



## Assessor Assessment Guide Unit Standard 3315 Carry out incident ground safety officer duties (Level 5, Credit 2, Version 3)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate the performances required to carry out incident ground safety officer duties.

This assessment may take place at a real emergency or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process evidence must be produced that indicates a candidate has successfully conducted the role and functions of an incident ground safety officer in a command function at a multi agency incident or on a control function at a single agency incident. Candidates will have demonstrated knowledge and competency on the duties and responsibilities of an incident ground safety officer and have conducted the functions of monitoring and reporting on safety during an emergency.

**Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.**

**ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS**

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

Assessors: General Notes:

This unit standard is for fire service personnel appointed as Incident Ground Safety Officers in a command function at a multi-agency emergency incident or in a control function at a single agency incident.

An Incident Ground Safety Officer's duties are as defined in the New Zealand Fire Service Manual of Operations, Volume 2, Instruction 1.3.1.

### Prerequisites

Prerequisites: Unit 3281, *Assess risk with respect to fire*, and Unit 17279, *Demonstrates knowledge of the Coordinated Incident Management System (CIMS)*, or demonstrate equivalent knowledge and skills.

Assessors Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

**Level Descriptor**

Level	Process	Employing	Responsibility
5	<b>Carrying out processes that:</b> <ul style="list-style-type: none"> <li>Require a wide range of specialised technical or scholastic skills</li> <li>Involve a wide choice of standard and non-standard procedures</li> <li>Are employed in a variety of routine and non-routine contexts</li> </ul>	<b>Employing:</b> <ul style="list-style-type: none"> <li>A broad knowledge base with substantial depth in some areas</li> <li>Analytical interpretation of a wide range of data</li> <li>The determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements</li> </ul>	<b>Applied:</b> <ul style="list-style-type: none"> <li>In self-directed and sometimes directed activity</li> <li>with broad general guidelines or functions</li> <li>With full responsibility for the nature, quantity and quality of outcomes</li> <li>With possible responsibility for the achievement of group outcome</li> </ul>

Element and PC	Information or actions that may provide support for competency	
General	<b>Has the candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Units 3281 and 17279?</li> <li><input type="checkbox"/> Satisfactorily completed a pre course self test?</li> <li><input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment?</li> <li><input type="checkbox"/> Satisfactorily completed simulation exercises?</li> <li><input type="checkbox"/> Attend a course covering the Unit Standard subject matter?</li> <li><input type="checkbox"/> Provided proof of experience through records?</li> <li><input type="checkbox"/> Demonstrated in a practical scenario?</li> <li><input type="checkbox"/> Other (please list)?</li> </ul> <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
<b>1</b>	<b>Demonstrate knowledge of the duties and responsibilities of an Incident Ground Safety Officer</b>		
1.1	<p>Candidate must explain the role of an Incident Ground Safety Officer as detailed by their organisations standard operating procedures.</p> <p><i>Reference: Fire Service Manual of Operations vol. 2</i></p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain the role of an Incident Ground Safety Officer?</p> <p><b>Assessor notes:</b></p>	<p><b>The role of an incident ground safety officer is explained.</b></p>	
1.2	<p>Candidates must explain the responsibilities of an Incident Ground Safety Officer with respect to monitoring the safety of incident ground operations.</p> <p><b>Range:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> hazards</li> <li><input type="checkbox"/> people</li> <li><input type="checkbox"/> actions</li> </ul> <p><b>Consider the following:</b></p> <ul style="list-style-type: none"> <li>• Hazard identification – must include <ul style="list-style-type: none"> <li>○ Definition of a hazard</li> <li>○ The process of hazard ID</li> </ul> </li> <li>• People safety – should include but not limited to: <ul style="list-style-type: none"> <li>○ Building evacuees</li> <li>○ Public &amp; on lookers</li> <li>○ Firefighters</li> <li>○ Staff from other emergency services or agencies</li> <li>○ Media</li> </ul> </li> <li>• Actions to mitigate risk – must include <ul style="list-style-type: none"> <li>○ Hazard management <ul style="list-style-type: none"> <li>➢ Eliminate</li> <li>➢ Isolate</li> <li>➢ Minimise</li> </ul> </li> <li>○ People safety – should include but not limited to: <ul style="list-style-type: none"> <li>➢ PPE</li> <li>➢ Restriction of movement</li> <li>➢ Recording tallies</li> <li>➢ BA Control</li> <li>➢ Working at heights</li> <li>➢ Standard procedures and practice</li> </ul> </li> </ul> </li> </ul> <p><i>Note: Incident Ground Safety Officers must wear appropriate PPE and follow standard operating procedures in the execution of their duties.</i></p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain the responsibilities of an incident ground safety officer?</p> <p><b>Assessor notes:</b></p>	<p><b>The responsibilities of an incident ground safety officer are explained.</b></p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2	<b>Monitor and report on safety during emergency incidents</b>		
2.1	<p>Candidate must ensure hazards to personnel on the incident ground are mitigated.</p> <p>Candidate must demonstrate:</p> <ul style="list-style-type: none"> <li>• How they identify hazards</li> <li>• Recording of these hazards</li> <li>• Reporting of these hazards to: <ul style="list-style-type: none"> <li>○ Seniors</li> <li>○ Operational crews</li> </ul> </li> <li>• Manage the hazards to mitigate risk</li> <li>• Monitor the hazards</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Demonstrate how to identify, report and manage hazards?</p> <p><b>Assessor notes:</b></p>	<p><b>Hazards are identified, monitored and managed in accordance with law and the organisations requirements</b></p>	
2.2	<p>Candidates must explain their considerations in monitoring and managing the health and welfare of personnel at an emergency incident in accordance with their organisations standard operating procedure. Considerations should include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Wearing the appropriate PPE correctly</li> <li>• Supply of fluids to maintain hydration</li> <li>• Following BA procedure</li> <li>• Following Nominal Roll Tally procedure</li> <li>• Rotation of crews</li> <li>• Monitoring stand down times</li> <li>• Refreshments</li> <li>• Monitoring heat stress/exhaustion</li> <li>• Monitoring physical and emotional stress</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Identify how to monitor and manage the safety and welfare of personnel during an emergency incident?</p> <p><b>Assessor notes:</b></p>	<p><b>The welfare of personnel is managed in accordance with the organisations policy and procedure</b></p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2.3	<p>Given three different identified hazards, candidates must explain the actions they would take to eliminate isolate or minimise the risks to personnel.</p> <ul style="list-style-type: none"> <li>• Actions should ensure the hazard is <i>eliminated</i> as soon as reasonably possible with due regard for personal safety, e.g. power/fuel supply shut off, fire extinguished, hazardous atmosphere ventilated.</li> <li>• Where there are no practicable steps that may be taken to eliminate the hazard should be <i>isolated</i>, e.g. shutting doors, prohibit entry to affected area.</li> <li>• Where there are no practicable steps that may be taken to isolate it all practicable steps should be taken to <i>minimise</i> the likelihood that the hazard will be a cause or source of harm, e.g. application of extinguishing medium, restrict fuel etc.</li> </ul> <p>Candidates must explain their considerations, actions and powers when fronted by a hazard that poses the probability of imminent danger to personnel.</p> <ul style="list-style-type: none"> <li>• May withdraw crews</li> <li>• Must inform the incident controller of actions</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain the actions they would take to eliminate isolate or minimise the risks to personnel from the hazards posed?</p> <p><input type="checkbox"/> Explain their considerations, actions and powers when fronted by a hazard that poses the probability of imminent danger to personnel?</p> <p><b>Assessor notes:</b></p>	<b>Hazards are managed in accordance with law</b>	
2.4	<p>Candidates must explain the incident ground management structure as this relates to the role of incident ground safety officer and detail the reporting requirements and process.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain the incident ground management structure as it relates to the role of incident ground safety officer?</p> <p><b>Assessor notes:</b></p>	<b>Candidate understands the incident ground management structure and where the role of incident ground safety officer fits in with this</b>	