

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

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Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



RIIFR301F

**RESPOND TO WORK SITE
INCIDENTS**



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare for
Incident Response



Section 2:
Respond to Incident



Section 3:
Prepare for Mine Entry

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Section 1: Plan and Prepare for Incident Response



1.1 Introduction

This unit is based on the national unit of competency **RIIERR301E - Respond to Work Site Incidents.**

You will learn about:

- ◆ Evaluating readiness for incident response.
- ◆ Responding to incidents.
- ◆ Preparing for mine entry.



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1.2 Site Policies and Procedures

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1.2.1 Following Site Policies and Procedures

Before starting your work you need to make sure you have access to all hazardous situation operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Hazardous Situation Operations documentation includes:

- ◆ Site Details.
- ◆ Hazard Details.
- ◆ Situation Details.
- ◆ Emergency Procedures.



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Hazardous Situation Operations documentation includes:

- ◆ **Site Details** – The information and safety requirements of the worksite environment, including the site layout and various landmarks.
- ◆ **Hazard Details** – Any known hazards in the area that you should be aware of. This could also include instructions on how to handle dangerous or hazardous materials.
- ◆ **Situation Details** – Instructions on what a hazardous situation is, and what you should be doing initially to respond to a hazardous situation (this can include diagrams or plans). Also instructions on how to keep yourself and other workers safe.
- ◆ **Emergency Procedures** – Specific instructions on what to do in emergency situations, for example where evacuation or first aid is needed.

1.2.1 Following Site Policies and Procedures

Your worksite will also have instructions for working safely including:

- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.



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1.2.2 Applying Requirements and Procedures

As these requirements can vary from state to state, company to company, and job to job, you are required to familiarise yourself with the documentation that applies to your work area and situation.

Working safely and effectively is your responsibility and ensuring those around you are aware of the requirements is another way of increasing your own safety level.

The procedures for your work should be applied from the planning level all the way through to the completion of the work.



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1.2.2 Applying Requirements and Procedures

In a hazardous environment such as a mine, you should also ensure:

- ◆ All materials, tools and equipment are properly maintained.
- ◆ All emergency access points are kept clear.
- ◆ Procedures and equipment are known and usable.
- ◆ Regular familiarisation is carried out for contingencies and emergencies.



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1.2.2 Applying Requirements and Procedures

To apply any of the requirements from any level (Acts, Regulations etc.) you must understand them. You need to be able to apply what is written relevantly to your work.

If you have any problems, difficulty or issues doing this, make sure you ask for assistance from appropriate personnel.



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1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

To keep yourself and other workers safe you need to:

- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.



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RIIERR30F

Section 1 Review Questions

1. What are the four (4) instructions for working safely that your worksite will have?

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Answer should include:

- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.

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Section 1 Review Questions

2. In a hazardous environment, what four (4) things should you ensure?

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Answer should include:

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1.3 The Mine Safety Management Plan

The Mine Safety Management Plan (MSMP) is a requirement for all mines. Regulations specifically state what must and should be in the MSMP. The MSMP details all the factors that should improve safety and reduce risk for the mine operations.



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1.3.1 Provisions of the Mine Safety Management Plan

All personnel and visitors on the mine site should be aware of the provisions of the MSMP. The MSMP must contain:

- ◆ The WHS Policy for the site and its objectives.
- ◆ Arrangements for informing and training persons on WHS matters.
- ◆ Arrangements for supervision.
- ◆ Arrangements for communication.
- ◆ The management structure.
- ◆ How risks are to be managed.



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Continued...