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| Title | Carry out the duties of a workplace emergency warden | | |
| Level | 3 | Credits | 4 |

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| Purpose | <p>This unit standard is for people who are required, through their conditions of employment, to carry out the duties of a workplace emergency warden.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - carry out the duties of a workplace emergency warden; - interact with responding emergency services; and - carry out post event requirements. |
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| Classification | Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response |
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| Available grade | Achieved |
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
Health and Safety at Work (Hazardous Substances) Regulations 2017,
Health and Safety at Work Act 2015,
Fire and Emergency New Zealand Act 2017, and
Civil Defence Emergency Management Act 2002.
- 2 Definitions

Emergencies refer to situations or events where an organisation or workplace takes immediate action to protect people and property that are at risk, where this action does not form part of their normal business activity. Emergencies may include but are not limited to – fire, flood, storm, earthquake, tsunami, volcanic activity, hazardous substance emergency, bomb threat, subversive action, war, civil unrest, or a combination thereof.

Emergency equipment refers to workplace equipment that is specifically designed and placed for the purpose of being used to control or contain an emergency. Emergency equipment may include – identifying clothing, fire extinguishers, fire hose reels, ropes, stretchers, first aid kits, and blankets.

Emergency procedures refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.

Identifying clothing refers to the clothing that is worn by a workplace emergency warden and may include – hat, armband, jerkin, or other distinguishing clothing. Identifying clothing forms part of workplace emergency equipment.

Workplace Emergency Management Plan refers to the document that contains emergency procedures to be conducted in the event of an emergency. The plan may be referred to as a Disaster Management Plan, Emergency Plan, or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.

Workplace emergency warden in this unit standard refers to people who are appointed to, or assume the role of providing assistance and giving direction to ensuring people are protected during an emergency in accordance with the requirements of the Fire Safety and Evacuation of Building Regulations 2006 and subsequent amendments.

- 3 Candidates should be assessed in the type of emergency most likely to be experienced in their own workplace and/or community, and assessment may be conducted in a simulated emergency.
- 4 For the purposes of the assessment against this unit standard, the candidate will be required to demonstrate performance for all tasks in the context of both prior to and after the arrival of emergency services.

Outcomes and performance criteria

Outcome 1

Carry out the duties of a workplace emergency warden.

Performance criteria

- 1.1 The purpose, roles, functions, and responsibilities of the workplace emergency warden are described in accordance with the emergency procedures.
- 1.2 Identifying clothing is worn in accordance with emergency procedures.
- 1.3 Functions and duties are carried out in accordance with emergency procedures.

Outcome 2

Interact with responding emergency services.

Performance criteria

- 2.1 The roles and responsibilities of attending emergency services and agencies are described.

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| Range | may include but not limited to – New Zealand Police, ambulance services, fire services, civil defence, occupational safety and health, utility company, workplace emergency response team. |
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- 2.2 Tasks are carried out by interacting with responding emergency services in accordance with emergency procedures.

Outcome 3

Carry out post event requirements.

Performance criteria

- 3.1 Recording and reporting is completed in accordance with emergency procedures.
- 3.2 Identifying clothing and emergency equipment are replaced, restored and maintained in accordance with workplace practices or emergency procedures.

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| Planned review date | 31 December 2023 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|-----------------------|---------|-------------------|--------------------------|
| Registration | 1 | 19 October 1999 | 31 December 2013 |
| Revision | 2 | 22 March 2004 | 31 December 2013 |
| Review | 3 | 24 August 2006 | 31 December 2013 |
| Review | 4 | 17 November 2011 | N/A |
| Revision and Rollover | 5 | 30 September 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0039 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.