

Training Package	Metal and Engineering (MEM05)			HSC Requirements and Advice
Title	Perform emergency first aid			
Unit code	Competency field	Band	Unit weight	HSC Indicative Hours
MEM13001B	Occupational health & safety	A	1	10

Unit descriptor	This unit covers performing basic emergency first aid, EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation).
Prerequisites	Nil
Application of the competency	This unit applies to administration of basic emergency first aid treatment and the management of life threatening situations where an unconscious person requires expired air resuscitation (EAR) and cardiopulmonary resuscitation (CPR). This unit does not meet all of the requirements expected of designated First Aid Officers.
Related units	The competencies required for situations involving isolation of persons from hazardous electrical situations are covered in Unit MEM18049B (Disconnect/reconnect fixed wired equipment up to 1000 volts a.c. and 1500 volts d.c.) and Unit MEM10003B (Install and test electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.).

Evidence Guide

The evidence guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, range statement and the assessment guidelines for the Metal and Engineering Training Package.

Overview of assessment requirements	Context of assessment	Interdependent assessment	Method of assessment
A person who demonstrates competency in this unit must be able to perform emergency first aid.	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.	This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing emergency first aid or other units requiring the exercise of the skills and knowledge covered by this unit.	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Evidence Guide cont/d			HSC Requirements and Advice
Consistency of performance	Required skills	Required knowledge	Key Terms and Concepts
Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.	<p>Look for evidence that confirms skills in:</p> <ul style="list-style-type: none"> • planning and sequencing operations • checking and clarifying task-related information • performing EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation) on a mannequin • simulated first aid treatment for the full range of injuries covered by the range statement • reading, interpreting and following emergency first aid procedures and related documents • entering information onto proformas and other relevant documents • communicating effectively with injured persons, appropriate personnel and authorities. 	<p>Look for evidence that confirms knowledge of:</p> <ul style="list-style-type: none"> • applicable regulatory and legislative requirements • use and application of any applicable personal protective equipment • hazards and control measures associated with performing emergency first aid, including housekeeping • instances where EAR and CPR should be performed • procedures for preparing a person for the administration of EAR and CPR • procedures for performing EAR and CPR on a child and an adult • dangers and precautions to be taken when administering EAR and CPR • emergency first aid procedures for injuries covered by the scope of this unit • details to be recorded of first aid administered • procedures and reasons for recording first aid administered • relevant regulatory and legislative requirements with respect to emergency first aid • the impact of regulatory/legislative requirements on the individual and others • safe work practices and procedures. 	<ul style="list-style-type: none"> • cardiopulmonary resuscitation (CPR) • casualty • DRABC • duty of care • emergency first aid • expired air resuscitation (EAR) • first aid and emergency equipment • first aid policies and procedures • first aid treatment • occupational health and safety (OHS) • personal protective equipment (PPE) • principles of first aid management • public liability • regulatory and legislative requirements • reporting and recording • risk management • safe work practices and procedures • signs/symptoms of workplace injuries • strategies to reduce further casualties/injuries • WorkCover NSW • worker's compensation • workplace documentation • workplace injuries.

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
1 Perform emergency first aid	1.1 Correct procedures for EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation) are demonstrated on a mannequin.	<p>The range statement provides information about the context in which the unit of competency is carried out. The variables [in bold] and scope [dot points] cater for different work requirements, work practices and knowledge between States, Territories and the Commonwealth, and between organisations and workplaces. The range statement relates to the unit as a whole and provides a focus for assessment. Text in italics in the performance criteria is explained here.</p> <p>The following variables may be present and <i>may include</i>, but are not limited to, the examples listed under the scope. All work is undertaken to relevant legislative requirements, where applicable.</p>	<p>Learning experiences for the HSC must address:</p> <p>Safe work practices and procedures and their importance.</p> <p>A basic understanding of risk management in relation to performing emergency first aid:</p> <ul style="list-style-type: none"> • identify hazards • assess associated risks • strategies to control/eliminate risk • monitor control measures. <p>An awareness of strategies to reduce further casualties/injury including:</p> <ul style="list-style-type: none"> • following policies/procedures relating to emergencies or incidents • protection of self • clearing the area of other people • ceasing operations/tasks • isolating the hazard • isolating the injured individual • reporting the incident • notifying the authorities. <p>A definition of:</p> <ul style="list-style-type: none"> • expired air resuscitation (EAR) • cardiopulmonary resuscitation (CPR). <p>Awareness of the circumstances in which EAR and/or CPR should be performed.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • procedures for preparing a person for the administration of EAR and CPR • procedures for performing EAR and CPR on <ul style="list-style-type: none"> - a child - an adult • dangers and precautions to be taken when administering EAR and CPR. <p>Assessing the situation and planning and sequencing action required including:</p>

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> • established first aid principles <ul style="list-style-type: none"> - DRABC – danger, response, airway, breathing and circulation • generalised principles of first aid management <ul style="list-style-type: none"> - assessing location and nature of the work environment and emergency situation - minimising the risk of further injury or injury to others - minimising movement of the casualty - assessment of injuries - seeking assistance appropriate to situation including raising the alarm with emergency services and/or health professionals - locating and using available first aid equipment or other suitable alternative resources - providing essential first aid - providing basic life support measures (CPR and EAR) - reassuring casualty in a caring and calm manner - making casualty as comfortable as possible using available resources - monitoring patient’s vital signs such as pulse and breathing rates - monitoring unresolved dangers of the area where the injury occurred.
	<p>1.2 First aid treatment of <i>injuries</i> is carried out correctly.</p>	<p>Injuries</p> <ul style="list-style-type: none"> • burns/scalds, fractures, cuts and abrasions, poisoning, foreign bodies in eyes, concussion and shock. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge and use of any applicable personal protective equipment (PPE), first aid and emergency equipment including:</p> <ul style="list-style-type: none"> • first aid kit • eyewash • thermal blankets • pocket face masks • rubber gloves • dressings • communication equipment such as mobile phones. <p>An awareness of a range of signs/symptoms of potential workplace injuries including:</p> <ul style="list-style-type: none"> • unconsciousness • confusion

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			<ul style="list-style-type: none"> • tremors • rigidity • numbness • inability to move body parts • pain • delirium • bleeding • nausea/vomiting • difficulty breathing. <p>A range of workplace injuries including:</p> <ul style="list-style-type: none"> • burns/scalds • allergic reactions • dislocation and fractures • puncture wounds, cuts and abrasions • poisoning • eye injuries • concussion • cardiovascular failure • shock • crushing and amputation • medical conditions – epilepsy, diabetes and asthma. <p>Simulation of first aid treatment for a range of workplace injuries.</p>
	1.3 Details of first aid administered are accurately recorded.		<p>Learning experiences for the HSC must address:</p> <p>An awareness of the reasons for the need to report and record the first aid that is administered.</p> <p>Documentation for reporting and recording first aid administered including:</p> <ul style="list-style-type: none"> • accident report form • WorkCover NSW notification form • first aid register.
	1.4 Understanding of relevant regulatory and legislative requirements is demonstrated.		<p>Learning experiences for the HSC must address:</p> <p>A basic awareness and understanding of first aid requirements under:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Regulation 2001</i> (NSW)
			<ul style="list-style-type: none"> • the company/organisation's

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
			<ul style="list-style-type: none"> - policies and procedures - first aid manuals. <p>A basic understanding of:</p> <ul style="list-style-type: none"> • duty of care • worker's compensation • public liability.