

WHS Emergency prevention and incident response

Course duration: 4-days

Course cost: \$950 per person (public workshops)

Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel

Aim of course: To equip participants with the skills, knowledge and attitude to:

- Ensure workplace emergency prevention procedures, systems and processes are implemented
- Assist with responding to incidents in the workplace
- Plan and deliver effective oral presentations in the workplace

Units covered: PUAWER002B – Ensure workplace emergency prevention procedures, systems and processes are implemented
BSBWHS406 – Assist with responding to incidents
BSBCMM401 – Make a presentation

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend? This workshop has been developed for those whose responsibilities include assisting with workplace emergency prevention and incident response. The course is ideal for those working at the level of a Work Health and Safety officer or advisor.

Please note that the course is specifically applicable to those operating under the:

- Occupational Safety and Health Act (WA) 1984, or
- Mines Safety and Inspection Act (WA) 1994

Qualification: This course forms part of the BSB41415 Certificate IV in Work Health and Safety.

Pre-requisites: No qualifications are necessary to participate in this workshop, however it is recommended that participants attend this course after they have completed TSA's 'Research and apply WHS legislation' course.

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Language, literacy and numeracy (LLN) requirements

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability**. Examples of activities that participants will need to perform include:

- Read, research, analyse and interpret a range of WHS texts, including regulatory documents (Acts, Regulations, Codes, etc) as well as workplace policies and procedures
- Document a workplace emergency prevention hazard analysis
- Complete incident reports using workplace documentation
- Prepare a short incident investigation report
- Prepare a presentation delivery plan and supporting resources / aids
- Deliver an effective oral presentation in the workplace

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to assist with workplace emergency prevention and incident response, as well as making oral presentations to others. Ideally, this will be a workplace where they are currently an employee.

Pre-course work:

Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's:

- Emergency response plan for the workplace
- Incident report forms
- Incident investigation forms

Participants are also advised to think about a topic for a 10 – 15 minute presentation which they will make on the final day of the course. A WHS topic is recommended but not essential. It is recommended that participants bring any equipment / resources that they will need for the presentation.

Homework:

Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

Please note that participants will be given time on the course to plan and organise an oral presentation which they will make on the final day, but may need to finalise their preparations and rehearse their presentation for homework.

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Topics

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| DAY 1 | <ul style="list-style-type: none">• Introduction to workplace emergencies• Workplace emergency prevention processes• Emergency protection systems and control equipment | DAY 3 | <ul style="list-style-type: none">• Planning a presentation• Structuring a presentation• Presentation aids and materials• Organising the presentation |
| DAY 2 | <ul style="list-style-type: none">• Introduction to incident response• Initial incident response• Introduction to incident investigation• Conducting an incident investigation | DAY 4 | <ul style="list-style-type: none">• Communication skills• Delivering the presentation• Review and evaluate the presentation |

Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Assessment of on-course presentation delivery and presentation documentation completed on the course
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace. These include:
 - Workplace emergency prevention hazard analysis
 - Workplace emergency prevention inspection
 - Workplace emergency protection systems and equipment
 - Assisting with initial incident response in the workplace
 - Investigate a workplace WHS incident
 - Workplace presentation
- Third party report from supervisor confirming practical application of competencies in the workplace

Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- people they can involve in work health and safety activities
- an audience to which they can make a presentation, and any resources / equipment needed to support the delivery of the presentation
- a supervisor / manager who can review their work, observe them making a presentation, and provide feedback to TSA

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Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.

