PUASAR022

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

PUASAR022 Participate in a Rescue Operation

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

This course is based on the unit of competency **PUASAR022: Participate in a Rescue Operation**.

The information in this unit is general and is used to underpin specialist rescue operations as a member of a rescue team.

The application of this unit in the workplace covers a wide range of rescue and environmental situations, which may include industrial, rural, bush and extreme environmental conditions.

This unit is typically performed by personnel from emergency services, volunteer organisations and/or associated industries.

Throughout these materials we use the following terminology:

◆ **WHS** Work Health and Safety. The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. The term WHS will be used throughout this training course.

The aim of these resources is to provide you with an overview of the requirements to participate in a rescue operation including:

◆ Preparing for and responding to a rescue.

◆ Contributing to a risk assessment at the scene.

◆ Performing a rescue.

◆ Concluding rescue operations.

Before undertaking this unit, individuals within the fire sector and individuals attaining a fire qualification must complete the following pre-requisite:

◆ HLTAID003 Provide First Aid.

1.2 Receive Task and Rescue Information

The first step in conducting a rescue operation 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:
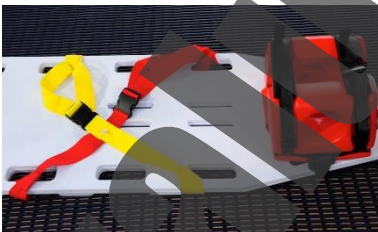
◆ Selection of personal protective equipment (PPE).

◆ Selection of rescue tools.

◆ Identification of relevant rescue procedures and rescue techniques involved.

◆ Selection of the rescue team members.

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

Trying to carry out a rescue without knowing exactly what has happened and where casualties are located can put both the rescue team and the person/s in need of help in great danger.

1.2.1 Rescue Information

A rescue situation occurs when the persons involved are unable to remove themselves from the situation or location and require urgent emergency assistance to be saved or retrieved.

Rescue operations you may be required to participate in could include:

- Industrial rescue.

- Flood rescue.

- Confined spaces rescue.

- Vertical rescue.

- Trench rescue.

- Swift water rescue.

- Road crash rescue.

- Search and rescue.
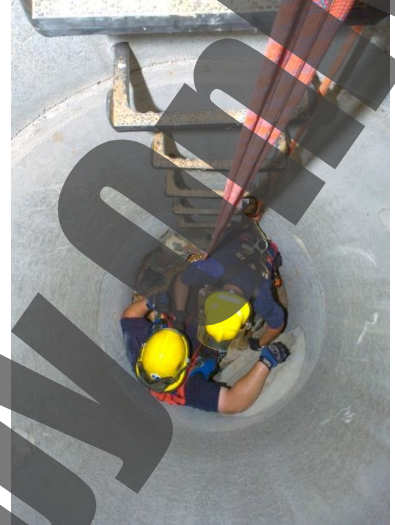
There is certain information that will be gathered and communicated to the team based on the emergency situation as a priority. This is the same type of information that you would be asked for if you were to call "Triple Zero" and speak with an emergency services telephone operator.

This information may include:

- The type of incident that has occurred.
- The magnitude or severity of the incident.
- The location of the incident.
- The number of people in need of rescue.
- Any known casualties or injuries.
- The type and degree of any injuries.
- Any immediate hazards or ongoing risks.

This will help to identify:

- The size of the rescue team and areas of expertise required.

- The equipment they will need to use.

- The hazard controls required.

- The first aid/emergency services required to deal with any casualties.

1.2.2 Roles and Responsibilities of Rescue Personnel

The composition of the rescue team will be dependent on several factors, including:

◆ The type of rescue being performed.

◆ The degree of difficulty and level of risk.

◆ Environmental conditions such as weather and hazards.

◆ Availability of rescue personnel and persons with appropriate expertise.

◆ The equipment required.

The personnel involved in a rescue may include a combination of in-field rescue personnel, support crews, volunteers and associated personnel.

Each job role will have responsibilities that must be understood and performed as required.

An emergency team may include the following roles:

◆ **Command Incident Management Superintendent** – Responsible for the development of plans and policies. Providing off-site leadership and liaising with other emergency organisations and stakeholder groups. Providing strategic leadership and direction.

◆ **Incident Controller or Team Leader** – Responsible for providing leadership and direction to the in-field emergency team.

◆ **Deputy Incident Controller or Deputy Team Leader** - Responsible for providing deputy leadership and direction to the in-field emergency team.

◆ **Emergency Team Members** – The team comprised of personnel participating in accessing the scene, providing first aid and rescuing casualties.

◆ **Communications Officers** – Personnel located at the command base, communication centre or other remote location who are responsible for relaying information between the command base and rescue teams.

◆ **Specialist Medical Personnel** – Responsible for providing specialist emergency medical care, such as ambulance crews and careflight medical crews.

◆ **Logistics Coordinators** – Responsible for the organisation and dispatch of people, equipment and transport.

1.2.2.1 Training for Rescue Personnel

Specific training is required for all personnel who form part of the rescue team and associated operations.

Training may include specialist training such as heights rescue, confined space rescue or flood water rescue.

This type of rescue requires personnel to be competent in using specialist equipment in high risk environments and may require one or more certificates of competency to be regularly renewed at a set frequency. Training for this type of specific hazardous rescue generally includes participation in practical activities to simulate an emergency rescue situation.

First aid, resuscitation and the use of defibrillators are also common requirements for rescue personnel.

Organisations will also have a range of safe working procedures and policies which staff will need to be trained in before they perform rescue activities, which may include standards for signalling, radio communication, record keeping, and dealing with the public.

Training requirements will often be detailed in the organisation's training matrix, personal development plans, position descriptions and work procedures.

1.2.3 Task Briefings

Rescue operation and task information will be communicated through your organisation's communications channels.

These channels will vary depending upon the nature of your organisation.

Many organisations will use a task briefing to communicate rescue information to stakeholders.

A task and rescue operation briefing is an essential process to prepare personnel for the rescue, particularly where there are multiple teams and complex rescue operations to be performed. It ensures that all personnel involved understand the objective of the operation, key details, roles and responsibilities, reporting and other process requirements.

If it is a part of your role to conduct the briefing, you should:

1. Ensure the relevant personnel have been notified and are present.

2. Select a meeting time to suit the urgency of the communication, other activities occurring and the type of rescue.

3. Select a suitable location (e.g. protected, private) and/or ensure suitable communication is in place.

4. Minimise distractions.

5. Prepare supporting materials to provide visual displays or as handout materials eg. Maps, schematics, lists and photographs.
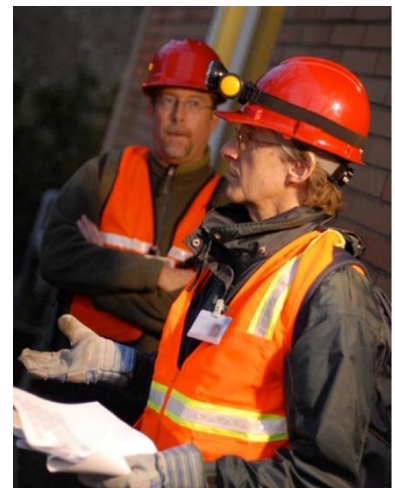
The use of visual displays such as photographs and maps can convey large amounts of information quickly and can be used to overcome language and literacy issues.

A volunteer organisation may use pagers and telephone calls to assemble rescue team members, while an organisation that has full time staff members may use internal radio communications to notify of an incident and communicate task information.

You will need to determine how your organisation provides rescue task information to team members in accordance with your rescue and emergency procedures.

Review Questions

1.	What information regarding the emergency situation will be gathered and communicated to the team? Provide three (3) examples.	☐

1.

2.

3.

2.	Provide four (4) examples of different rescue operations that you may be required to participate in.	☐

1.

2.

3.

4.

3. What is the role of the incident controller or team leader? ☐
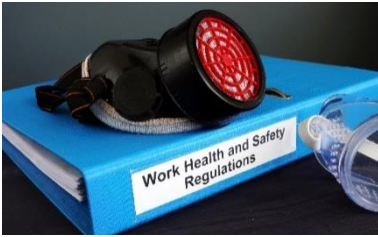
4. Which rescue personnel require specific training? ☐

5. Why is a task and rescue operation briefing essential? ☐

1.3 Work Safely

You must follow all safety rules and instructions when carrying out any rescue operation. Make sure you have a clear understanding of your organisational policies and procedures and the health and safely rules that apply to your work.

1.3.1 Organisational Policies and Procedures

It is important that you identify, access, understand and follow all policies, procedures and requirements relevant to your organisation and the rescue operations you will be involved in.

Organisational requirements could relate to:

◆ Operational, corporate and strategic plans.

◆ Operational policies, procedures and performance standards.

◆ Organisational personnel/workers and Work Health & Safety (WHS) practices and guidelines.

◆ Legislative and regulatory requirements, including codes of practice and Australian standards.

◆ Organisational quality standards.

◆ Organisational environmental management and sustainability policies and approaches.

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

Emergency Preparedness

Rescue kit contents, equipment maintenance and inspection frequency.

Media Policies

Detailing who is authorised to communicate with the media and what information can be shared.

Roles and Responsibilities

Defining emergency roles such as emergency coordinator, members of the emergency team, area marshals, gate controllers, and communication controllers.

Swift Rescue Procedures

Detailing the risks, control measures, and how to safely undertake specific rescues such as swift water rescue, vertical rescue, search and rescue, and confined space rescue.

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

1.3.2 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 rescue operations.

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

Laws	Laws (or Acts) are broad rules made by governments and courts which apply to everyone. There are consequences for not following the law because they help to keep everyone safe.
Regulations	Regulations support laws by providing more detailed information on the duties different people must follow to comply with the law.
Standards	Standards detail technical specifications or procedures to establish minimum requirements for how work is to be completed.
Codes of Practice	Codes of practice guide individuals on how to meet their 'duty of care' responsibilities.

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 in a workplace or on a worksite.

The aim of the legislation is to ensure the safety of everyone working on or visiting the site.

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.

1.3.2.1 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 workplace:

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 of 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 effect your day-to-day operations, or if you have any concerns relating to health and safety.

A list of common WHS terms and their definitions can be found in Appendix 1A.
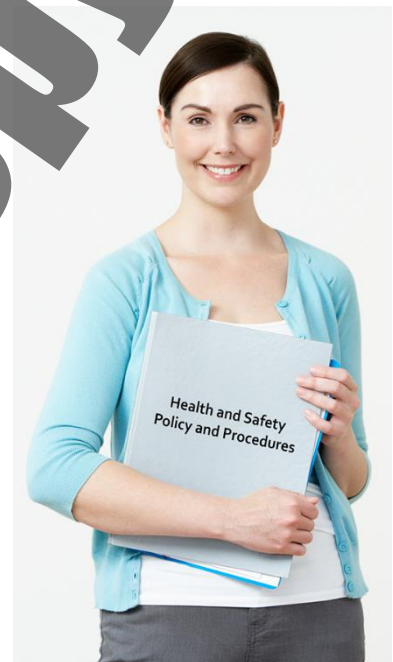
1.3.2.2 Environmental Protection Requirements

All organisations play an important role in environmental practices, however the legislation that affects them directly differs depending on the activities they undertake.

Federal, state and local governments jointly administer the environmental protection legislation in Australia through bilateral agreements.

At the federal level the *Environment Protection and Biodiversity Conservation Act 1999* covers the assessment and approval processes of national environmental and cultural concerns.

The EPBC Act is administered by the Department of Sustainability, Environment, Water, Population and Communities.

Review Questions

6.	In which documentation might you find guidance on how to safely undertake specific rescues such as swift water rescue, vertical rescue, search and rescue, and confined space rescue?	☐

7.	What do work health and safety 'Standards' detail?	☐

8.	What is the requirement for **Workers** under WHS legislation?	☐

1.4 Select Equipment

Rescue equipment will need to be utilised to respond to the type of situation you are facing. In most situations there will be a set of standard equipment that is taken to each accident site, depending on the nature of the incident.

1.4.1 Preparing to Use Rescue Equipment

Before using any rescue equipment, you should be familiar with how to use it correctly in accordance with the manufacturer's specifications and guidelines and your organisation's procedures and policies.

These will be outlined during your regular training events.

The manufacturer's instructions will contain information relating to the capabilities and limitations of each piece of rescue equipment.

Equipment must always be used within its capabilities and limitations to ensure that it is used safely and effectively, without risking injury to the user or other personnel/workers, or damage to the equipment.

Regular training with the equipment is the key to being comfortable and confident when using it within the bounds of its capacity.

When training with equipment, you should always try to mirror actual conditions that you may face.

Practising using the equipment in low or shadowy light, wet, windy, or rainy conditions for example allows you to have confidence that you can complete the required tasks, no matter what conditions you are facing.

Your confidence and ability will also help to keep the casualties and bystanders calm, minimising some of the anxiety often found on incident sites.

1.4.2 Identify and Select Rescue Equipment

There are many types of rescue equipment which may be required depending on the type of emergency and rescue operation.

Type of Emergency Requirement	Examples of Equipment Required
Location Hazards	Fire equipment, chemical spill kits, supplied air breathing apparatus.
Access to Location	Ladders, safety harnesses, rope and slings, excavating equipment, shackles.
Retrieval of Persons	Winches and stretchers.
Removal of Obstacles	Cutting tools, drills, crowbars, clamps, pliers, props, hand tools, chainsaws.
Injury	First aid supplies, hygiene PPE, emergency blankets.
Specialist	Glass management kit, hydraulic and pneumatic equipment, electrical tools.
General Supplies	Lighting equipment, tarpaulins, rescue vehicles.

To be able to identify the equipment required for a rescue operation, it is important that you:

◆ Understand the scope of the emergency situation and rescue.

◆ Assess the risks.

◆ Are trained in rescue procedures.

◆ Have knowledge of the standard rescue methods.

When selecting equipment for a rescue operation, the following should be considered:

◆ Appropriateness for the task.

◆ Capacity.

◆ Suitability and fit for the operator.

◆ Compliance with relevant standards and certification.

The equipment you select and use will be determined by your organisation's requirements and operational needs. Your supervisor will direct you in selecting the correct equipment.

1.4.2.1 Ropes and Knots

Synthetic fibre ropes used in rescue should conform to Australian Standard AS 4142.3 Fibre ropes - Man-made fibre rope for static life rescue lines.

This includes the following characteristics:

◆ A nylon (polyamide) static kernmantel construction.

◆ A minimum diameter of 11mm.

◆ A minimum rated strength of 3000kg.

◆ Easy to handle and knot.

◆ Different colours for the core and sheath.

◆ A maximum 3% elongation at 80kg load.

◆ A minimum 20% elongation at 3000kg load.

◆ Temperature tolerant and spin resistant.

To prevent damage to ropes don't step on them; also avoid excessive stress or contact with sharp edges or rough surfaces.

Only make knots in ropes if you are fully trained and competent in their construction and use.

Only use knots that are proven to work for their intended use – do not improvise or invent your own knots. Do not leave knots in ropes as they can damage the rope.

Ropes should be carried in a stuff sack or with approved coiling, hanking or chaining techniques.