



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RIIRIS401A Apply site risk management system**

**Release: 1**

## **RIIRIS401A Apply site risk management system**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit covers applying the site risk management system in resources and infrastructure industries. It includes: providing information to the work group; applying and monitoring participative arrangements, the procedures for providing training, for identifying hazards and assessing risks, for controlling risks; and the procedures for maintaining records.

### **Application of the Unit**

This unit is appropriate for those working in a supervisory role or as risk management technical specialist, on 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. Provide information to the work group	1.1. Access, interpret and apply <b>compliance documentation</b> relevant to applying the site risk management system 1.2. Accurately explain relevant compliance documentation to the work group 1.3. Provide information on the <b>organisation's risk management policies, procedures and programs</b> to the work group in an accessible manner 1.4. Regularly provide and clearly explain information about <b>identified hazards</b> and the outcomes of <b>risk assessment</b> and control to the work group
2. Apply and monitor participative arrangements	2.1. Explain the importance of effective consultative mechanisms in managing risk to the work group 2.2. Conduct and monitor consultative procedures to facilitate participation of work groups in managing work area hazards 2.3. Promptly deal with issues raised through <b>consultation</b> in accordance with <b>organisational consultation procedures</b> 2.4. Record and promptly communicate the outcomes of consultation over risk management issues to the work group
3. Apply and monitor the procedures for providing training	3.1. Systematically identify <b>risk management</b> training needs in line with organisational requirements 3.2. Make arrangements, in consultation with relevant individuals, to meet risk management training needs of team members. 3.3. Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified training needs 3.4. Identify and report costs associated with provision of training for work team for inclusion in financial planning
4. Apply and monitor procedures	4.1. <b>Identify</b> and report <b>hazards and risks</b> in the

<p>for identifying hazards and assessing risks</p>	<p>work area in accordance with risk management and related <i>policies</i> and procedures</p> <p>4.2. Action team members hazard reports promptly in accordance with organisational procedures</p>
<p>5. Apply and monitor the procedures for controlling risks</p>	<p>5.1. Apply procedures for <i>controlling risk</i> using the hierarchy of controls and organisational requirements</p> <p>5.2. Identify and report inadequacies in existing risk control measures in accordance with hierarchy of controls</p> <p>5.3. <i>Monitor</i> outcomes of reported inadequacies where appropriate to ensure a prompt organisational response</p>
<p>6. Apply and monitor the procedures for maintaining records</p>	<p>6.1. Ensure accurate completion and maintenance of <i>risk management records</i> of incidents in the work area in accordance with organisational requirements</p> <p>6.2. Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area</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 in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to apply site risk management systems:

- apply analyse skills to identify hazards and assess risks in the work area
- apply data analysis skills including:
  - incident monitoring
  - environmental monitoring
  - evaluation of effectiveness of risk control measures
- apply assessment skills to assess resources required to apply risk control measures
- apply literacy skills for comprehending documentation and interpreting risk management requirements
- apply coaching and mentoring skills to provide support to colleagues
- demonstrate the ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

### Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to apply site risk management systems:

- relevant legislation from all levels of government that effect business operations
- legal responsibilities of employers, supervisors and employees in the workplace
- site policies and procedures relating to hazard management, fire emergency, evacuation, incident and accident investigation and reporting
- relevance of consultation as a key mechanism for improving workplace risk management
- principles and practices of risk management
- characteristics and composition of the workgroup

## 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><b>Overview of assessment</b></p>	
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></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"> <li>• knowledge of the requirements, procedures and instructions to apply the site risk management system</li> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient application of the site risk management system</li> <li>• working with others to plan, prepare and apply the site risk management system</li> <li>• provision of clear and timely instruction and supervision by the individual of those involved in applying the site risk management system</li> <li>• evidence of the consistent successful application of the site risk management system</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Evidence for assessment is best gathered using the outcomes of products and processes in the workplace</li> <li>• 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</li> <li>• Customisation of assessment and delivery</li> </ul>

	<p>environment to sensitively accommodate cultural diversity.</p> <ul style="list-style-type: none"> <li>• Aboriginal people and other people from a non English speaking background may have second language issues.</li> <li>• 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</li> <li>• Where applicable, physical resources should include equipment modified for people with disabilities</li> <li>• Access must be provided to appropriate learning and/or assessment support when required</li> </ul>
<b>Method of assessment</b>	<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 application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment of the candidate's required knowledge</li> <li>• observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes</li> <li>• consistently achieving the required outcomes</li> </ul> </li> <li>• first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> <li>• working with others to plan, prepare and apply the site risk management system</li> <li>• provision of clear and timely instruction and supervision by the individual of those involved in the applying of the site risk management system</li> </ul> </li> </ul>
<b>Guidance information for assessment</b>	<p>Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.</p>





## 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.

<p><b>Compliance documentation</b> may include:</p>	<ul style="list-style-type: none"> <li>• legislative, organisation and site requirements and procedures</li> <li>• manufacturer's guidelines and specifications</li> <li>• Australian standards</li> <li>• code of practice</li> <li>• Employment and workplace relations legislation</li> <li>• Equal Employment Opportunity and Disability Discrimination legislation</li> </ul>
<p><b>Organisation's risk management policies, procedures and programs</b> may include:</p>	<ul style="list-style-type: none"> <li>• risk management policy</li> <li>• site procedures and work instructions for hazard identification</li> <li>• site procedures and work instructions for risk assessment, selection and implementing of risk control measures</li> <li>• site incident (accident) investigation requirements</li> <li>• site risk audits and investigations requirements</li> <li>• site consultative arrangements for employees in work area</li> <li>• site hazard report procedures</li> <li>• site operating procedures and instructions</li> <li>• site emergency and evacuation procedures</li> <li>• site purchasing policies and procedures</li> <li>• site plant and equipment maintenance and use instructions</li> <li>• site hazardous substances use and storage procedures and work instructions</li> <li>• site dangerous goods transport and storage procedures and work instructions</li> <li>• site OHS arrangements for on site contractors, visitors and members of the public</li> <li>• site First Aid provisions/medical practitioner contacts and attention instructions</li> <li>• site access procedures and instructions</li> </ul>

<b>Risk management is:</b>	<ul style="list-style-type: none"> <li>the culture, processes and structure that are directed towards the effective management of potential opportunities and adverse risk</li> </ul>
<b>Risk management may be applied to:</b>	<ul style="list-style-type: none"> <li>statutory compliance</li> <li>OHS</li> <li>environment</li> <li>quality</li> <li>property security</li> <li>business risks, such as: <ul style="list-style-type: none"> <li>credit management</li> <li>capital expenditure</li> <li>sales and marketing</li> <li>finance and accounting</li> </ul> </li> </ul>
<b>Risk management processes are:</b>	<ul style="list-style-type: none"> <li>the systematic application of management policies, procedures and practices to the task of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk</li> </ul>
<b>Hazard is:</b>	<ul style="list-style-type: none"> <li>a source of potential harm or a situation with a potential to cause loss</li> </ul>
<b>Hazards identification may occur through activities such as:</b>	<ul style="list-style-type: none"> <li>workplace inspections in area of responsibility</li> <li>consulting work team members</li> <li>housekeeping</li> <li>risk audits and review of audit reports</li> <li>daily informal employee consultation and regular formal employee meetings</li> <li>checking equipment before and during work</li> <li>review of health, safety, environmental, quality and other risk related records</li> </ul>
<b>Risk assessment is:</b>	<ul style="list-style-type: none"> <li>the overall process of risk analysis and risk evaluation</li> </ul>
<b>The policy is:</b>	<ul style="list-style-type: none"> <li>the statement of overall intent and direction of the organisation in respect of the specific area of managerial responsibility</li> </ul>
<b>Consultation would typically include:</b>	<ul style="list-style-type: none"> <li>regulatory authorities</li> <li>tenderers</li> <li>project managers</li> <li>contractors</li> <li>employees</li> <li>community</li> <li>customers</li> <li>suppliers</li> </ul>

<p><b>Organisational consultation procedures</b> may include:</p>	<ul style="list-style-type: none"> <li>• formal and informal meetings</li> <li>• health and safety committees</li> <li>• other committees, such as, planning and purchasing</li> <li>• involvement of employees in management and planning meetings</li> <li>• early response to employee suggestions, requests, reports and concerns put forward to management</li> <li>• counselling/disciplinary processes</li> </ul>
<p><b>Risk control</b> is:</p>	<ul style="list-style-type: none"> <li>• the selection and implementation of appropriate options for dealing with risk</li> </ul>
<p><b>Procedures for controlling risk</b> may include:</p>	<ul style="list-style-type: none"> <li>• removing the cause of the risk at its source (eliminating the hazard)</li> <li>• selecting control measures in accordance with the hierarchy (i.e. work through the hierarchy from most effective to least effective)</li> <li>• job/process/workplace re-design</li> <li>• consultation with employees and their representatives</li> </ul>
<p><b>Monitoring</b> is:</p>	<ul style="list-style-type: none"> <li>• checking, supervising, observing critically, or recording the progress of an activity, action or system on a regular basis in order to identify change</li> </ul>
<p><b>Risk management records</b> may include:</p>	<ul style="list-style-type: none"> <li>• audit and inspection reports</li> <li>• hazard registers</li> <li>• risk analysis records</li> <li>• risk treatment reports</li> <li>• minutes of meetings (risk management, occupational health and safety, environmental etc)</li> <li>• induction, instruction, training and assessment</li> <li>• manufacturer's and supplier's information</li> <li>• dangerous goods and hazardous substances registers</li> <li>• plant and equipment maintenance and testing reports</li> <li>• workers compensation and rehabilitation records</li> <li>• First Aid/medical records</li> <li>• major incident and emergency response instructions</li> <li>• emergency contact lists</li> </ul>

	<ul style="list-style-type: none"><li>• financial records</li><li>• contract documents</li></ul>
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## **Unit Sector(s)**

Risk Management

## **Competency field**

Refer to Unit Sector(s).

## **Co-requisite units**

Not applicable.