



Australian Government

Department of Education, Employment and Workplace Relations

MNQGEN500A Implement and maintain management plans to control risk

Release: 1

MNQGEN500A Implement and maintain management plans to control risk

Modification History

Unit Descriptor

This unit covers the use of appropriate measures and criteria to establish management plans to control **risk** in the area of managerial responsibility in work site operations. It includes establishing the framework of the plan, establishing the processes to support the plan; planning and implementation the plan; and monitoring, reviewing and updating the management processes.

The areas of managerial responsibility covered by this unit may include:

- statutory compliance
- occupational health and safety
- environment
- quality
- property security
- business risks, such as:
 - credit management
 - capital expenditure
 - sales and marketing
 - finance and accounting.

Units Replaced

This unit replaces the following units:

- MNQQM01A Implement and maintain statutory/legal compliance system
- MNQQM02A Implement and maintain site risk management processes associated with occupational health and safety and environment systems
- MNQQM08A Implement and promote quality system.

Links outside this unit

The work in this unit relates to AS/NZS 4360:1999 Risk Management.

Application of the Unit

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this Unit of Competency contain applicable facets of employability skills. The Employability Skills Qualification Summary for the qualification in which this Unit of Competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Develop the framework for the site management plan.	<p>1.1 Develop and document site objectives in the area of managerial responsibility, in consultation with relevant personnel, and conforming to the organisation's policy and system's procedures.</p> <p>1.2 Develop and document the structures for the application of the management system, in consultation with relevant personnel, and conforming to the organisation's policy and system's procedures.</p> <p>1.3 Define, allocate and document the responsibilities for applying the management system in job descriptions and duty statement for all relevant site positions.</p>
2 Develop the processes to support the site management plan.	<p>2.1 Identify existing and potential site hazards and risks in the area of managerial responsibility in accordance with legislation, codes of practice and trends identified from the record system.</p> <p>2.2 Access, interpret and clarify the organisation's criteria for assessing and treating risks.</p> <p>2.3 Develop and document detailed site procedures and practices for the application of the management system in consultation with relevant personnel, and that conform to the organisation's policy and system's procedures.</p> <p>2.4 Identify, obtain and maintain information sources and expert advice required to support the management plan.</p>
3 Prepare and implement the plan.	<p>3.1 Plan, schedule and document how the management systems will be introduced to the entire work site.</p> <p>3.2 Identify, seek and/or provide resources for the operation of the management plan, in a timely and consistent manner.</p>

- 3.3 Provide and explain information on the site management plan in a form readily accessible to site employees.
 - 3.4 Provide/arrange appropriate development and/or training for site personnel on the management plans' **site procedures and practices**.
 - 3.5 Make available information on known and intended process changes and enhancements to **site personnel**.
 - 3.6 Provide support and encouragement to those responsible for the conduct of the plan's activities.
 - 3.7 Ensure all management plans' **records and reports are** produced, processed and maintained as specified by legislative and organisation's requirements.
- 4 Monitor, review and update the management processes.
 - 4.1 **Monitor** the management plans' activities and achievement targets and provide/focus **resources** to ensure the implementation plan is satisfied.
 - 4.2 Review and update the management plans' implementation plan periodically and when changing circumstances are anticipated/occur.
 - 4.3 Complete and retain management plans' documentation covering the reasons for and changes made in accordance with the organisation and relevant **legislative requirements**.

Required Skills and Knowledge

Evidence Guide

Critical Aspects of Evidence

The evidence required to demonstrate this competency must be relevant to work site operations. In addition to satisfying the requirements of all elements, performance criteria, required knowledge and skills, evidence must include demonstration of:

- knowledge of procedures, requirements and instructions to establish and maintain risk management plans on work sites,
- implementation of appropriate procedures and techniques for the efficient and effective establishment and maintenance of risk management plan on work sites, while complying with site risk control, health, safety, environmental, quality and communication requirements. This will include:
 - preparation and issuing of a pit plan that reflects the risk management requirements of site and is capable of achieving all of its planned outcomes and the organisation's policy and requirements
 - identifying and making available the required resources for the safe, efficient and effective execution of the plan
 - providing sound leadership and supervision of team in undertaking the implementation and application of the plan
 - the successful implementation of the plan.

Required Knowledge

Specific knowledge is required to achieve the performance criteria in this unit to the standards of performance required in the workplace, to transfer the skills to other contexts and to deal with unplanned events. Assessment requires evidence of the ability to identify and explain the purpose of:

- organisation's policies, goals and objectives
- relevant legislative requirements
- action planning methods
- negotiation skill
- written and oral communication methods
- receptive listening skills
- human resource management processes
- method of identifying appropriate action based on cost, safety, and welfare issues
- work procedure/instruction writing
- reporting and recording procedures
- work site operating procedures
- hazard identification processes
- risk assessment processes
- risk treatment processes
- documentation methods.

Required Skills

Specific skills are required to achieve the performance criteria in this unit. Assessment needs to obtain evidence of the ability to:

- read, interpret and apply legislation
- develop and maintain site procedures and practices

read, interpret, apply and communicate technical information, rules, procedures, regulations etc

document and facilitate management planning

maintain relevant records and documents

monitor and decide on changes to process

provide leadership and guidance for group activities

communicate effectively in the workplace

explain complex information to superiors/subordinates

provide coaching and mentoring support

apply active listening

show sensitivity to the needs and feelings of others

actively encourage the free exchange of information.

Assessment and Interdependence of Units

This unit may be assessed with other relevant units forming a cohesive work function, according to specific work site requirements.

Prerequisite Units

There are no prerequisite units for this unit.

Resource Implications

Assessment of this competency requires typical resources normally used in a work-site work environment. Selection and use of resources for particular work sites may differ due to work site conditions, equipment availability, equipment/plant types and different contexts.

Consistency in Performance

To ensure consistency of performance, this unit may be assessed over a period of time and a range of work and site conditions. Local site factors will influence the breadth of evidence require to demonstrate the competency.

Context for Assessment

This unit should be assessed in the work environment where possible. Some assessment events may be conducted under simulated conditions where issues of safety and/or environmental damage are limiting factors.

All assessments must be valid, reliable, fair, flexible and sufficient evidence should be accumulated to demonstrate the required competence.

The assessment environment should not disadvantage the participant. For example: language, literacy and numeracy demands of assessment should not be greater than those required on the job.

Methods of Assessment

Appropriate methods of assessment for this unit will usually include:

observation of processes and procedures

oral and/or written questioning on required knowledge and skills

testimony from supervisors, colleagues, clients and/or other appropriate persons

inspection of the final product or outcome

a portfolio of documentary evidence.

Where performance is not directly observed and/or is required to be demonstrated over a period of time and/or in a number of locations, any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons.

Questioning should be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and to the requirements of the unit of competency.

Range Statement

RANGE STATEMENT

The following range of variables is subject to site-specific operations, but is not limited to the following details. The organisation's procedures, regulations and occupational health and safety and other relevant legislation apply to all elements and performance.

Risk is the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.

Consultation with relevant personnel would typically include:

- senior management
- subject matter experts
- regulatory authorities
- tenderers
- project managers
- contractors
- employees
- community
- customers
- suppliers.

The policy is the statement of over all intent and direction of the organisation in respect of the specific area of managerial responsibility.

The system's procedures are the procedures that support and expand on the policy and set out the requirements for implementing the system on individual sites. They provide direction and guidance to those responsible for implementation of the system and in the preparation of site specific work procedures, instruction and practices to put the system into effect.

System's procedures may include:

- identification of hazards
- risk identification
- risk assessment
- risk treatment
- interim solutions
- dealing with unplanned incidents and events
- consultation
- communication
- monitoring
- review
- record keeping
- reporting
- training.

Hazards are sources of potential harm or situations with the potential to cause loss.

Risk identification is the process of determining what can happen, why and how.

Risk assessment is the overall process of risk analysis and risk evaluation.

Risk analysis is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences.

Risk evaluation is the process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels or other criteria.

Risk treatment is the selection and implementation of appropriate options for dealing with risk.

Risk treatment should be considered using options in sequence from eliminating the hazard, substitution, engineering controls, administrative controls, and finally personal protective equipment.

Site procedures and practices may include:

- standard operating procedures
- safe operating procedures
- work instructions
- emergency procedures
- allocation of responsibilities
- permit requirements
- sampling and testing requirements
- documentation and reporting requirements.

Resources may include:

- people
- finance
- equipment
- buildings/facilities
- technology
- information.

Site personnel may include:

- employees
- contractors.

Records and reports may include

- results
- recommendations
- assessment forms
- action planning documents.

Monitor is to check, supervise, observe critically, or record the progress of an activity, action or system on a regular basis in order to identify change.

Legislative requirements may include:

- requirements for the maintenance of records for statutory/legal breaches
- provision of information and training
- regulations and codes of practice relating to statutory/legal compliance
- site representatives and committees
- issue resolution.

Unit Sector(s)