> • <i>Quick test before approach</i> • <i>Avenue of escape</i> • <i>Size of fire,</i> • <i>Wind direction</i> 		<p>Video</p> <p>“Fire Safety”</p> <p>Equipment</p> <p>Fire simulator LPG cylinder, CO2 extinguishers</p> <p>BULLEX</p> <p>LPG cylinder, Water for tray, Extinguishers, electronic control, electricity source</p> <p>Fire tray</p> <p>Water for tray</p> <p>Appropriate</p>

	<ul style="list-style-type: none"> • <i>Personal safety</i> <i>Use of hose reels (preference for evacuation)</i>		extinguishers Fuel Matches DP safety extinguisher
	Assignment allocation – Learner Resource – EPC & Warden		Learner Resource
	Conclusion		

