

PUALAW001

Protect and Preserve Incident

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

PUALAW001 Protect and Preserve Incident Scene

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

Table of Contents

1.1 Introduction	4
1.1.1 Types of Incident Scenes	4
1.1.2 Organisational Policies and Procedures	5
1.1.3 Health and Safety Rules	6
1.1.3.1 Key Elements of the Work Health and Safety Legislation	7
1.1.4 Risk Management	7
1.1.5 Personal Protective Equipment and Clothing	8
1.1.5.1 Wearing and Using PPE	9
1.1.6 Receive Task Information	10
Case Study: Vehicle Accident – The Initial Report	10
Review Questions	11
2.1 Assess the Scene	13
2.1.1 Receive Information En Route	13
Case Study: Vehicle Accident – Receiving Information En Route	14
2.1.2 Anticipate Hazards and Risks	14
Case Study: Vehicle Accident – Anticipating Hazards	16
2.1.3 Observe and Assess the Scene on Arrival	16
Case Study: Vehicle Accident – Assessing the Scene	18
Review Questions	18
2.2 Secure the Incident Scene	19
2.2.1 Factors Impacting Scene Security	19
2.2.2 Persons at the Scene	20
2.2.3 Securing the Scene	21
2.2.4 Maintain Safety at the Scene	22
2.2.5 Remove People from the Scene	22
Review Questions	23
2.3 Preserve the Scene, Evidence, and Area of Origin	24
2.3.1 Preserve the Incident Scene	25
2.3.2 Preserve Evidence at the Scene	25
2.3.3 Preserve the Area of Origin	27
Case Study: Vehicle Accident – Securing the Scene, Protecting Persons and Evidence	28
Review Questions	28
3.1 Record and Report Details	30
3.1.1 Record Details of the Scene	30
3.1.2 Communicate Situation Status	31
Case Study: Vehicle Accident – Recording Details	31
3.1.3 Obtain Witness Details	32
3.1.4 Note Taking	32
Case Study: Vehicle Accident – Obtaining Witness Information	33
3.1.5 Tactical Factors Impacting the Investigation	33
3.1.6 Communicate with Relevant Personnel	34
3.1.7 Complete Operational Documentation	35
Case Study: Vehicle Accident – Communicating and Reporting	36
Review Questions	36
Practical Assessment Instructions	39
Conditions of Assessment	39
Protective Personal Equipment (PPE) Requirements	39
Grounds for Stopping the Assessment	39
Achieving a Satisfactory Outcome	39
Practical Assessments	40

1.1 Introduction

This course is based on the unit of competency **PUALAW001 Protect and Preserve Incident Scene**.

The unit is applicable to public safety personnel who are the first to arrive at the scene of an accident or incident and who need to understand the importance of maintaining the legal integrity of a scene.

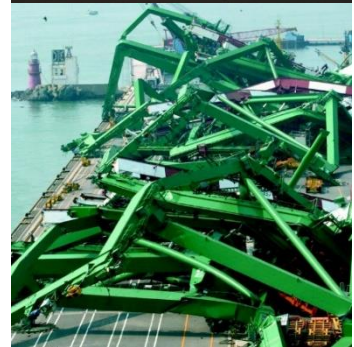
The aim of these resources is to provide you with an overview of the requirements to participate in a rescue operation. You will learn about:

- Conducting an initial assessment.
- Maintaining public safety.
- Preserving the scene.
- Recording details and information on arrival.

1.1.1 Types of Incident Scenes

Emergency responders are required to attend a wide variety of incident scenes. This may involve:

- ◆ Aircraft.
- ◆ Animal incidents.
- ◆ Crime scenes.
- ◆ Explosions.
- ◆ Hazardous materials.
- ◆ Incidents involving death or injury to person or damage to property.
- ◆ Industrial/mining accidents.
- ◆ Marine incidents.
- ◆ Natural disasters.
- ◆ Search for missing persons or evidence.
- ◆ Structure fires.
- ◆ Trains.
- ◆ Urban scenes.
- ◆ Vehicle accidents.
- ◆ Vehicle fires.
- ◆ Wildfires.





Each type of incident scene carries its own challenges, requiring responders to be well practiced in conducting quick and comprehensive assessments of the situation.

The protection and preservation of the scene is necessary to maintain public safety, protect valuable incident information and comply with legal requirements.

The initial information provided about incidents can often be limited so being prepared for a wide range of incidents and how to approach them is crucial.

1.1.2 Organisational Policies and Procedures

It is important that you identify, access, understand and follow all policies, procedures and WHS requirements relevant to your organisation and the emergency scenes you will be required to manage.

Organisational requirements could relate to:

- ◆ Operational policies, procedures and performance standards.
- ◆ Organisational personnel/workers and Work Health & Safety (WHS) practices and guidelines.
- ◆ Industry standards and advice.
- ◆ Legislative and regulatory requirements, including codes of practice and Australian standards documents.
- ◆ Equipment specifications and operation manuals.



Organisational policies and procedures relating to emergency scene management may include the following information:

- ◆ Roles and responsibilities – Detailing who is responsible for security, recording information and dealing with the public.
- ◆ Specific procedures – Detailing the risks, control measures and how to safely undertake specific tasks such as recording details, preserving the scene, interviewing witnesses, and securing the area.

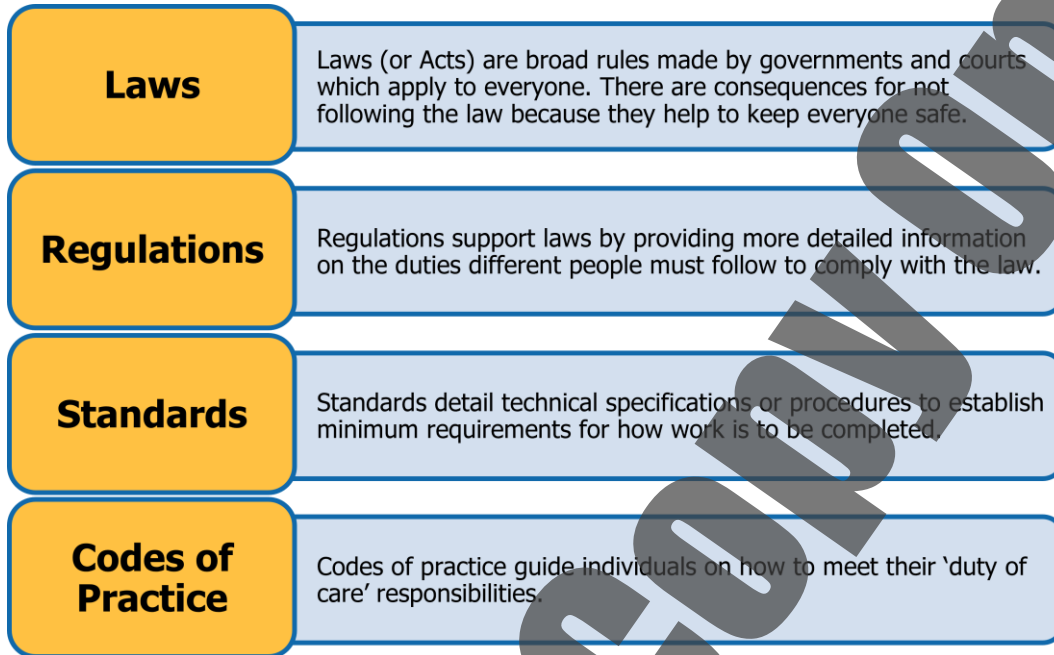
Policies, procedures, and requirements will vary across emergency organisations. Make sure you are aware of the policies and procedures you need to follow.

You will need to access your own organisation's documentation, legal requirements, equipment specifications, industry advice and other relevant standards.

1.1.3 Health and Safety Rules

Legislation is passed by Parliament and sets out legal requirements that must be followed in the performance of all types of work, including incident scene management.

Work health and safety legislation is comprised of and supported by the following:



State or territory legislation and regulations include Occupational Health & Safety/Work Health & Safety (OHS/WHS) requirements that will affect the way all operations are conducted when protecting and preserving an incident scene.

The aim of the legislation is to ensure the safety of everyone at the scene.

Each jurisdiction has its own WHS regulator to provide enforcement and advice on the application of the WHS laws.

Some areas covered by legislation and regulations may include:

- ◆ Federal, state or territory WHS.
- ◆ Environmental protection.
- ◆ Employment and workplace relations.
- ◆ Equal Employment Opportunity and Disability Discrimination.



1.1.3.1 Key Elements of the Work Health and Safety Legislation

The following key elements of the WHS legislation will impact the way you do your job, and the responsibilities of your organisation:

- 1** There is a primary duty of care requiring **persons conducting a business or undertaking (PCBU)** to ensure, so far as is **reasonably practicable**, the health and safety of **workers** and others who may be affected by the carrying out of work.
- 2** A requirement that **officers** of corporations and unincorporated bodies exercise **due diligence** to ensure compliance.
- 3** **Workers** must exercise reasonable care that their acts or omissions do not adversely affect the health and safety of persons at a workplace.

The legislation also outlines requirements for:

- ◆ The reporting requirements for notifiable incidents.
- ◆ Licences, permits and registrations (e.g., for persons engaged in high-risk work or users of certain plant or substances).
- ◆ Provision for worker consultation, participation and representation at the workplace.
- ◆ Provision for the resolution of health and safety issues.
- ◆ Protection against discrimination.

Many specific details relating to WHS will be negotiated within the workplace in accordance with the legislation.

It is important that you speak with your Health and Safety Representative or supervisor for more information on how these elements will affect your day-to-day operations, or if you have any concerns relating to health and safety.



1.1.4 Risk Management

Risk management is the process of reducing or managing the risks when working with a hazard or in a hazardous situation and should take into consideration the context of the organisation and incident site.

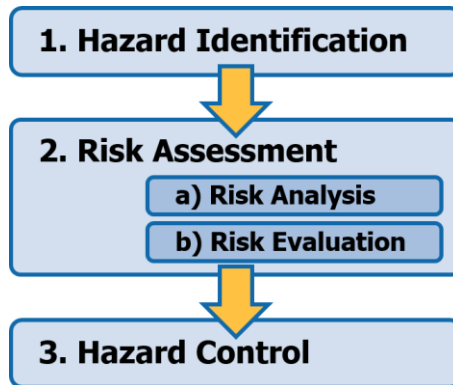
Risk management must be conducted in accordance with:



- ◆ Legislative, organisation and site requirements/procedures.
- ◆ Australian Standards (AS/NZS ISO 31000:2009).
- ◆ Codes of Practice.
- ◆ Employment and workplace relations legislation.
- ◆ Equal employment opportunity and disability legislation.

In an emergency environment, risks to the response team, general public and persons at the site must be identified, assessed and controlled as part of the incident scene management process.

The risk management process is made up of 3 main stages:



Risk Management Stage	Action
1. Hazard Identification	This is where you identify all the possible events and situations in the workplace where people may be exposed to injury, illness or disease.
2. Risk Assessment	Which includes: a) Risk Analysis – You determine the likelihood of a hazard causing harm and the consequence or outcome of that hazard causing harm. This gives you a risk level. b) Risk Evaluation – Using the risk level you have worked out you can determine if the risk is unacceptable and if action needs to be taken, as well as what kind of action to take.
3. Hazard Control	This is where you choose one or more options for controlling hazards in an effort to reduce the risks associated with them.

Monitoring and reviewing through consultation and communication with others should occur at each stage of the risk management process.

1.1.5 Personal Protective Equipment and Clothing

Incident scene management can pose many dangers to the response team. Personal protective equipment (PPE) is one method of protecting you against these dangers and ensuring you are not harmed while responding to an incident.

PPE is the last line of defence as a method to control risk, so it is important that it is selected and applied correctly.

Understanding the risks that you may face during the task will help to ensure that you select personal protective clothing and equipment appropriate to the control of risk and prevent injury to the response team.

Teams may attend sites with minimal information about the incident and hazards present, so it is necessary to be prepared for a wide range of hazards.



The general personal protective clothing and equipment that you might need to select and use includes:



- ◆ Head protection, e.g., helmets and hard hats.
- ◆ Boots with ankle support.
- ◆ Protective long-sleeved clothing or other appropriate protective clothing, as determined by the nature of the incident, e.g., reflective vests.
- ◆ Ear protection, e.g., ear plugs, earmuffs.
- ◆ Eye protection, e.g., safety glasses and face shields.
- ◆ Hand protection - both leather and disposable gloves depending upon the situation.
- ◆ Infection protection measures.
- ◆ Respiratory protection.
- ◆ Sunscreen and insect repellent.

This is the minimum recommended PPE. Other equipment will be necessary depending on the nature of the incident you are responding to, the conditions, and the hazards expected at the incident site.

1.1.5.1 Wearing and Using PPE

PPE must be worn at every incident site and should be worn at each training event.

Wearing the equipment at training events allows you to learn how to work in and with the equipment in an environment that is controlled and safe.

PPE is issued to each person in the team, and it is your responsibility to ensure the equipment is:

- ◆ Cleaned in accordance with the manufacturer's requirements.
- ◆ Stored in an appropriate location.
- ◆ Available and worn at each rescue event.
- ◆ Fitted correctly.
- ◆ Checked or serviced at regular intervals – After each wearing as well as on a set schedule.



If you have any problems with the PPE issued to you, speak with either your rescue captain or your supply officer.

1.1.6 Receive Task Information

The first step in responding to an incident is to obtain or receive the task information.

This provides an overview of the situation and is then used to make further decisions on a range of areas including:

- ◆ Selection of personal protective equipment (PPE).
- ◆ Selection of rescue tools.
- ◆ Selection of the rescue team members.
- ◆ Identification of relevant rescue procedures and rescue techniques involved.



It is vital that accurate and up-to-the-minute information is collected before rescue operations can be commenced.

Case Study: Vehicle Accident – The Initial Report

Consider the following case study:

There has been a report that a car has crashed into the bottom floor of a residential two-storey house and the driver is trapped in the vehicle. There are no other reported casualties.

At this point, the emergency team will be notified that an incident has occurred, and they will be immediately deployed to the scene.

The emergency team will need to assemble the appropriate tools, equipment and personal protective equipment to deal with a range of possible scenarios including:

- ◆ Rescue of injured persons.
- ◆ Access to a vehicle incident scene.
- ◆ Possible crime scene security.
- ◆ Access to a damaged structure (the house).
- ◆ Dealing with members of the public, bystanders, and the homeowners.
- ◆ Use of tools and equipment to extract trapped persons.
- ◆ Potential for secondary incidents as a result of the vehicle accident, such as a fire or explosion.

Review Questions

1.

Why is protection and preservation of the incident scene necessary?

2.

What are three (3) fire-related incident scenes that emergency responders may need to attend?

1.

2.

3.

3.

What will organisational policies and procedures relating to roles and responsibilities for emergency scene management tell you?

4.

What is the requirement for **workers** under WHS legislation?

5.

What is the first stage of the risk management process?

6.

When must PPE be worn?

2.1 Assess the Scene

Initial assessment of the incident occurs en route as well as when you first arrive. This assessment identifies factors which may impact on public safety and scene preservation.



2.1.1 Receive Information En Route

As you are travelling to the scene of an incident, additional details and instructions will be forwarded as they become known.

This information may come from the communications team who are in direct communication with witnesses, casualties, and other parties at the incident location, or from central command units who are coordinating the response.

The information you receive may include:

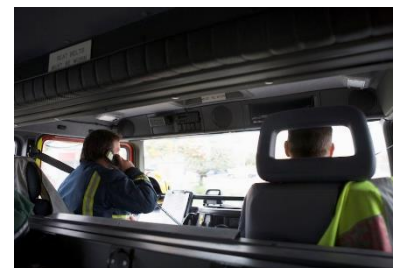
Type of Information	Description
Casualty Details	You may have been notified that there are trapped casualties, however additional details such as how many persons and the condition of the casualties may be received while en route.
Traffic Conditions	This could include detours you will need to use to reach the location.
Weather Conditions on Site	This allows you to consider protective measures such as setting up tarpaulins in the area to protect casualties.
Other Agencies in Attendance	Details of other emergency personnel or services that may be in attendance.
More Information on the Nature of the Incident	Any updated information regarding the incident.

The team communications officer or team captain should be receiving these details and updates and sharing them with the rest of the team.

If you are the designated driver of the vehicle, you should be concentrating on driving and responding appropriately to the road conditions. You must always drive to the conditions and follow your organisational standard operating procedures.

Updating the rescue team with any changes to the rescue site or operation will improve the chances of a safe and successful rescue operation.

As the information becomes known, teams will have the opportunity to make initial assessments, taking into consideration any factors that may impact on public safety and scene preservation, and plan for how they might approach the scene upon arrival.



Case Study: Vehicle Accident – Receiving Information En Route

There has been a report that a car has crashed into the bottom floor of a residential two-storey house and the driver is trapped in the vehicle. There are no other reported casualties.

An update is received from the communications team to advise that:

The driver of the vehicle is conscious and able to speak. He does not appear to have any serious injuries. The driver's side door and bonnet are wedged against the building.

The communications team have identified a traffic issue on the planned route to the location and have advised an alternate route should be taken.

Emergency teams will receive updates en route to the incident. As a result, they can prepare for the actions they may take at the scene, what issues they might encounter, the direction of travel to take and how to access the scene safely.

In this case, the team are able to change their route of travel as a result of the changed traffic conditions to arrive in the fastest time and begin to plan the procedures they might use to access the casualty, including potentially cutting the vehicle open.

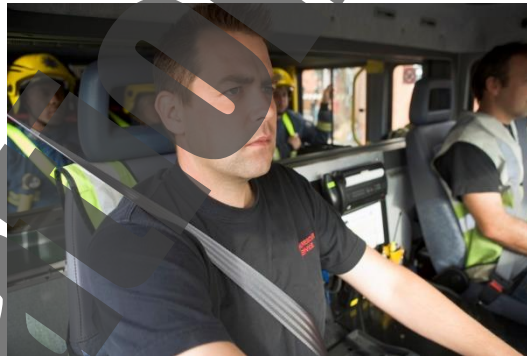
They may need to consider the structural soundness of the building due to the collision.

They are aware that the casualty is conscious and talking and at this stage resuscitation is not required.

2.1.2 Anticipate Hazards and Risks

While travelling to the incident site, it is a good opportunity for the team to discuss possible hazards and how to appropriately respond to them.

This is particularly important if you have new team members or people who have not been working with each other for long.



Hazards that might need to be considered could include:

- ◆ Bad weather and environmental conditions.
- ◆ Darkness or low light situations.
- ◆ Composite materials such as carbon fibre and fibreglass – rescue operators must cover all exposed skin, and wear safety goggles and dust masks if cutting fibreglass or carbon fibre materials.
- ◆ Electricity, e.g., overhead power lines may have been brought down during the accident.
- ◆ Difficult terrain, e.g., vehicle terrain and on foot.
- ◆ Gas leaks – from the vehicles involved in the accident or from tanks or lines impacted by a collision.
- ◆ Dangerous goods and hazardous substances – in the event of hazardous materials being suspected, you should ensure the HAZMAT unit nearest you is called to respond.
- ◆ Supplementary restraint systems – could include tie-downs, vehicle restraints, and load restraints.
- ◆ Waterways, channels, lakes, rivers.
- ◆ Traffic and convergence hazards.
- ◆ Bystanders.
- ◆ Wild, farm or domestic animals.
- ◆ Water and sewerage utilities.
- ◆ Heights.
- ◆ Rubble and debris.
- ◆ Respiratory hazards.

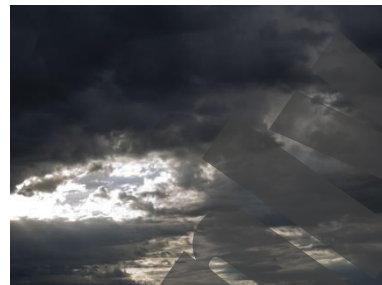
Any or all of these hazards may be present at the site of the incident. You will not be aware of what is relevant until you arrive on scene and undertake a risk assessment.

The way in which a risk assessment is conducted will vary depending on the situation:



- ◆ A base-line assessment is completed en route to, or on arrival at, an emergency and will identify and screen risks quickly, before commencing the rescue operation.
- ◆ A dynamic risk assessment, undertaken prior to, during and after an emergency as a result of changing hazardous situations.
- ◆ A systematic or formal risk assessment, for non-emergency situations when there is time to stop and discuss potential risks that could cause harm, usually involving a group of team members.

It is important you are aware of, and prepare for, the anticipated hazards and risks to have the best chance of preventing further harm from occurring, and to anticipate the control measures you may need to use to ensure the safety of everyone at the scene and that scene preservation requirements can be met.



Case Study: Vehicle Accident – Anticipating Hazards

There has been a report that a car has crashed into the bottom floor of a residential two-storey house and the driver is trapped in the vehicle. There are no other reported casualties. The driver of the vehicle is conscious and able to speak. He does not appear to have any serious injuries. The driver's side door and bonnet are wedged against the building.

As a result of the information the team has received, they have identified the following potential hazards to be assessed upon arrival:

- ◆ One casualty who has been in an accident – Hazards may include exposure to biological hazards due to blood loss and other bodily fluids.
- ◆ Vehicle accident – Hazards may include hot parts, broken and sharp edges, steam and the potential for fire and explosion.
- ◆ Collision with a building – Hazards may include structural instability and exposure to building products or asbestos.
- ◆ Electricity and services – The collision may have damaged infrastructure and services creating a risk of exposure to energy sources.
- ◆ Bystanders – As the accident occurred in a residential area there is the potential for bystanders from nearby properties and vehicles at the scene.
- ◆ Vehicle left the road – There is the potential that a hazard such as spilt oil or water across the road has contributed to the accident occurring and could lead to other incidents if not identified and addressed.

Whilst travelling to the scene, the team have an opportunity to discuss these potential hazards, what signs to look for and what procedures to follow to identify and resolve them.

2.1.3 Observe and Assess the Scene on Arrival

Upon arrival, the team must immediately observe and assess the scene they are faced with, taking note of critical details of the scene and surrounding environment, and being careful to avoid contaminating evidence wherever possible.

Critical details that need to be identified include the immediate risks to the emergency team or others at the site, the number, location, and condition of casualties, and any factors that may impact on the preservation of the scene.

