

COURSE OUTLINE

Workplace Emergencies Course

Course Details:

The workplace emergencies course covers practical activities in recognising and reporting on workplace hazards and risks and identifying appropriate response techniques to take action and covers a broad range of emergencies and workplaces as considered in Australian Standard 3745 – 2010. All aspects of this course are delivered in line with legislative requirements using individual workplace policies and procedures and accepted safe practices.


This course is designed to train individuals in the required knowledge and skills to operate as a Fire Warden and to be able to recognise emergencies in a workplace, to report emergencies and to take appropriate action within their scope of responsibility as well as understand the different types of portable extinguishers, various classes of fire, and how to control small uncomplicated fires using the correct equipment (fire extinguisher, fire blanket or hose reel).

Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; fire blanket or hose reel); or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.

This program does not cover first aid competence.

Entry requirements:

An individual undertaking this Workplace Emergencies course with Risk Management Training Solutions (RMTS) will need to demonstrate the following to be eligible for entry:

-  Sufficient English language, literacy, numeracy and visual interpretation skills to successfully complete this course.

Unique student identifier (USI):

Any individual undertaking nationally recognised training will need a USI in order to receive their Qualification or Statement of Attainment. If you do not have a USI, you will not receive your Qualification or Statement of Attainment. A USI will give you access to an online record of any training you have completed since 1st January 2015. All individuals will be required to either apply for or provide a valid USI number on enrolment. Application for a USI number can be made directly through the USI website: <https://www.usi.gov.au/about> or via our website link.

If you require assistance in creating your own USI, please contact RMTS on 07- 5455 5451

Licensing, legislative, regulatory or certification considerations:



No licencing, legislative or certification requirements apply to this course as at the date of publication. However, the Queensland Fire and Emergency Services have outlined the legal obligation for employers as follows:

“If you are an owner, or a business or a person, that is occupying, or managing a building in Queensland, you have a legal obligation to ensure the safety of any person in that building in the event of a fire or other emergency”

Link: <https://www.qfes.qld.gov.au/buildingsafety/Pages/owner-occupier.aspx>




Pathways into the course:

Participants may enter this course through a number of entry points, and must be able to demonstrate the potential to undertake vocational education and training at this course level, such as:

-  Participant direct enrolment
-  Employer enrolment (part of your role)

Pathways from the course:

After achieving the Workplace emergencies course, participants may be eligible to undertake further study to achieve a range of qualifications relevant to their role, such as:

-  PUA30619 - Certificate III in Public Safety (Firefighting and Emergency Operations)
-  RII30719 - Certificate III in Emergency Response and Rescue
-  PUA30719 - Certificate III in Public Safety (Firefighting Operations)

Individuals who are successful in gaining these units of competency can expect to be eligible for jobs such as working as a Fire Warden, WHS Officer and Fire safety officer within the workplace.

Course Delivery:

This course will be delivered in the workplace or RMTS facilities

Duration:

Full Course: 1day (6 hrs)

Course Structure:

As part of this course the following unit competencies will be delivered:

- **PUAFER004 - Respond to facility emergencies**
- **PUAFER008 - Confine small emergencies in a facility**







Pre-requisites:

There are no pre-requisite requirements for this course.

Assessment requirements:

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

Inclusions:

-  Training conducted by experienced and qualified trainer
-  Knowledge on relevant legislation and Australian Standards for workplace safety
-  Recommendations and advice for specialised PPE and equipment for the workplace
-  Advice on risk control methods for the work place
-  Plenty of practical hands on training in the use of portable extinguishers and fire blankets
-  Your name will be placed on a register to receive a reminder when your Workplace Emergencies Training is about to expire. This service is provided by RMTS to assist you in keeping your training current.

Recognition of Prior Learning (RPL):

If you believe you already hold some or all of the skills, knowledge and/or experience for this course, you may be eligible to apply for Recognition of Prior Learning (RPL). You are encouraged to refer to our Participant Handbook and RPL/CT Handbook which can be downloaded from our website and speak with RMTS prior to commencing training.

Course fees:

The fee for this course is **\$280 per person**

No Statement of Attainment will be issued until full and final payment has been received.

Payment methods:

RMTS have eftpos facilities available, or payments can be made by direct deposit or cash. For larger organisations seeking training options, RMTS offer purchase orders.

Refund policy:

- A full refund will apply where RMTS cancels the course prior to commencement.
- A full refund of the course fees paid will apply where the participant withdraws in writing 14 days or more prior to the course commencing.
- 75% refund of the full amount of course fees paid where the participant withdraws in writing less than 14 days but more than 7 days prior to the course commencing.
- 50% refund of the full amount of course fees paid where the participant withdraws in writing less than 7 days but more than 3 days prior to the course commencing.
- No refund where the participant withdraws less than 3 days prior to the course start date or after commencement of the course unless special circumstances apply. Evidence must be submitted e.g. Medical Certificate

A full copy of our refund policy can be downloaded from the website.

Course completion:

On successful completion of all unit requirements, participants will be issued with nationally recognised Statement of Attainment for:

PUAFER004 - Respond to facility emergencies

PUAFER008 - Confine small emergencies in a facility



Participants who do not complete all requirements of the course will be issued with a Statement of Attainment for the unit completed successfully.

How to apply:

For more information, please do not hesitate to contact our office or visit our website.

Email: admin@rmts.training

Phone: 07 5455 5451

Alternatively, you can download an enrolment form and return to:

Address: PO BOX 472 Noosaville, Qld, 4566