

Title	Take action to control small emergency situations in a workplace		
Level	3	Credits	4

Purpose	<p>This unit standard is for people in the workplace who are required to take remedial actions as necessary to attend, contain, and control small emergency situations in the workplace.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - identify and evaluate a small emergency situation in a workplace; - contain and control the small emergency; and - record and report on the small emergency, and reinstate the use of emergency equipment.
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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 Act 2015, and
Fire and Emergency New Zealand Act 2017.
- 2 Definitions

Emergency conditions refer to the type and nature of identified signs of the development of an emergency, a situation or event.

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.

Small emergency refers to an emergency that can be contained by the use of workplace emergency equipment. It does not refer to emergencies where installed suppression systems have activated automatically.

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.

Outcomes and performance criteria

Outcome 1

Identify and evaluate a small emergency situation in a workplace.

Performance criteria

1.1 Emergency conditions are identified and an evaluation is made to ascertain the appropriate initial emergency procedures.

Range may include but is not limited to – alarm, evacuation, response.

1.2 Assistance is sought from co-workers to aid in evaluating further risk of emergency growth.

Outcome 2

Contain and control the small emergency.

Performance criteria

2.1 Evacuation is initiated in accordance with the situation and emergency procedures.

2.2 Emergencies are confined to the area of origin.

2.3 Emergency equipment is used to isolate, contain, control or lessen the effects of the emergency.

Range emergency equipment may include but is not limited to – doors, operating control valves, equipment shut downs, fixed installations, alarm systems, first aid equipment, portable fire extinguishers, hose reels, smoke ventilation systems, spill kits/systems.

2.4 Emergency equipment is used safely within the limitations of its design.

Range emergency equipment may include but is not limited to – doors, operating control valves, equipment shut downs, fixed installations, alarm systems, first aid equipment, portable fire extinguishers, hose reels, smoke ventilation systems, spill kits/systems.

Outcome 3

Record and report on the small emergency, and reinstate the use of emergency equipment.

Performance criteria

- 3.1 Utilised and/or expelled fire and emergency equipment is reinstated or identified for refurbishment and replenishment.
- 3.2 Workplace emergency reporting procedures are followed in accordance with the Workplace Emergency Management Plan.

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

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.