COPP 11.9 Compressed Air Breathing Apparatus

Prison

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| **Principles**  *As referenced in the* [*Guiding Principles for Corrections in Australia, 2018*](http://justus/communities/security-intelligence/security-response/SOGPublications/Guiding%20principles%20for%20corrections%20in%20Australia%202018.pdf)*:*  1.1.7 A well-functioning health and safety system provides staff, visitors and prisoners/offenders with protection against harm to their health, safety and welfare.  1.2.4 Staff receive ongoing, industry specific training to support effective and consistent service delivery.  3.1.5 All appropriate measures are taken to ensure no injuries or unnatural deaths occur to staff, visitors or prisoners / offenders. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to prisons holding Compressed Air Breathing Apparatus (CABA) equipment and maintaining officers trained as CABA operators.

This COPP also applies to officers of the Special Operations Group (SOG) who may respond to emergencies at any prison.

# Policy

The deployment of officers qualified as CABA operators provides a limited fire or irrespirable atmosphere emergency response capability, where there is an imminent risk of loss of life or serious injury.

CABA operators shall only respond to a fire or irrespirable atmosphere emergency on the approval of the Superintendent/ Officer in Charge (OIC). The decision to deploy shall include input from CABA operators dependent on the fire’s severity, presence of an irrespirable atmosphere, location and the security risks for the incident.

When authorised to respond, CABA operators maintain the discretion to cease deployment where there are circumstances inhibiting a safe response.

The Superintendent shall ensure:

* CABA operators are appropriately trained and competent in the use of CABA equipment
* a sufficient number of qualified CABA operators are on duty to support deployment in response to a fire or irrespirable atmosphere emergency within the prison
* the CABA equipment is maintained and in serviceable condition to allow safe deployment in the prison at any time
* the CABA operators respond to a fire or irrespirable atmosphere incident, as required.

Emergency Management (EM) fire plans shall include procedures for the preparation and deployment of CABA operators and in accordance with [COPP 13.4 Emergency Management Exercises.](http://justus/intranet/prison-operations/Pages/prison-copps.aspx) These are to incorporate procedures once the Department of Fire and Emergency Services (DFES) is on site.

CABA operators shall ensure in the event of an emergency they are aware of the prisons EM procedures associated with being in a ready state to deploy.

CABA operators shall maintain all physical requirements necessary to be operationally ready to respond to an emergency situation.

The Corrective Services Academy (the Academy) and / or prison based CABA instructors shall provide all necessary training for officers eligible for CABA training and CABA operators to maintain their qualification.

# Prison Requirements

## CABA equipment

### The Superintendent shall ensure:

1. a minimum of 5 complete operational sets and all appropriate Personal Protection Equipment (PPE) are located in the prison
2. there are sufficient numbers of CABA trained staff on duty
3. staff are aware of the risks associated with attending incidents requiring CABA and the importance of PPE in the management of these incidents
4. all CABA operators have access to appropriate fitted PPE (Level 2 coveralls, tunics, gloves and helmets) to support a safe response to an incident
5. CABA equipment is operational and accessible to trained staff
6. additional CABA equipment to support a deployment is located elsewhere in the prison, as determined and required by consultation with stakeholders, including local staff, the Academy, SOG and the DFES fire fighter representative
7. equipment locations are clearly identified in the prison’s EM Plan
8. all CABA equipment requiring annual servicing as per manufacturer’s instructions is conducted by the approved service contractor
9. immediately after use, all CABA equipment is cleaned and refurbished
10. the 8 hour re-qualification course is included in the prisons annual training schedule
11. regular training exercises are conducted and training equipment is available and fit for purpose.

### The Superintendent shall nominate a CABA operator or other staff to establish and maintain a record of equipment issue, usage and maintenance.

### The nominated CABA operator / staff shall ensure:

1. up to date inventories are displayed with the CABA equipment
2. all CABA equipment is checked weekly and recorded appropriately
3. faulty, damaged or unsafe CABA equipment is:

* impounded, clearly marked and identified as unserviceable with a defect tag
* recorded in the CABA fault – defect register
* sent to the approved service contractor as soon as practicable for repairs or replacement.

## Deployment of CABA operators

### CABA operators shall only respond to a fire or irrespirable atmosphere emergency on the approval of the Superintendent/ Officer in Charge (OIC).

### The standard response to a fire or irrespirable atmosphere shall involve the deployment of a minimum of 5 CABA operators:

1. 1 Entry Control Officer
2. 2 CABA operators - team 1 (deployed into environment)
3. 2 CABA operators - team 2 - on standby (relief / emergency team).

### The Superintendent shall ensure:

1. only qualified CABA operators conduct the evacuation of prisoners or other persons using CABA equipment
2. where available and appropriate, CABA operators use extractor fans to clear the affected areas of smoke and / or an irrespirable atmosphere
3. after a fire or irrespirable atmosphere incident, no one enters the affected area until deemed safe by appropriate authorities unless they are a deployed CABA operator.

### Where DFES are on site, the Superintendent will approve deployment in conjunction with the DFES Incident Controller.

## Rapid Deployment Response

### A Rapid Deployment Response allows for 2 CABA operators to evacuate persons from locked cells and other confined spaces. The following conditions shall apply for the Superintendent to approve a rapid response deployment:

1. it is immediately clear there is an imminent risk to persons requiring evacuation
2. those persons requiring evacuation are either within view, or known to be within a short distance of the entry point
3. the decision to initiate an immediate and limited deployment may prevent the dangerous escalation of the incident
4. the decision to deploy will not expose CABA operators or other responding officers to an environment where there is an extreme risk of injury or harm.

### Where available, an additional trained officer shall be assigned the role of Rapid Deployment Entry Control Officer, to support the rapid deployment response.

### As soon as is practicable, the OIC of the incident shall replace the rapid deployment response, initiating CABA control procedures (arrival of additional CABA operators, in multiples of two, deployed or called to provide incident assistance).

## Incident reporting

### Staff shall submit an incident report in accordance with [COPP 13.1 – Incident Notifications, Reporting and Communications](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).

## CABA operator requirements

### Officers trained in the use of CABA and receiving the CABA allowance, unless directed, shall respond appropriately to a fire or irrespirable atmosphere emergency.

### A CABA operator shall maintain appropriate grooming and cooperation to ensure timely access and attendance at refresher training.

### Failure of a CABA operator to meet their responsibilities shall result in an administrative review which may result in the officer no longer recognised as a CABA operative, and their CABA allowance being terminated.

### Where a CABA operator fails to respond appropriately during a fire or irrespirable atmosphere emergency, the Superintendent shall review the circumstances to determine if the officer should remain a CABA operator.

### The administrative review shall be recorded and documented.

## Documentation requirements

### The Superintendent shall conduct an assessment to determine if CABA is required at their prison.

### If required and based on the above assessment, the Superintendent shall detail the requirements for CABA operators and equipment in their Standing Order. This shall include rostering arrangements across day and night shifts.

### The Superintendent shall provide a record of officers eligible for payment of the CABA allowance.

### The Superintendent shall nominate a CABA operator or other staff member to establish and maintain a record of equipment issue, usage and maintenance.

### The nominated CABA operator (refer to section 3.1.2) shall maintain a written record that includes dates of inspections, cleaning and routine maintenance, in accordance with manufacturer’s specifications and the Academy CABA Training Manual.

# Selection and Training

## Provision of training

### The Corrective Services Academy (the Academy) is responsible to ensure:

1. all aspects of CABA training meets relevant national / industry standards
2. the quality of training delivered by the Academy or prison based CABA instructors is maintained.

### Superintendents shall identify officers required to complete CABA training and organise attendance at annual refresher training to enable the officer to maintain their CABA qualification.

### Officers selected to be trained in CABA shall maintain all physical and facial grooming requirements to necessitate the ability to safely use CABA equipment in a fire or irrespirable atmosphere emergency: as per Australian Standard AS/NZS 1715:2009.

## Medical assessment

### Officers must be certified medically approved to be a CABA operator prior to commencement of training.

### Officers shall have a medical assessment, by a Medical Practitioner of their choice, prior to approval to attend the CABA training course.

### Officers are to ensure the Medical Practitioner completes the medical assessment in accordance with any requirements set out by the Corrective Services Academy (the Academy).

## Initial training

### Selected and medically approved officers shall complete a Department approved CABA training course, facilitated by the Academy or prison based instructors.

### Officers must successfully complete the course in full before being deemed CABA operators.

## Refresher training

### To maintain their CABA qualification, officers must:

1. complete the Academy approved CABA refresher course every 12 months
2. demonstrate an ability to wear CABA equipment, under air, at least twice per year (ideally at 6 months intervals).

### CABA operators shall complete a Physical Readiness Proforma, prior to commencement of refresher training, to advise they are physically capable to safely participate in training and use CABA equipment.

# Incentives and Payment of Allowances

## CABA allowance

### Officers employed under the Prison Officers Award shall be paid a CABA allowance. This payment is conditional on officers:

1. completing training and being deemed a qualified CABA operator
2. maintaining physical/grooming requirements to meet CABA equipment safety requirements
3. meeting requirements to maintain their CABA qualification
4. participating in prison emergency drills and exercises as required
5. carrying out routine CABA equipment checks and maintenance as required
6. being able to respond to an emergency using CABA when required.

### A CABA allowance will be terminated where following review (refer to section 3.4 an officer is no longer recognised as a CABA operator.

### Officers employed under Part IIIA of the *Prisons Act 1981* are ineligible for payment of the CABA allowance.

# Standing Orders

### The Superintendent shall make and issue a written Standing Order and EM procedures in the use, deployment and management of CABA, in addition to the requirements outlined in section 3.6.2 .These should be developed in conjunction with local workplace Occupational Safety and Health (OSH) representatives and Fire Officers.

### The Standing Order and EM procedures shall include:

1. rostering procedures to ensure minimum number of CABA operators requirements
2. determination of the number of CABA operators required:

* to provide a consistent trained workforce at each site
* for each shift at the prison to manage a fire or irrespirable atmosphere emergency

1. refresher training and compulsory wear arrangements
2. description of equipment provided
3. location of equipment within the prison
4. procedures for checking and cleaning of equipment
5. procedures for regular CABA maintenance
6. principles of deployment
7. rapid deployment procedures
8. standard procedures
9. post incident procedures and reporting requirements for officers.

### The Superintendent shall ensure the Standing Orders reflect the:

1. legal requirements contained in Western Australian *Occupational Safety and Health Act 1984* and the Western Australian Occupational Safety and Health Regulations 1996
2. Academy CABA Training Manual*.*

# Annexures

## Related COPPs and documents

Related COPPs

* [COPP 13.1 – Incident Notifications, Reporting and Communications](http://justus/intranet/prison-operations/Pages/prison-copps.aspx).
* [COPP 13.4 – Emergency Management Exercises](http://justus/intranet/prison-operations/Pages/prison-copps.aspx)

Related documents

* Academy CABA Training Manual
* Emergency Management Plan

## Definitions and acronyms

| Term | Definition |
| --- | --- |
| CABA Allowance | The allowance payable to a Prison Officer who:   1. may be required to respond to a fire or irrespirable atmosphere emergency using CABA equipment and 2. meets the requirements as set out in Human Resources form HRD0029. |
| CABA Operator | A Prison Officer trained and currently qualified in CABA |
| Commissioner’s Operating Policy and Procedure (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Compressed Air Breathing Apparatus (CABA) | A portable respirator that supplies oxygen, air or other respirable gas from a source carried by the user. |
| Emergency Management (EM) Plans | Emergency Management Plans provide Department (Corrective Services) staff with the procedures by which an emergency will be dealt with. |
| Guiding Principles for Corrections in Australia, 2018 | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Irrespirable Atmosphere | An irrespirable atmosphere is not fit for breathing. This type of atmosphere may cause significant harm or death to a person. The types of irrespirable atmospheres are:   1. smoke or suspended particles 2. heat 3. oxygen deficient atmosphere 4. toxic or poisonous. |
| Medical Practitioner | A person who is registered under the [*Health Practitioner Regulation National Law (WA) Act 2010*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12106_currencies.html) in the medical profession (eg a doctor). |
| Officer | Refers to a Prison Officer, as defined in s. 3(1) *Prisons Act 1981*. Also includes any contract worker authorised by the Commissioner in accordance with s.15I (1) (b) *Prisons Act 1981* to perform the functions of a Prison Officer. |
| Prison officer | A person engaged or deemed to have been engaged to be a prison officer under section13 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)or deemed to have been appointed under s 6 to an office designated. |
| Standing Order | Legislated Operational Instruments where the Superintendent of a prison may, with the approval of the Chief Executive Officer, make and issue written standing orders with respect to the management and routine of that prison (s37 of the *Prisons Act 1981*). |
| Superintendent | The Superintendent as defined in section 36 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and includes any reference to the position responsible for the management of a private prison under Part IIIA of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). Does not extend to the Officer in Charge of a prison. |

## Related legislation

* *Occupational Safety and Health Act 1984*
* Occupational Safety and Health Regulations 1996
* *Prisons Act 1981*

# Assurance

It is expected that:

* Prisons will undertake local compliance in accordance with the [Compliance Manual](http://justus/intranet/department/standards/Pages/monitoring.aspx).
* The relevant Deputy Commissioner will undertake management oversight as required.
* Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework](http://justus/intranet/department/standards/Documents/monitoring-compliance-framework.docx).
* Independent oversight will be undertaken as required.

# Document Information

## Document version history

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| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 0.1 | Operational Policy | Initial draft | 13 March 2019 | N/A |
| 0.2 | Operational Policy | Updated following consultation | 16 April 2019 | N/A |
| 0.3 | Operational Policy | Updated following review by Superintendents | 28 June 2019 | N/A |
| 0.4 | Operational Policy | Updated following feedback from the Project Steering Committee | 6 August 2019 | N/A |
| 0.5 | Operational Policy | Approved by Commissioner and Project Steering Committee | 12 August 2019 | N/A |
| 0.6 | Operational Policy | Minor amendments and formatting changes | 10 June 2020 | N/A |
| 1.0 | Operational Policy | Approved by the Director Operational Projects, Policy, Compliance and Contracts | 27 July 2020 | 1 September 2020 |
| 2.0 | Operational Policy | Scheduled Review: Approved by the Director Operational Projects, Policy, Compliance and Contracts | 12 October 2022 | 12 October 2022 |