



Australian Government

Department of Education, Employment and Workplace Relations

RIIBEF302A Monitor site production activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the monitoring of site production activities in the resources and infrastructure industries. It includes planning and preparing for operation, allocating and logging resources, monitoring and reporting plant/machinery activity, and monitoring movement of materials. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in an operational role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for operation	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Plan and prepare work 1.3. Receive, interpret and clarify shift changeover details 1.4. Establish and maintain communications with other personnel using approved communication methods 1.5. Coordinate shift activities with other personnel 1.6. Identify, address and report potential risks and hazards 1.7. Complete computer systems and equipment pre-start checks 1.8. Identify, address and report site environmental issues 1.9. Check previous shift details and record outstanding maintenance inspections and identified defects
2. Allocate and log resources	2.1. Allocate and log hauling equipment to loading equipment and log 2.2. Interpret data and re-allocate equipment to maintain productiveness and to meet changing site conditions 2.3. Access employee and contractor details and allocate personnel to specific types of plant/equipment to ensure maximum productiveness 2.4. Maintain records of individual employees' productiveness on each type of machine in operation
3. Monitor and report plant/machine activity	3.1. Monitor and report the current status of site operation and plant 3.2. Continuously monitor data to identify the location of equipment on site 3.3. Determine from data the location of where material is being moved, haul distances, and the location for dumping of materials 3.4. Interpret data to determine and generate reports on equipment usage, availability

	<p>and productivity</p> <p>3.5. Capture <i>data for measuring operational outputs</i> and resource usage, so as to report total usage and resource consumption rates</p>
4. Monitor movement of materials	<p>4.1. Log the movement of <i>loading and hauling machinery</i> and the quantities of materials moved</p> <p>4.2. Monitor and report stock levels for availability of dispatched materials</p> <p>4.3. Monitor and report productivity rates and cycle times</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to monitor site production activities:

- apply legislative, organisation and site requirements and procedures for monitoring site production activities
- operate computers
- communicate effectively with site personnel
- apply diagnostic techniques
- work in a team
- be a self-starter
- comply with environmental requirements

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to monitor site production activities:

- computerised monitoring and control systems
- monitoring, recording and generating reports
- allocating and re-allocating site equipment and personnel
- consolidating end-of-shift reports
- shift production priorities
- control and access to site
- responses in the event of a site emergency
- site and equipment safety requirements and procedures
- stockpile management processes
- plant machinery characteristics, technical capabilities and limitations
- environmental requirements and constraints related to site operations
- recording and reporting processes

Evidence Guide

<p>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.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for monitoring site production activities • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of monitoring of site production activities • working with others to undertake and complete the site production activities that meets all of the required outcomes • consistent timely completion of monitoring site production activities that safely, effectively and efficiently meets the required outcomes
<p>Context of and specific resources for assessment</p>	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • 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.

	<ul style="list-style-type: none"> • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical applications using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • working with others to undertake and complete the monitoring of site production activities
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

<p>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.</p>	
<p>Compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • Acts and regulations dealing with: <ul style="list-style-type: none"> • worksite safety and health • worksite inspection • OHS • Explosives • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Shift changeover details may include:</p>	<ul style="list-style-type: none"> • nature and scope of the work • working conditions • achievement targets • site lighting arrangements • defects on equipment • hazards and potential hazards • coordination requirements/issues
<p>Personnel may include:</p>	<ul style="list-style-type: none"> • contractors • drillers • drivers • holders of appropriate tickets • licensed operators • maintenance staff/tradespersons • personnel authorised by site management • service personnel • supervisors • surveyors
<p>Coordination activities may include:</p>	<ul style="list-style-type: none"> • communication with personnel • awareness of other support plant • equipment
<p>Potential risks and hazards may</p>	<ul style="list-style-type: none"> • abandoned equipment

include:	<ul style="list-style-type: none"> • adjoining pit walls • adverse weather conditions (electrical storms, floods, fires) • chemicals • contaminants • equipment • fences • holes • materials • over-hanging rocks • personnel • pot holes • unsafe ground • unstable faces • vehicles
Environmental issues may include:	<ul style="list-style-type: none"> • drainage • dust (dump) • emissions • flora and fauna • hazardous chemicals • noise • recycling • run-off • spills • waste management and disposal • water quality
Hauling and loading equipment may include:	<ul style="list-style-type: none"> • loader • excavator • truck • dump truck • rail vehicles and wagons
Employee and contractor details may include:	<ul style="list-style-type: none"> • qualifications • permits • site authorities • license to operate equipment • time-sheet details • training details • leave
Locations may include:	<ul style="list-style-type: none"> • where material is being mined • where equipment is at the start and end of shift • haul distances

Material may include:	<ul style="list-style-type: none">• production material• topsoil• gravel• ore• overburden
Data for measuring operational outputs may include:	<ul style="list-style-type: none">• fuel• drill holes and metres drilled• consumables• advance• rail activities• equipment hour metre readings

Unit Sector(s)

Business Effectiveness

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.