



Australian Government

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

Release: 3

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.

Application

This unit of competency describes the skills and knowledge required to apply the requirements of work health and safety (WHS) Acts, regulations, codes of practice, and organisational WHS procedures during the supervision of aviation maintenance activities. It is to be applied in combination with other units of competency that relate to the supervision of aviation maintenance activities.

The unit applies to all aviation maintenance activities performed on aircraft and in workshops. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Aviation maintenance

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Provide information to work group about WHS and

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity

ELEMENTS

PERFORMANCE CRITERIA

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| organisational WHS policies, procedures and programs | 1.2 Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required |
| | 1.3 Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required |
| 2. Implement and monitor participative arrangements for managing WHS | 2.1 Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute |
| | 2.2 Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures |
| | 2.3 Communicate outcomes of consultation over WHS issues promptly to work group |
| 3. Implement and monitor organisational procedures for identifying hazards and assessing risks | 3.1 Identify existing and potential hazards in work areas |
| | 3.2 Report identified hazards so that risk assessment and risk control procedures can be applied |
| 4. Implement and monitor organisational procedures for dealing with risk | 4.1 Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures |
| | 4.2 Monitor existing risk control measures and report according to organisational procedures |
| | 4.3 Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel |
| | 4.4 Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel |
| 5. Implement organisational procedures and control measures for dealing with hazardous events | 5.1 Implement organisational procedures required to deal with hazardous event to control hazard promptly |
| | 5.2 Investigate hazardous event and identify its cause according to organisational investigation procedures |

ELEMENTS

PERFORMANCE CRITERIA

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| | 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies |
| | 5.4 Refer hazardous event to designated personnel for implementation as required |
| 6. Implement and monitor organisational procedures for providing WHS training | 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held |
| | 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties |
| 7. Implement and monitor organisational procedures for maintaining WHS records | 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease |
| | 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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Links

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

