

Practical and Hot Fire Training

Scope

This Standard Operating Procedure applies to all CFA members/operational employees undertaking practical and/or hot fire training delivered or supervised by CFA members/employees.

It also applies in principle to:

- members of other agencies and organisations participating in practical and/or hot fire training conducted by CFA at a CFA Training Campus, CFA fire station, or other CFA approved training site; and
- members of other agencies and organisations participating in practical and/or hot fire training conducted by another agency at a CFA Training Campus or fire station.

The procedure does not apply to CFA members undertaking training delivered by other agencies or organisations and delivered in accordance with that agency's requirements and guidelines.

Definitions

The following definitions apply to this Standard Operating Procedure:

- **CFA employee:** A person appointed under Section 17 of the Country Fire Authority Act 1958.

In accordance with this procedure, CFA members/employees who facilitate practical and/or hot fire training in any capacity should be:

Qualified: meaning they hold the technical and/or instructional competencies identified by CFA which are required to fill a role in delivering or supporting the delivery of training;

Endorsed: meaning the Deputy Chief Officer Training or their delegate has provided them with CFA approval to fill this role; and

Inducted: meaning they have been familiarised with a site and/or a piece of plant or equipment and made aware of:

- all requirements relating to the use of an item of plant or equipment; and/or
- all requirements relating to the operation of a site and/or for working on a site.

- **CFA member:** A person who is registered by the Authority as a volunteer officer or volunteer member of

a brigade.

- **Communications equipment:** Any equipment designed to facilitate communications in emergency response situations, including radios, pagers, telephones, and electronic mediums.
- **Firefighting and ancillary equipment:** Any equipment or apparatus specifically designed for or generally used in firefighting and/or rescue operations. It does not mean vehicles or firefighting appliances.
- **Firefighting vehicle:** A vehicle constructed for firefighting and rescue purposes, including Pumpers, Tankers, Command Vehicles, Specialist Vehicles, and Transport Vehicles.
- **Hot fire training:** Any training involving the use of actual fire, unburnt flammable liquids, or LPG or natural gas vapour.
- **PAD (Practical Area-Drills):** Locations established on CFA training campuses which are specifically designed for conducting practical and/or hot fire training.
- **Personal Protective Clothing (PPC):** Clothing used by CFA members to provide protection from hazards associated with performing the specific operational tasks they are competent and endorsed to perform – including tasks conducted in training. This may include Structural PPC, Bushfire PPC, Technical Rescue PPC, and approved field wear.
 - **Practical Training:** Any training where vehicles, communications equipment, protective clothing or protective equipment, firefighting equipment, or rescue equipment is used in a practical manner.
 - **Practical Training Drill Brief:** Documented requirements endorsed by the Deputy Chief Officer Training or their delegate which establish specific requirements for conducting individual practical and/or hot fire training drills. Practical Training Drill Briefs are designed to facilitate the implementation of Practical Training Guidelines.
 - **Practical Training Guidelines:** Documented requirements endorsed by the Deputy Chief Officer Training or their delegate which establish guidelines for conducting practical and/or hot fire training so that training is delivered to achieve identifiable outcomes, and allow impacts on health, safety, and the environment to be identified and managed effectively.
- **Prop:** Any structure or any piece of plant or equipment which has been approved for use in practical and/or hot fire training simulations.

- **Protective Equipment (PE):** Any equipment used by CFA members to provide protection from hazards associated with performing the specific operational tasks they are competent and endorsed to perform – including tasks conducted in training.

This may include Compressed Air Breathing Apparatus (CABA), splash suits and chemical gas suits, air quality monitoring equipment, resuscitation equipment, ropes and safety harnesses, and technical rescue equipment.

Objective

To establish procedures for CFA members/employees engaged in practical and/or hot fire training activities and manage the impacts of this training on health, safety and the environment.

Procedure

1. All practical and/or hot fire training undertaken by CFA members/employees shall be facilitated by CFA members/employees who are:
 - qualified to fill an instructional or training delivery support role for a specific subject area or training activity;
 - endorsed to fill that role by the Deputy Chief Officer Training or their delegate; and
 - inducted to fill that role where required.
2. Practical training undertaken by CFA members/employees shall only be conducted at CFA approved training sites. This includes PAD areas at CFA Training Campuses, and CFA fire stations.
 - 2.1 It may also include sites outside these locations which have been subject to a Risk Assessment and approved for use by the Deputy Chief Officer Training or their delegate.
 - 2.2 The Risk Assessment: Training Site Proforma; which forms Appendix 1 of this Procedure should be used for this purpose.
3. Hot fire training undertaken by CFA members/employees shall be conducted in accordance with the requirements of all relevant legislation, regulations, compliance codes, standards, agreements, permits, and/or licences.
 - 3.1 Accordingly hot fire training shall only be conducted:
 - on hot fire training PADs at CFA Training Campuses;
 - on compliant hot fire training PADs operated by other agencies or organisation;
 - in accordance with requirements for the use of CFA Mobile Training Props and Training Trailers;
 - in accordance with the provisions of CFA SOP 6.03 Derelict Structures – Burning of; or

- in accordance with the requirements of a Burn Plan for an approved fuel reduction burn.
4. Hot fire training undertaken by CFA members/employees should utilise fuels with known constituents and burning characteristics only. Such fuels may include LPG and natural gas.
- 4.1 Where training outcomes require other fuels to be burned, specific approval to burn the fuels should be provided prior to the fuels being burned by the Deputy Chief Officer Training or their delegate.
- 4.2 This includes any fire which burns or exposes the following fuels or materials to fire:
- unleaded petrol and diesel;
 - untreated and unused timber;
 - straw and hay of known origin;
 - paper and cardboard;
 - furnishings and fittings;
 - white goods;
 - textiles;
 - tyres, rubber, and plastics;
 - motor vehicles; and
 - any mixed and/or miscellaneous fuel/s.
5. Practical and/or hot fire training undertaken by CFA members/employees shall only be conducted using training props which have been approved for use by the Deputy Chief Officer Training or their delegate.
- 5.1 Such approval shall only be provided where it can be confirmed that the prop complies with all relevant legislation, regulations, compliance codes, standards, permits, and/or licences, and has been subjected to a formal Risk Assessment to identify Risks and Hazards and Controls associated with the use of the prop.
- 5.2 Training Props may include:
- structures, and plant and equipment specifically designed or prepared for use as a practical and/or hot fire training prop, and located on training PADs at CFA Training Campuses;
 - plant and equipment provided with CFA Mobile Training Props and Training Trailers; and
 - miscellaneous items of plant and equipment suitable for simulating emergency response training. This may include items such as rescue manikins, drums, packages and cylinders, pipes and valves etc.

It does not include any item which has been used in conjunction with the storage, handling, or transport of any dangerous goods or hazardous materials unless such item has been properly decommissioned and decontaminated and

certified as safe to use.

6. Practical and/or hot fire training undertaken by CFA members/employees shall only be conducted using CFA issued personal protective clothing and equipment, firefighting vehicles communications equipment, and firefighting and ancillary equipment.
 - 6.1 Members of other agencies or organisations participating in training conducted by CFA at a CFA Training Campus, CFA Fire Station, or other CFA approved training site, or conducted by another agency at a CFA Training Campus or Fire Station may utilise their own PPC/E and fire-fighting equipment only where it is specifically designed for use in practical and/or hot fire applications, and approved by CFA.
7. Practical and/or hot fire training undertaken by CFA members/employees shall be conducted using approved water, foam, and other extinguishing mediums only.
 - 7.1 This includes potable standard water, or water supplies that have been identified in a Training Site Risk Assessment (Refer Appendix 1) and approved for use by the Deputy Chief Officer Training or their delegate.
8. Practical and/or hot fire training undertaken by CFA members/employees shall be conducted in accordance with the requirements of Practical Training Guidelines which identify:
 - the aim of training activities;
 - learning outcomes;
 - teaching points;
 - supervision ratios;
 - relevant equipment;
 - relevant PPC and PE;
 - safety briefing requirements;
 - relevant procedures;
 - safety requirements for conducting training drills; and
 - environmental considerations.
9. Where practicable, Practical Training Guidelines shall be supported by Practical Training Drill Briefs which identify individual and specific requirements for conducting practical or hot fire training drills, including:
 - the **Situation**, or general nature of the training drill,
 - the **Mission**, or general outcomes of the drill,
 - the **Execution**, including:
 - specific requirements for setting up the drill, and
 - outcomes for members who are both delivering training and undertaking training,
 - **Administration and Logistics** requirements, including the type and quantity of all equipment required,

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	<ul style="list-style-type: none"> ▪ Command and Communication requirements, including numbers and roles of personnel, and communication requirements, and ▪ Safety requirements, including requirements for managing the health of personnel, requirements for managing safety issues, and requirements for managing environmental exposures.
Safety notes	<ul style="list-style-type: none"> ▪ CFA’s Safety First System Procedures and Guidelines apply for all Practical and/or Hot Fire Training.
Environmental notes	<ul style="list-style-type: none"> ▪ The principles of environmental care as outlined in CFA’s Health Safety Environment & Wellbeing Policy and Standing Orders apply when conducting all Practical and/or Hot Fire Training.

Related Documents			Other Links and References	Delegations
Policies	Standing Orders	SOPs		
Safety First System Procedures and Guidelines Health Safety Environment & Wellbeing Personal Protective Clothing	Training and Competence Fires and Incidents – Management of Health and Safety Environmental Care	Personal Protective Clothing Protective Equipment Firefighters Skills – Development and Maintenance of Derelict Structures – Burning of	Country Fire Authority Act 1958 Country Fire Authority Regulations 2014 CFA Brigade Environmental Guidelines 2004 Field Training Ground Management Manual 2005	Deputy Chief Officer Training Delegated Operations Managers, Operations Officers and Managers Learning and Development Instructors PAD Supervisors PAD Operators

Date to be Reviewed:	Date to Cease:	Date Endorsed:	Endorsed By: Steven Warrington Chief Officer
TBA	N/A		

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Risk Assessment



Training Site

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Site Address:		Date:	
Activity / Task:		Prepared by:	

1 Who is the owner of the Site?			
Contact details.	Name:	Phone Number.	
2 Is permission required for this activity? (e.g. Site Owner, ParksVic, EPA, Worksafe) If Yes a copy of the Permission should be attached when this Risk Assessment is forwarded for Approval.			Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Are any Permits required for this required? If Yes a copy of any Permits should be attached when this Risk Assessment is forwarded for Approval.			Yes <input type="checkbox"/> No <input type="checkbox"/>
4 Can internal/external communication ensured to enable Emergency Contact?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes - How?			
5 Can hazards with travel to & from the site be controlled?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes - How?			
6 Are weather conditions a potential hazard? If Yes indicate in the applicable boxes below and identify proposed controls on Page 2 of this Risk Assessment.			Yes <input type="checkbox"/> No <input type="checkbox"/>
6.a Extreme cold or heat	<input type="checkbox"/>	6.b Rain/ hail or snow	<input type="checkbox"/>
6.d Flooding/ storm surge	<input type="checkbox"/>	6.e	<input type="checkbox"/>
6.c Bushfire		6.f	<input type="checkbox"/>
7 Are Site Specific conditions a potential hazard? If Yes indicate in the applicable boxes below and identify proposed controls on Page 2 of this Risk Assessment.			Yes <input type="checkbox"/> No <input type="checkbox"/>
7.a Alongside Railways or Major Roads/ Airstrip	<input type="checkbox"/>	7.b Inner City /Suburban / Residential	<input type="checkbox"/>
7.d Farmland	<input type="checkbox"/>	7.e Bushland or Forest	<input type="checkbox"/>
7.g Rough or steep terrain	<input type="checkbox"/>	7.h Slippery loose /wet surface	<input type="checkbox"/>
7.j Internal or external cultural or heritage issues		7.k Facilities or lack off	
7.c Commercial or Industrial		7.f Water course /Body of water	<input type="checkbox"/>
7.i Remoteness		7.l Wildlife and other animals	
7.m Allergens or Viruses			
8 Are other Risk Assessments required? If Yes indicate in the applicable boxes below and identify proposed controls on Page 2 of this Risk Assessment.			Yes <input type="checkbox"/> No <input type="checkbox"/>
8.a Task/ Activity	<input type="checkbox"/>	8.b Manual handling	<input type="checkbox"/>
8.d Chemical	<input type="checkbox"/>	8.e Traffic management	<input type="checkbox"/>
8.g	<input type="checkbox"/>	8.h	<input type="checkbox"/>
8.c Working at height		8.f Confined Space	<input type="checkbox"/>
8.i			<input type="checkbox"/>
9 Is the activity likely to have any Environmental Impacts? If Yes indicate in the applicable boxes below and identify proposed controls on Page 2 of this Risk Assessment.			Yes <input type="checkbox"/> No <input type="checkbox"/>
9.a Air	<input type="checkbox"/>	9.b Land	<input type="checkbox"/>
9.f Energy	<input type="checkbox"/>	9.g Fauna	<input type="checkbox"/>
9.c Water	<input type="checkbox"/>	9.d Noise	<input type="checkbox"/>
9.e Waste	<input type="checkbox"/>	9.h Flora	<input type="checkbox"/>
10 Does the training involve the use of water for training?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, is the water supply of potable standard? If No indicate in the boxes below any hazards which personnel may be exposed to, and identify proposed controls on Page 2 of this Risk Assessment.			Yes <input type="checkbox"/> No <input type="checkbox"/>
10.a Chemical	<input type="checkbox"/>	10.b Bio hazard	<input type="checkbox"/>
10.d Sediment	<input type="checkbox"/>	10.e Algal bloom	<input type="checkbox"/>
10.g	<input type="checkbox"/>	10.h	<input type="checkbox"/>
10.c Stagnant water		10.f E coli from aquatic/bird life	<input type="checkbox"/>
10.i			<input type="checkbox"/>
11 Will the Activity be conducted in accordance with a Practical Drill Brief? If Yes a copy of the Practical Drill Brief should be attached when this Risk Assessment is forwarded for Approval.			Yes <input type="checkbox"/> No <input type="checkbox"/>
12 Has a First Aid/Emergency Plan been attached to this Risk Assessment? If Yes, a copy of the Plan should be attached when this Risk Assessment is forwarded for Approval.			Yes <input type="checkbox"/> No <input type="checkbox"/>

Risk Assessment



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Item No. (eg 1.a)	Hazard Identified	Proposed Control Measures	Risk Rating with Controls			Person Responsible for Implementing and Monitoring Controls.
			L	C	R	

Risk Assessment



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Insert applicable photos

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Risk Assessment



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Attendance.

The following personnel were involved in producing this Site Safety Analysis, thus compiling with the requirement for an employer to consult with employees on the following matters:

- Risk Assessment and Risk Control.
- Any proposed change in the workplace, plant, substances or procedures that may affect the health or safety of employees.

Name of participant	Position	Date	Signature

Risk Assessment



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RISK RATING Table 1: LIKELIHOOD How likely is it that injury or illness could result from exposure to this hazard?

Description	Rating	Rating Indicators – Likelihood
Almost Certain	6	Expected to occur under normal circumstances
Highly Probable	5	Expected to occur sooner or later under normal circumstances
Likely	4	Likely to occur if the hazard is not addressed
Possible	3	Could occur under normal circumstances if the hazard is not addressed
Unlikely	2	Not expected to occur, but could under abnormal circumstances
Remote	1	Could not occur other than in the most exceptional circumstances

RISK RATING Table 2: CONSEQUENCE How serious could the consequences of an incident involving this hazard be?

Description	Rating	Rating Indicators – Consequence
Major	4	Fatality or fatalities; major environmental impact (requiring long-term restitution, significant commitment of resources)
Significant	3	Serious injury or health impact requiring treatment as an in-patient in a hospital; serious environmental impact
Moderate	2	Injury or health impact requiring treatment by a medical practitioner (but not admission to hospital as in-patient); some environmental impact
Minor	1	Injury or health impact requiring only first aid treatment; marginal environmental impact

RISK MATRIX: Level of Risk

CONSEQUENCE → LIKELIHOOD ↓	1 Minor	2 Moderate	3 Significant	4 Major
6 Almost Certain	6 (MODERATE)	12 (HIGH)	18 (VERY HIGH)	24 (VERY HIGH)
5 Highly Probable	5 (MODERATE)	10 (HIGH)	15 (VERY HIGH)	20 (VERY HIGH)
4 Likely	4 (MODERATE)	8 (MODERATE)	12 (VERY HIGH)	16 (VERY HIGH)
3 Possible	3 (LOW)	6 (MODERATE)	9 (HIGH)	12 (VERY HIGH)
2 Unlikely	2 (LOW)	4 (LOW)	6 (MODERATE)	8 (HIGH)
1 Remote	1 (LOW)	2 (LOW)	3 (MODERATE)	4 (HIGH)

VERY HIGH RISK (12-20)	Immediate action is required: if necessary, work must be discontinued, the location isolated and interim risk control measures implemented immediately. Resources must be allocated, responsibilities specified and a risk control plan implemented as soon as is practicable. Controls must be monitored/reviewed.			
HIGH RISK (8-12)	Immediate action is required: resources must be allocated, responsibilities specified and a risk control plan implemented as soon as is practicable. Controls must be monitored/reviewed.			
MODERATE RISK (4-8)	Responsibilities must be specified, risk control plan determined and a time frame for action (as soon as is reasonably practicable) agreed. Controls must be monitored/reviewed. (NOTE that immediate action may be required to isolate or flag the hazard while longer term measures are considered.)			
LOW RISK (1-4)	Manage by standard (existing) controls, including practices and procedures in which members have been suitably instructed. NOTE that even hazards rated as low risk must be subject to periodic review to ensure their status has not changed.			

Risk Assessment



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APPROVALS

APPROVALS		* Original Signed By		
	NAME	POSITION	SIGNED	DATE
ORIGINATOR	Paul Roughead	Operations Officer Training Delivery		13-10-17
CHECKED				
APPROVED				

Revisions

Rev	Date	Description	By	Chk	App
B					
A	09/10/2017	Issued for comment & review	PR		