



**Australian Government**

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

# **AVIF2012A Monitor the transfer of hazardous materials**

**Revision Number: 1**

## **AVIF2012A Monitor the transfer of hazardous materials**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to ensure that the transfer of hazardous materials on an aerodrome is monitored appropriately. This includes responding to hazardous incidents that occur during the transfer. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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This unit applies to aerodromes that operate across a variety of operational contexts within the Australian aviation industry.

The work must be carried out in accordance with applicable operational standards as required by CASA when monitoring the transfer of hazardous materials on an aerodrome.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision.

This unit is nominally packaged at Certificate II.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

## Employability Skills Information

### Employability Skills

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### **1 Monitor the transfer of hazardous materials on an aerodrome**

- 1.1 Location and timing of transfer is determined
- 1.2 Transfer of hazardous material is monitored to ensure compliance with standard operating procedures
- 1.3 Breaches of standard operating procedures are logged and reported
- 1.4 Apron areas are inspected for minor spills and these are reported

#### **2 Respond to a hazardous materials incident**

- 2.1 Correct category of spill is determined
- 2.2 Incident is reported to the appropriate emergency response agency as required
- 2.3 Safety information on handling hazardous materials is located and utilised
- 2.4 Operational procedures for responding to a hazardous incident are followed
- 2.5 Notice to Airman (NOTAM) action is initiated/cancelled if and when necessary
- 2.6 Awareness of the Occupational Health&Safety (OH&S) and environmental implications of a spill is demonstrated
- 2.7 Clean-up operations are supervised
- 2.8 The serviceability of the affected area is determined
- 2.9 Running log book is maintained throughout the duration of the hazardous materials incident

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Aerodrome layout, including access routes
- Use of personal protective equipment and clean up materials for hazardous materials spills
- Procedures to minimise fire hazards
- Safety distances required for transfer of defined hazardous materials
- Steps involved in planning the work activities
- Procedures to be followed in the event of an emergency
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Procedures for managing and controlling hazardous situations when carrying out work activities
- Standard operating procedures for monitoring the transfer of hazardous materials
- Categories of hazardous materials spills, and associated response actions

#### Required skills:

- Communicate effectively with others when monitoring the transfer of hazardous materials
- Read and interpret instructions, regulations, procedures and other information relevant to monitoring the transfer of hazardous materials
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to monitoring the transfer of hazardous materials
- Use of spill response equipment
- Work collaboratively with others when monitoring the transfer of hazardous materials
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when monitoring the transfer of hazardous materials in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when monitoring the transfer of hazardous materials
- Apply precautions and required action to minimise, control or eliminate hazards that may exist when monitoring the transfer of hazardous materials

**REQUIRED KNOWLEDGE AND SKILLS**

- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective clothing and equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required when monitoring the transfer of hazardous materials

# Evidence Guide

## EVIDENCE GUIDE

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

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

### **Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

### **Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### 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.

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|---|---|
| Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include: | <ul style="list-style-type: none"><li>• company procedures</li><li>• enterprise procedures</li><li>• organisational procedures</li><li>• established procedures</li><li>• standard operating procedures (SOPs)</li></ul>  |
| The work site may include:  | <ul style="list-style-type: none"><li>• all of the aerodrome</li></ul>  |
| Equipment may include:  | <ul style="list-style-type: none"><li>• a radio</li><li>• telephone</li><li>• vehicle with flashing light</li><li>• markers</li><li>• lights</li><li>• maintenance equipment</li><li>• barricades</li><li>• sandbags</li><li>• fire extinguishers</li><li>• spills response kit</li></ul> |
| Information and documents may include:  | <ul style="list-style-type: none"><li>• Australian Standards</li><li>• safety information and guidance material on hazardous materials (including MSDSs)</li><li>• the Airport Emergency Plan and Procedures</li><li>• the Aerodrome Manual</li><li>• log books</li><li>• NOTAM</li></ul> |
| Operating conditions may involve a range of scenarios involving:  | <ul style="list-style-type: none"><li>• hazardous materials</li></ul>   |
| Hazardous materials may include:  | <ul style="list-style-type: none"><li>• fuel</li><li>• dangerous goods</li><li>• explosives</li><li>• ammunition</li><li>• sewerage</li></ul>   |
| Applicable regulations and legislation may include:   | <ul style="list-style-type: none"><li>• sections of Civil Aviation Safety Regulations and Civil Aviation Orders and other regulatory requirements</li><li>• Manual of Standards - Aerodromes (part 139)</li></ul>   |

## **Unit Sector(s)**

Not applicable.

## **Competency field**

**Competency Field**                      F - Safety Management