



Australian Government

Department of Education, Employment and Workplace Relations

RIIGOV201A Comply with site work processes/procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the compliance with site work processes/procedures in the resources and infrastructure industries. It covers the workers' contribution to planning, preparing for quality outcomes, application of site safety and health management systems to individual work activities. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in an assistant role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for work outcomes	1.1. Access, interpret and clarify <i>relevant work procedures/standards</i> 1.2. Identify and confirm <i>roles and responsibilities</i> for individual work with the appropriate persons 1.3. Prepare <i>work plans</i> that will ensure compliance with mine procedures and safe work outcomes
2. Apply work procedures to individual work activities	2.1. Carry out allocated work to site procedures/standards 2.2. Adjust and confirm on roles and responsibilities to meet changing circumstances personnel 2.3. Monitor work processes, report incidents and apply local risk control processes to minimise injury, loss, equipment damage and environmental harm, in accordance with site safety and health management system 2.4. Identify and report non compliance in the application of site procedures and recommend improvements to relevant site personnel 2.5. Complete <i>relevant documentation</i> in accordance with site requirements/standards

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following:

- access, interpret and apply site procedures/standards
- communicate effectively in the workplace
- monitor and recommend changes to overcome non compliance with site procedures/standards
- maintain relevant site documents and reports
- identify hazards in the workplace
- apply risk management practices

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following, site work processes/procedures:

- site safety and health management systems
- work planning processes
- site and equipment safety requirements
- technical and operational capability and limitations of resources and equipment being used
- relevant safety and health legislation including obligations under duty of care

Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for compliance with site work processes/procedures • implementation of requirements, procedures and techniques for the safe, effective and efficient application of site work processes/procedures, while complying with site risk management, safety, environmental and communication requirements, including: <ul style="list-style-type: none"> • accessing, identifying and applying site procedures/standards • identifying, agreeing and adjusting performance in line with potential changing circumstances • planning and completing work to achieve agreed outcomes • monitoring processes, reporting incidents and safely applying risk control processes to minimise injury, loss, equipment damage and environmental harm • contributing to the site safety health management system • completing required documentation
<p>Context of and specific resources for assessment</p>	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment

	<p>skills.</p> <ul style="list-style-type: none"> • 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. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • working with others to comply with site work processes/procedures
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and

	equity issues.
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Range Statement

<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
<p>Relevant work procedures/standards may include:</p>	<ul style="list-style-type: none"> • relevant legislation • relevant Australian standards relating to safety and health management systems • organisation or site policies, procedures and work instructions • safety and health management systems • principle hazard management plans • standard operating procedures • code of practice, recognised standards or guidelines • manufacturer's instructions • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Roles and responsibilities may include:</p>	<ul style="list-style-type: none"> • identification of hazards • roles and responsibilities defined in site safety and health management systems • obligations and duties of care under safety legislation • criteria for evaluation of own work • measures to avoid injury and illness • criteria for measurement and minimisation of risk • processes to ensure "right first time" approach • adherence to relevant work procedures
<p>A work plan:</p>	<ul style="list-style-type: none"> • is the plan of routine or non-routine activities which may or may not be documented • may be SLAMS (Stop, Look, Assess, Manage)
<p>Relevant documentation may include:</p>	<ul style="list-style-type: none"> • site based incident reporting forms • safe work guidelines or work instructions • risk based self check lists • hazard reporting systems

Unit Sector(s)

Governance and Compliance

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.