



Australian Government

Department of Education, Employment and Workplace Relations

MNQGEN300A Apply risk management processes

Release: 1

MNQGEN300A Apply risk management processes

Modification History

Unit Descriptor

This unit covers the application of the processes and tasks to conduct inspections and to identify, analyse, assess risks, recommend treatment, contribute to implementation of treatments and to monitor risks. It also covers participation in the preparation, testing and documentation of site working instructions or equivalent.

This unit has been developed from the Queensland Mining S1 unit of competency.

Links outside this unit

The work described in this unit is equivalent to the work covered in:

MNCG1001A Apply risk management processes.

The work covered in this unit relates to the Australian Standard AS/NZS 4360:1999 - Risk Management.

Application of the Unit

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this Unit of Competency contain applicable facets of employability skills. The Employability Skills Qualification Summary for the qualification in which this Unit of Competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

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Element	Performance Criteria
1 Identify hazards.	<p>1.1 Inspect and analyse work area conditions regularly and systematically to identify/recognise potential hazards.</p> <p>1.2 Access and analyse relevant work site risk management systems information to eliminate situations covered by existing and adequate procedures.</p> <p>1.3 Recognise the type and scope of uncontrolled hazards and their likely impact.</p>
2 Assess and identify unacceptable risk.	<p>2.1 Consider and determine the likelihood of the event happening.</p> <p>2.2 Evaluate and determine the consequence if the event should occur.</p> <p>2.3 Consider and determine the risk level (likelihood and consequence combined).</p> <p>2.4 Identify or source the criteria for determining the acceptability/unacceptability of the risk from the appropriate party.</p> <p>2.5 Evaluate the risk against criteria to identify if it warrants 'unacceptable risk' status and the refer the findings to the appropriate person</p>
3 Identify and recommend treatments.	<p>3.1 Identify the range of actions/treatments, which may eliminate or minimise the risk.</p> <p>3.2 Identify and consider the possible options for resolution of the problem/dealing with the risk.</p> <p>3.3 Identify feasible options by preliminary analysis and testing of possible options.</p> <p>3.4 Conduct a detailed analysis of feasible options including the identification of resource requirements.</p>

- 3.5 Select the most appropriate action/treatment for dealing with the situation.
- 4 Contribute to the implementation of treatments.
 - 4.1 Plan selected action/treatment in detail including the identification of resource requirements.
 - 4.2 Gain authorisation for selected action/treatment in accordance with site requirements.
 - 4.3 Review, prepare, test and document site working instructions (or equivalent) for the job.
 - 4.4 **Communicate** information on the action/treatment and its implementation to the relevant people.
- 5 Review safety system documentation.
 - 5.1 Monitor and review site working instructions (or equivalent) for **compliance with statutory and site requirements**.
 - 5.2 Action amendments to the site working instructions (or equivalent) or refer the matter to the appropriate party for follow up.

Required Skills and Knowledge

Evidence Guide

Critical Aspects of Evidence

The evidence required to demonstrate this competency must be relevant to work site operations. In addition to satisfying the requirements of all elements, performance criteria, required knowledge and skills, evidence must include demonstration of:

knowledge of procedures, requirements and instructions for risk management processes on a work site

implementation of appropriate procedures and techniques for the efficient and effective risk management on a work site, while complying with site risk control, health, safety, environmental, quality and communication requirements

ability to transfer risk assessment processes to changing circumstances and to respond to unusual circumstances in the critical aspects of:

conducting inspections

identifying hazards

assessing and identifying unacceptable risk

identifying and recommending treatments

contribution to the implementation of treatments

reviewing safety system documentation.

Required Knowledge

Specific knowledge is required to achieve the performance criteria in this unit to the standards of performance required in the workplace, to transfer the skills to other contexts and to deal with unplanned events.

In order to determine the level of underpinning knowledge required, the following definitions are to be applied:

General Knowledge. An outline knowledge sufficient to identify the major features /issues and to be able to locate, access and interpret further information on commonly encountered or targeted topics.

Knowledge. A level of knowledge and understanding which supports the recall and application of information in a work situation. Normally related to site specific systems, processes, procedures and facts.

Assessment requires evidence of the ability to identify and explain the purpose of:

mining legislation and regulations

mining legislation and regulations

appropriate mining context and language

topics or subject areas which are target for assessment and treatment

site risk management systems and their application

conventions and requirements for written communications including report writing.

Required Skills

Specific skills are required to achieve the performance criteria in this unit. Assessment needs to obtain evidence of the ability to:

research and use interpretative skills to locate, interpret, analyse and apply relevant operational information

demonstrate technical literacy and communication skills sufficient to interpret and apply common industry terminology, and interpret work procedures and processes

use plain English speaking and communication skills in relation to oral communications with supervisors and other employees
apply questioning and active listening skills, for example when obtaining information of technical working practices
demonstrate writing skills to allow effective report writing
apply planning and organising skills sufficient to prepare for and apply the risk management processes covered in this unit
demonstrate teamwork skills sufficient to involve and engage the employers/supervisors in the risk management processes
apply problem solving skills to assess technical mining issues.

Assessment and Interdependence of Units

This unit may be assessed with other relevant units forming a cohesive work function, according to specific work site requirements.

Prerequisite Units

There are no prerequisite units for this unit.

Resource Implications

Assessment of this competency requires typical resources normally used in a work-site work environment. Selection and use of resources for particular work sites may differ due to work site conditions, equipment availability, equipment/plant types and different contexts.

Consistency in Performance

To ensure consistency of performance, this unit may be assessed over a period of time and in a range of work and site conditions. Local site factors will influence the breadth of evidence require to demonstrate the competency.

Context for Assessment

This unit should be assessed in the work environment where possible. Some assessment events may be conducted under simulated conditions where issues of safety and/or environmental damage are limiting factors.

All assessments must be valid, reliable, fair, flexible and sufficient evidence should be accumulated to demonstrate the required competence.

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.

Methods of Assessment

Appropriate methods of assessment for this unit will usually include:

observation of risk management processes and procedures
oral and/or written questioning on required knowledge and skills
testimony from supervisors, colleagues, clients and/or other appropriate persons
inspection of the final product or outcome.

Where performance is not directly observed and/or is required to be demonstrated over a period of time and/or in a number of locations, any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons.

Questioning should be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and to the requirements of the unit of competency.

Range Statement

RANGE STATEMENT

The following range of variables is subject to site specific operations, but are not limited to the following details. Site procedures, regulations and occupational health and safety and other relevant legislation applies to all elements and performance.

Risk management processes may be undertaken at any mining site. They may involve the members of work groups, teams and management committees, and involve agencies and individuals external to the work site.

Hazard is defined as **a source of potential harm or a situation with a potential to cause loss.**

Risk is defined as **the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.**

Likelihood is used as a qualitative description of probability and frequency.

Probability is defined as **the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.**

Consequence is defined as **the outcome of an event of situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.**

Criteria for the acceptability/unacceptability of the risk must be determined by the organisation's internal policy, goals and/or objectives.

Risk management processes and measures may include those focused on:

personal safety (e.g. personal protective equipment, medical standards, drug and alcohol, stress management and evacuation)

equipment and machinery isolation

protection and guarding

hazard identification and monitoring

chemical safety

fire safety

other potential emergency related circumstances.

Site risk management systems information may include:

applicable commonwealth/state/territory legislation and codes of practice relating to the industry, dangerous and hazardous goods, environmental protection and safety and health

work site safety and/or environmental management systems

manufacturers' documentation and handbooks

workplace operating procedures and policies

material safety data sheets

emergency procedures.

Statutory/legal compliance may include:

common law

dangerous goods

development of training policies/programs to aid compliance

mining legislation

trade practices

waterways

weights and measures

workers compensation/WorkCover

requirements for the maintenance of records for statutory/legal breaches
provision of information and training
regulations and codes of practice relating to statutory/legal compliance
site representatives and committees
issue resolution.

Acceptable risk criteria:

The organisation's internal policy, goals and/or objectives must determine the criteria for acceptable risk.

Types of risks may involve:

equipment
methods/plans
competencies
the work environment.

Treatments may include option type sin sequence such as:

eliminating the hazard
substitution
engineering controls
administrative controls (procedures, etc.)
personal protective equipment.

Resources may include:

people
finance
equipment
environment
buildings/facilities
technology
information.

Consultation may include:

regulatory authorities
tenderers
project managers
contractors
employees
customers
suppliers.

Records and reports may include:

a full report including Objective, Method, Results and Recommendations
risk assessment forms
action planning documents.

Communications may be:

face to face
in writing
by telephone or by other electronic means
formal
informal.

Unit Sector(s)