



**Australian Government**

**Assessment Requirements for MEA116  
Apply work health and safety procedures at  
supervisor level in aviation maintenance**

**Release: 3**

# Assessment Requirements for MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance

## Modification History

Release 2.1 Equivalent to MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance. Updated to meet training package policy requirements.

## Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- apply required work health and safety (WHS) Acts, regulations, codes of practice, and organisational procedures during the supervision of at least three different aviation maintenance activities, at least one of which is performed on an aircraft and at least one in a workshop.

During the course of supervising each of the above aviation maintenance activities, the candidate must:

- analyse the entire work environment in own area of responsibility in order to identify hazards, assess risks, and judge when intervention to control risks is necessary
- analyse relevant workplace data, including incident or environmental monitoring data, to identify hazards, assess risks, and evaluate the effectiveness of risk control measures
- assess the resources needed to apply different risk control measures and make recommendations to management on that basis
- implement procedures for consulting over workplace WHS issues
- demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members
- demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above
- identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key requirements of provisions of federal and state or territory WHS Acts, legislation, regulations and codes of practice applicable to the aviation maintenance activities described in the performance evidence, including:

- general duty of care under WHS legislation and common law
- relevant 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 WHS committees
- provisions relating to WHS issue resolution
- organisational WHS policies, procedures and programs relevant to the aviation maintenance activities described in the performance evidence, including those found in:
  - safety manuals
  - aviation maintenance organisation manual
  - standing instructions
  - procedures manuals
  - work instructions
- nature and scope of WHS information to be provided to work group members, including:
  - induction of new maintenance personnel
  - nature of work, tasks and procedures
  - details to assist in work tasks
  - information required as part of providing direct supervision
  - organisational safety requirements and procedures
  - information required as part of consultation with health and safety representatives and WHS committees
- key features of the following common methods for assessing existing and potential hazards and risk of maintenance jobs and work systems:
  - workplace audits and inspections
  - housekeeping procedures
  - checking work area and/or equipment before and during work
  - reviewing WHS records, including registers of hazardous substances and dangerous goods
  - checking maintenance requirements of plant and equipment
  - providing supplies and equipment, including reviewing safety data sheets (SDS) and manufacturer or supplier information
  - identifying employee concerns
- legal responsibilities of employers, employees and other parties with legal responsibilities
- key principles and practices of effective WHS management, including:
  - the hierarchy of control
  - diverse methodology for consulting over WHS issues, including:
    - formal and informal meetings that include WHS
    - WHS committees
    - other committees, such as consultative, planning and purchasing committees
    - health and safety representatives

- suggestions, requests, reports and concerns put forward by employees to management
- organisational WHS management systems, policies and procedures that support organisational compliance with legal requirements, including procedures for:
  - identifying hazards and assessing risk in the workplace
  - escalating issues raised through consultation that are outside the scope of own responsibilities and competencies
  - resolving WHS issues in the workplace
  - investigating and identifying the cause of workplace hazards
  - maintaining WHS records
- impact on WHS management of workforce characteristics and composition
- relevance of WHS management to other organisational systems, policies and procedures
- key characteristics of common forms of WHS records, including:
  - WHS audit and inspection reports
  - health surveillance and workplace environmental monitoring reports
  - records of instruction and training
  - manufacturer and supplier information, including SDS and dangerous goods storage lists
  - hazardous substances registers
  - maintenance and testing reports
  - workers compensation and rehabilitation records
  - first aid/medical post records.

## Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

Competency must be assessed through a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment must 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 must 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 candidate must have access to:

- required WHS Acts, regulations, and codes of practice
- organisational WHS policies and procedures
- personal protective equipment required for the activities described in the performance evidence
- work areas for identifying hazards and required control measures.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards. The assessor must also have recognised expertise in managing WHS in an aviation maintenance environment or work in an assessment team with such a person.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

## **Links**

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>