Australian Government

Department of Education, Employment and Workplace Relations

MEA116B Apply occupational health and safety procedures at supervisor level in aviation maintenance

Release: 2

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Modification History

Minor formatting and editorial changes made.

Unit Descriptor

This unit of competency is part of all training pathways at Diploma level, and at Certificate IV level where the training pathway leads to the responsibility for maintenance supervision. It covers the competencies required to implement and monitor the organisation's health and safety policies, procedures and programs in aviation maintenance work areas to achieve and maintain occupational health and safety (OHS) standards. The unit is based on the National Guidelines for integrating OHS competencies into national industry competency standards (NOHSC: 7025, 1998) and applies to the supervision of all aviation maintenance activities.

Application of the Unit

This unit requires application of OHS Acts, regulations, codes of practice and enterprise OHS procedures during the supervision of all aviation maintenance activities.
Applications include supervision of aviation maintenance activities performed on aircraft and in workshops.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1. Provide information to the work group about OHS and the organisation's OHS policies, procedures and programs

1.1. Relevant provisions of *OHS legislation and codes of practice* are accuratel[...] explained to the work group

1.2. *Information* on *the organisation's OHS policies*, *procedures and program[...]* readily accessible manner and is accurately and clearly explained to the wor[...]

1.3. Information about identified hazards and the outcomes of risk assessment a[...] procedures is regularly provided and is accurately and clearly explained to t[...]

2. Implement and monitor participative arrangements for the management of OHS

2.1. Organisational procedures for *consultation over OHS issues* are implemen[...] to ensure that all members of the work group have the opportunity to contri[...]

2.2. Issues raised through consultation are dealt with and resolved promptly or r[...] appropriate personnel for resolution in accordance with workplace procedur[...] resolution

2.3. The outcomes of consultation over OHS issues are promptly made known t[...]

3. Implement and monitor the organisation's procedures for identifying hazards and assessing risks

3.1. *Existing and potential hazards* in the work areas are identified and reporte[...] assessment and *risk control procedures* can be applied

4. Implement and monitor the organisation's procedures for dealing with hazardous events

4.1. Work procedures to control risks are implemented and adherence to them b[...] monitored in accordance with workplace procedures

4.2. Existing risk control measures are monitored and results reported regularly [...] workplace procedures

4.3. Inadequacies in existing risk control measures are identified in accordance [...] of control and reported to designated personnel

4.4. Inadequacies in resource allocation for implementation of risk control meas[...] and reported to designated personnel

5. Implement the organisation's procedures for dealing with hazardous events

5.1. Workplace *procedures for dealing with hazardous events* are implemented[...] necessary to ensure that prompt control action is taken

5.2. *Hazardous events* are investigated to identify their cause in accordance wit[...] procedures

5.3. Control measures to prevent recurrence and minimise risks of hazardous ev[...] implemented based on the hierarchy of control if within scope of responsibi[...] competencies or alternatively referred to designated personnel for implemer[...]

6. Implement and monitor the organisation's procedures for providing OHS training

6.1. *OHS training* needs are identified accurately, specifying gaps between OH[...] required and those held by work group members

6.2. Arrangements are made for fulfilling identified OHS training needs in both [...] training programs in consultation with relevant parties

7. Implement and monitor the organisation's procedures for maintaining OHS

7.1. *OHS health and safety records* for work area are accurately and legibly co[...] accordance with workplace requirements for OHS records and legal require[...] maintenance of records of occupational injury and disease

7.2. Aggregate information from the area's OHS records is used to identify haz[...] risk control procedures within work area according to organisational proced[...]

| records | scope of responsibilities and competencies |

Required Skills and Knowledge

Required skills

Look for evidence that confirms skills in:

- analysing the entire work environment in the area of responsibility in order to identify hazards, assess risks and judge when intervention to control risks is necessary
- analysing relevant workplace data, such as incident or environmental monitoring data, to identify hazards, assess risks and evaluate the effectiveness of risk control measures
- assessing the resources needed to apply different risk control measures and make recommendations to management on that basis

Required knowledge

Look for evidence that confirms knowledge of:

- the provisions of OHS Acts, regulations and codes of practice relevant to the workplace, including legal responsibilities of employers, employees and other parties with legal responsibilities
- principles and practices of effective OHS management
- hazard identification and control in the workplace
- organisational OHS management systems, policies and procedures that support organisational compliance with legal requirements
- the impact on OHS management of workforce characteristics and composition
- the relevance of OHS management to other organisational systems, policies and procedures

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	A person who demonstrates competency in this unit must be able to apply OHS Acts, regulations, codes of practice and enterprise OHS procedures during the supervision of aviation maintenance activities.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The demonstrated ability to apply the elements and performance criteria of this Unit in conjunction with other Units relating to the supervision of aviation maintenance activities is critical. Assessors must be satisfied that evidence has been provided of: - knowledge, consistent with the elements of competence, of all applicable OHS Acts, regulations and codes of practice - understanding of, and ability to apply, risk management procedures by undertaking hazard identification, risk assessment and risk control in accordance with the hierarchy of control - knowledge of how characteristics of the workforce impact on the management of OHS, and an ability to apply that understanding in the supervision of aviation maintenance activities.
Context of and specific resources for assessment	This unit may be assessed through a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management component of competency can be collected. Evidence must include observation in the workplace as well as off-the job techniques, such as interviews and simulations. Conditions for simulations should accurately simulate the range of circumstances (especially with regard to a realistic range of emergencies and hazardous events) that the individual could be expected to deal with in the workplace and allow for discussion. The individual must be given access to: - relevant OHS Acts, regulations and codes of practice - enterprise OHS policies and procedures - personal protective equipment - relevant work areas for identification of hazards and control measures

	The assessor should have recognised expertise in managing OHS in an aviation maintenance environment or work in an assessment team with such a person.
Method of assessment	To ensure that the contingency management component (ability to deal with irregularities and breakdowns) of competency is adequately assessed, evidence needs to be gathered across a range of work procedures and in a range of workplace circumstances. This could be either in an actual workplace or in a simulation of realistic workplace conditions. Techniques for assessment could include: • observation • simulation • case studies • interviews • written tests • workplace projects.
Guidance information for assessment	

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Application	This unit of competency applies to supervisors working within both the CASA and the ADF regulatory systems. This unit is to be applied in combination with all other units in the Diploma of Aeroskills and the Diploma of Aviation Maintenance Management that relate to the supervision of aviation maintenance activities. It also applies to Certificate IV training pathways that lead to supervisory employment.
OHS legislation and codes of practice	OHS legislation and codes of practice may include: - State/Territory/Commonwealth OHS Acts, regulations and codes of practice, including general duty of care under OHS legislation and common law - relevant defence instructions - civil aviation safety regulations - requirements for the maintenance and confidentiality of records of occupational injury and disease - provisions relating to health and safety representatives and/or OHS committees - provisions relating to OHS issue resolution
The organisation's OHS policies, **procedures and programs**	The organisation's OHS policies, procedures and programs may be included in: - safety manuals - maintenance organisation manual - standing instructions - procedures manuals - work instructions
Information	Information may include information: - for the induction of new maintenance personnel - about the nature of work, tasks and procedures - to assist in work tasks - as part of providing direct supervision - to communicate organisational safety requirements and procedures - for consultation with health and safety representatives and OHS committees

Consultation over OHS issues	Consultation over OHS issues may include participative arrangements for: • formal and informal meetings which include OHS • OHS committees • other committees such as consultative, planning and purchasing • health and safety representatives • suggestions, requests, reports and concerns put forward by employees to management
Existing and potential hazards and risk	Existing and potential hazards may be identified and risk assessed through activities such as: • audits • workplace inspections • housekeeping • checking work area and/or equipment before and during work • job and work system assessment • reviews of OHS records, including registers of hazardous substances, dangerous goods, and so on • maintenance of plant and equipment • provision of supplies and equipment, e.g. review of MSDS and manufacturer/supplier information • identifying employee concerns

Risk control procedures	Risk control procedures may include actions such as:
	
	• measures to remove the cause of a risk at its source
	• application of the hierarchy of control:
	    • elimination of risk
	    • engineering controls
	    • administrative controls
	    • PPE
	• consultation with maintenance personnel and their representatives

Procedures for dealing with hazardous events	Procedures for dealing with hazardous events may include: • evacuation • chemical containment • first aid • accident/incident reporting and investigation
Hazardous events	Hazardous events may include: • accidents

	• fires and explosions • emergencies, e.g. fuel or chemical spills • bomb scares • violent incidents
OHS training	OHS training may include: • induction training • specific hazard training • specific task or equipment training • emergency and evacuation training • training as part of broader programs, such as equipment operation
OHS records	OHS records may include: • OHS audit and inspection reports • health surveillance and workplace environmental monitoring reports • records of instruction and training • manufacturers and suppliers information, including MSDS and dangerous goods storage lists • hazardous substances registers • maintenance and testing reports • workers compensation and rehabilitation records • first aid/medical post records

Unit Sector(s)

Supervision of aviation maintenance

Competency field

Co-requisite units

Not applicable