

Warden, Chief Warden & Fire Extinguisher Course

Commonly referred to as the Warden, Chief Warden and Extinguisher Use course, these units apply to individuals who may be required to make decisions about the safety of occupants of a facility during an emergency and to give instructions on the priority order for responding to an emergency incident, including command, control and coordination of facility emergency response procedures and concluding the facility emergency incident. They may also be required to act as the primary liaison with emergency services. Individuals who undertake this role will generally be members of an Emergency Control Organisation (ECO), acting as chief wardens, deputy chief wardens and communications officers.

Furthermore, it also involves the skills and knowledge required to confine small emergencies in a facility and it applies to individuals who are required to have first attack firefighting skills. It includes preparing for emergency situations, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

Small emergencies in a facility include incidents such as small fires that can be controlled using a fire extinguisher; chemical spills that can be controlled using facility personal protective clothing and equipment and a spill kit; or a vehicle accident where there is no significant injury or damage.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Participants in this course will also learn how to effectively:

- Apply Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements.
- Assist occupants who may require assistance.
- Assist with post-emergency response activities.
- Contribute to facility emergency planning.
- Give clear directions to occupants and visitors.
- Implement safe work practices.
- Initiate and control initial emergency response.
- Take on a leadership role within emergency control organisation and/or a deputy role for other emergency control organisation positions.
- Undertake pre-emergency planning.
- Use communications systems.
- Wear required emergency control organisation identification.
- Brief emergency services personnel
- Command, control, and coordinate facility emergency response procedures
- Comply with legislation, industry standards, codes of practice and regulations concluding facility emergency.
- Give clear directions and keep others informed throughout the emergency in accordance with the facility emergency plan.
- Identify evacuation assembly areas.
- Implement facility emergency response procedures.
- Interpret information displayed on emergency control indicator equipment including fire indicator panel, building management system and security management system.
- Respond to emergency signals and warnings appropriately.

- Communicate with occupants, emergency personnel and stakeholders.
- Confine emergencies safely
- Identify and act to avoid or control any associated hazards.
- Identify and assess an emergency.
- Report facility emergency response
- Restow initial response equipment
- Use initial response equipment.
- Utilise risk management processes.

Provider of Training and Assessment

This course is delivered and assessed on behalf of
Allens Training Pty Ltd RTO 90909

by

OCD Training, Assessing & Consulting



Important information prior to enrolment

Unit Being Delivered

The following unit(s) will be awarded to successful participants in this course. The certificate will be issued by Allens Training Pty Ltd RTO 90909.

PUAFER005 - Operate as part of an emergency control organisation.

PUAFER006 - Lead an emergency control organisation.

PUAFER008 - Confine small emergencies in a facility

To view full unit details please visit www.training.gov.au

Course Delivery

This course will be delivered:

- In the workplace or at an OCD Training, Assessing & Consulting facility.
- Online learning with face-to-face assessment

Entry Requirements

Participants must be able to complete the practical demonstrations for the course, including wearing suitable identification, being able to safely confine emergencies and use communication and initial response equipment.

Pre-course study: Students may be required to undertake online pre-course work prior to attending the face-to-face session depending on the course delivery mode.

Online study: Students must have access to a computer, smartphone, tablet or other electronic device with access to the internet to complete the online/ pre-course studies.

Course Duration (face to face)

- **Face to Face – 7 hours** (minimum) – full face to face course
- **Online delivery with face-to-face Practical assessment** – self paced online learning with a scheduled **75-minute** face to face practical assessment.

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks. These are detailed in the sections following.

Certificate Renewal Requirements

There are no certificate renewal requirements on this course.

Learners Rights, Responsibilities and Support, including Complaints

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook located on the RTO website allenstraining.com.au (<https://allenstraining.com.au/students/student-handbook>) for all details relating to rights and responsibilities including complaints and appeals.

What happens at the course?

Assessment Activities

Assessments conducted during face-to-face training session(s) include:

Performance tasks – (Physical demonstrations)

- Undertake pre-emergency planning.

- Prepare and plan for an emergency.
- Operate as part of an ECO in a fire emergency.
- Lead an ECO in a fire emergency.
- Manage a small chemical spill.
- Put out a small paper/wood fire.

Documentation – The student must complete the following to the appropriate standard:

- Emergency equipment fault log
- Emergency evacuation incident and debrief form.
- Facility emergency plan (extract)
- Incident report

Theory assessment – A written assessment consisting of multiple-choice questions. The student must successfully complete all assessment questions.