

Nationally Recognised Chief Warden Course Set

The Chief Warden is the leader of the ECO and therefore, responsible for enacting the primary roles and duties of the ECO team. They play a key role in the success of emergency responses.

Course Overview

The course applies 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. 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.

A full course description can be seen at the end of this document.

Course Units

- PUAFER005 Operate as part of an emergency control organisation
- PUAFER006 Lead an emergency control organisation
- PUAFER008 Confine small workplace emergencies

Accreditation

Statement of Attainment for the above 3 units.

Duration

Minimum 7 hours of face-to-face training

Trainer – Brent Wallis
0435 794 432
brent.wallis@ferst.com.au

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Location

This course is offered in Canberra but may be conducted onsite for groups of 7 or more throughout NSW and the ACT. Contact Brent Wallis below for bookings and more information.

Student handbook

Available at: <https://allenstraining.com.au/students/student-handbook>

Terms and Conditions

- Minimum student number requirements must be met for the course to be conducted.
- Students will be notified of cancelled/re-scheduled courses via email as soon as practical.
- Course fees will be refunded in full for any courses cancelled by Ferst Training Solutions or by students with at least 24 hours notice (see full terms and conditions at <https://www.ferst.com.au/privacy-policy-terms-conditions-refunds/>)
- If travel is required, minimum student number requirement may increase to compensate or travel costs may be charged.
- FERST Training Solutions' nationally recognised training courses are delivered on behalf of Allens Training Pty Ltd RTO 90909. Allens Training Pty Ltd RTO 90909 are responsible for the quality of the training and assessment and will issue the certificate if the student fulfills the required competency criteria.
- All students undertaking accredited training must supply a Unique Student Identifier (USI) before the training. Students can apply for a USI at <https://www.usi.gov.au/>
- Students will need to provide a valid email address so that we can forward a link to the online enrolment system. Certificates of competency are sent directly to students upon successful completion of assessments.
- Terms and conditions for nationally recognised courses can be found at: <https://allenstraining.com.au/students/student-handbook>

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Full course description

The course applies 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

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- 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

Entry Requirements

Participants must have the physical capacity to complete all practical demonstrations. This may include wearing suitable identification, assisting occupants and using communications systems and initial response equipment.

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

Certificate Renewal Requirements

This certificate does not require renewal.

Learning 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.

Assessment Activities

Performance tasks – (Physical demonstrations)

- Undertake pre-emergency planning
- Prepare and plan for an emergency

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- 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 and short answer questions. The student must complete all assessment questions.

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