



Australian Government

Department of Education, Employment and Workplace Relations

# MSAPMOPS363A Organise on site work

Revision Number: 1

## **MSAPMOPS363A Organise on site work**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This competency covers organising of work in a field situation. This unit typically applies to operators who are preparing to do work in remote mine sites, or large industrial complexes where extensive permit or clearance systems exist.

This unit covers the organising and preparation for on site work. Refer to other competency units depending on the nature of the work to be done on site.

### **Application of the Unit**

#### **Application of this unit**

The emphasis is on the planning of the work, the arrangements that are required to allow the on-site work to proceed and the set-up of tools, equipment and materials at the site. It includes the scoping, planning, communication and hazard controls required for the job. The work may be to do with conveyor systems, tanks, pipelines, equipment or other work in situ.

The worker will:

- plan the job
- arrange all permissions and permits
- select and arrange all equipment and materials to the site
- set up tools, equipment and materials on site
- identify any hazards and take appropriate action.
- 

### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

### Prerequisites

This unit has **no** prerequisites.

## Employability Skills Information

### Employability Skills

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>ELEMENT</b>	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan the work.	<ul style="list-style-type: none"> <li>1.1 Review the requirements of the work</li> <li>1.2 Arrange all necessary permits and permissions for site inspections and work.</li> <li>1.3 Examine the site where the work will take place.</li> <li>1.4 Identify plant and equipment isolations.</li> <li>1.5 Identify hazards and risk controls.</li> <li>1.6 Plan to minimise downtime, economically use materials and meet quality specifications.</li> <li>1.7 Plan work, including sequences, times, process stages, engineering controls and personal protection requirements.</li> <li>1.8 Prepare all necessary documentation and finalise the permissions and approvals for conducting the work.</li> </ul>
2. Prepare equipment, tools and materials.	<ul style="list-style-type: none"> <li>2.1 Identify equipment, tools and materials required.</li> <li>2.2 Arrange for supply of all tools, equipment and materials.</li> <li>2.3 Arrange for transport to site of all equipment, tools and materials.</li> </ul>
3. Set up work location.	<ul style="list-style-type: none"> <li>3.1 Assemble and check materials and tools for suitability for purpose.</li> <li>3.2 Establish a safe work area.</li> <li>3.3 Establish isolations and tag/lock out as required.</li> <li>3.4 Check tools, equipment and materials against site situation and conditions.</li> </ul>

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Application of knowledge of the materials, equipment and process sufficient to recognise material and equipment conditions which may lead to out-of-specification production. For example, consumables for use in the work are within recommended shelf life. Knowledge of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards. Application of the knowledge of managing risks using the hierarchy of controls. Application of approved hazard control, safety procedures and the use of PPE in relation to handling materials, equipment operation and clean up. This may include the preparation of Job Hazard Analysis (JHA) or similar hazard management and planning techniques. Competence includes the ability, for the practical completion of the job, to apply and/or explain:

- interpretation of specifications, designs and/or work orders
- understanding of the operation, equipment principles and details of construction
- production workflow sequences and inherent hazards with on-site work
- design requirements and details of the work to enable the planning to and the work to be completed as required
- planning process, including breaking the work down into steps and stages
- correct selection and use of equipment, materials, processes and procedures
- products, materials and material characteristics.

Competence also includes the ability to:

- plan own work, including predicting consequences and identifying improvements
- identify factors which may affect product quality or production output and appropriate remedies
- identify when the operator is able to rectify faults and when assistance is required.

### Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical work specifications, job sheets and material labels as provided to operators.

Writing is required to the level of completing workplace forms, plans and job reports.

Numeracy is also required, eg to determine quantities of materials for the work.

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

This unit may be co-assessed with units concerned with the nature of the work being undertaken.

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

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- identify critical materials properties and operating characteristics in relation to the condition of the equipment
- plan work process within organisational procedures and explain the reasons for the steps in the process
- take appropriate action to observe site conditions, equipment configuration, possible work-site difficulties, hazards and identify problems to be reported.

Consistent performance should be demonstrated. For example, look to see that:

- production needs are interpreted and met
- problems are anticipated from observations
- problems are efficiently resolved
- the repair runs consistently and smoothly.

## Assessment method and context

Assessment will occur using industrial scenarios and will be undertaken in a work-like environment.

Competence in this unit may be assessed:

- on a processing plant allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing the generation of evidence of the ability to recognise, anticipate and solve problems
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

## Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method.

Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

## 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. Add any 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.

Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

### Context

This competency applies to on-site work environments and sectors typically within manufacturing or heavy industries. It covers, but may not be limited to, the preparation for on-site work.

### Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, manufacturer specifications and procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

### On-site work

On-site work covered by this competency may include (but may not be limited to):

- conveyor belt splicing and repairs
- rubber lagging of conveyor drums
- rubber lining of tanks
- polymer piping systems installation or repairs
- polymer constructions (eg fume cupboards or signs)
- refractory lining
- concrete casting
- other work to be done on-site, and not in a factory or workshop.

### Work requirements

Work requirements may be determined from:

- work orders
- specifications
- job descriptions
- designs
- other documents.

### Isolations

Isolations include:

- power supply
- tag locations
- process materials
- energy sources and
- equipment isolation system.

### Safe work area

Safe work area includes area(s) for:

- scaffolding
- lifting gear
- lay down area

- work area
- other equipment in appropriate locations.

### **Tools and equipment**

This competency includes planning and set-up of equipment and tools such as:

- manual handling aids
- hand winches
- portable power generators and vulcanising equipment
- knives and other cutting instruments
- portable hoists/lifting equipment not requiring any special permits or licences
- spanners, wrenches, hammers etc
- power operated hand tools such as drills, cutting disks, sanders
- specialised tools for the job
- relevant personal protective equipment.

### **Hazards**

Typical hazards include:

- manual handling hazards
- working at heights
- dust, process liquids, process materials
- hand tools and hand held power tools (eg knife, cutting and grinding disk hazards).

### **Problems**

Anticipate and solve problems means resolve a wide range of routine and non-routine problems, using product and process knowledge to develop solutions to problems which do not have a known solution/a solution recorded in the procedures.

Typical process and product problems may include:

- lack of accessibility
- equipment isolations
- logistics of materials ad equipment to work site
- variations in materials and/or contamination of materials.

### **Variables**

Key variables to be monitored include:

- environmental conditions
- lock-out/isolation of equipment
- worksite location, remoteness, accessibility
- job variations, changes.
- 

## **Unit Sector(s)**

Not applicable.