UEGNSG113B Manage a utilities industry OHS management system

Release: 1

UEGNSG113B Manage a utilities industry OHS management system

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor	**1) Scope:**
	1.1) Descriptor
	The competency standard is to be applied to establish, maintain and manage systematic approaches to OHS in the utilities industry. It will be applied in a management context in terms of responsibility to ensure that the workplace is, as far as practicable, safe and without risk to employees, clients and other present visitors.

Application of the Unit

Application of the Unit	**2)**
	This competency standard shall apply to any basic and safe work site where Gas Industry operations occur. It could also apply, where applicable to other workplaces in the electricity supply industry (transmission and distribution and generation), the electrotechnology industry and the water industry, subject to all Occupational Health and Safety and duty of care requirements being met for the workplace.

Licensing/Regulatory Information

License to practice	**3)**
	The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Occupational Health and Safety, gas/electricity/water industry safety and compliance, industrial relations, environmental protection,

License to practice	**3)**

telecommunications, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain equipment.

Pre-Requisites

Prerequisite Unit(s)	**4)**
Competencies	**4.1)**

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

Nil

Literacy and numeracy skills	**4.2)**

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading   5   Writing   5   Numeracy   5

Employability Skills Information

Employability Skills	**5)**

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a competency standard unit

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

ELEMENT		PERFORMANCE CRITERIA	
1	Establish and maintain participative arrangements for the management of OHS	1.1	Purpose of the OHS management system is established after data is analysed and expected outcomes of the work are confirmed with the appropriate personnel
		1.2	Legislative requirements and established procedures on policies and specifications for the OHS management system are obtained or established with the appropriate personnel
		1.3	Work roles and tasks are allocated according to requirements and individual's competencies
		1.4	Work is prioritised and sequenced for the most efficient outcome, completed within an acceptable timeframe to a quality standard and in accordance with established procedures
		1.5	Appropriate participative processes with employees and their representatives are established and maintained in accordance with relevant industry standards consistent with enterprise procedures
		1.6	Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with procedures for issues resolution
		1.7	Information is provided to employees about the outcome of participation and consultation in a manner accessible to employees

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ELEMENT	PERFORMANCE CRITERIA
2 Establish and maintain procedures for identifying hazards, assessing and controlling risks as well as dealing with hazardous events	2.1 OHS management system(s) decisions are made on the basis of safety and effective outcomes according to requirements and established procedures
	2.2 Essential Knowledge and Associated Skills are applied to analyse specific data and compare it with compliance specifications to ensure completion of the project within an agreed timeframe according to requirements
	2.3 Work teams are arranged to ensure planned goals are met according to established procedures
	2.4 Solutions to non-routine problems are identified and actioned, using acquired Essential Knowledge and Associated Skills, according to requirements
	2.5 Quality of work is monitored against personal performance agreement and established organisational and professional standards
	2.6 Strategic plans are developed incorporating organisation initiatives as per established procedures
	2.7 Workplace procedures are developed for hazard identification, assessment and control of risks as well as dealing with hazardous events
	2.8 Identification of all hazards is addressed at the planning, design and evaluation stages of any changes in the workplace to ensure that new hazards are not created by the proposed changes
	2.9 Procedures for selection and implementation of risk control measures are developed and maintained in accordance with the hierarchy of control
	2.10 Inadequacies in existing control measures are identified in accordance with the hierarchy of control and resources enabling implementation of new measures are provided promptly

ELEMENT		PERFORMANCE CRITERIA	
3	Maintain an OHS induction and training program, maintain a systems for OHS records and evaluate the OHS system including policies, procedures and programs	3.1	Final inspections of the OHS management systems are undertaken to ensure they comply with all requirements and include all specifications and documentations needed to complete the project
		3.2	Appropriate personnel are notified of completion and reports and completion documents are finalised
		3.3	Reports and completion documents are submitted to relevant personnel for approval and where applicable, statutory or regulatory approval
		3.4	Approved copies of the OHS management systems documents are issued and records are updated in accordance with established procedures
		3.5	OHS training needs are identified and an OHS induction and training program developed to fulfil employee's OHS training needs as a part of the enterprise general training program
		3.6	Training management system(s) are maintained so that individual employee's OHS training needs are easily identified, training attendance monitored and non attendance followed up
		3.7	Monitoring systems for keeping OHS records to meet regulatory requirements are maintained according to OHS legislative arrangements including identification of patterns of occupational injury and disease within area of managerial responsibility
		3.8	OHS system including policies, procedures and programs is assessed according to organisational aims with respect to OHS
		3.9	Recommendations and improvements to the OHS system are developed, documented and implemented to ensure effectiveness according to established procedures

ELEMENT	PERFORMANCE CRITERIA	
	3.10	Compliance with OHS legislative requirements and established procedures is assessed to ensure that legal OHS standards are maintained as a minimum
	3.11	Appropriate personnel are notified on the outcomes of the evaluation(s) and recommendations and completion documents are finalised/commissioned according to established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired for managing a utilities industry OHS management system.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-G113 B   **OH&S management systems**

G 5.1.2   Apply problem solving, decision making and conflict resolution techniques

Evidence shall show an understanding and application of problem solving, decision making and conflict resolution techniques in a Gas Industry environment, indicated by the following:

- problem solving and decision making techniques
  - the decision making environment
  - group decision making
  - guidelines for making decisions
  - decision making aids and support systems
  - negotiation with internal and external stakeholders
  - the nature of negotiation

- strategy and tactics of bargaining
- pre-negotiation essentials
- communication in negotiation
- resolve conflict with internal or external stakeholders
  - dealing with negotiation breakdowns
  - social context of negotiation
  - power in negotiation
  - ethics in negotiation.

G 5.1.4   Management techniques for utilities industry supervision

Evidence shall show an understanding and application of management techniques required of Gas Industry operators in a supervisory capacity, indicated by the following:

- industrial awards and employee entitlements
  - industrial conflict
  - industrial relations issues
  - understanding industrial awards and employee entitlements
  - individual and collective bargaining and agreements
- characteristics of ethnic and cultural groups
- Applicable environmental requirements
- relevant organisational standard operating procedures, site specific safety legislation and requirements
- correct waste management procedures
- application of OHS management in relation to other organisational management systems.
- Related organisational policies and procedures such as business planning, training, purchasing.

G 6.1.4   Communication for utilities industry supervisors

Evidence shall show an understanding and utilisation of technology for communication   in a Gas Industry environment, indicated by the following:

- effective communication for Gas Industry managers and supervisors
  - motives for communication
  - communication networks: who communicates with whom
  - verbal and non-verbal communication
  - choosing the medium and the flow of a message
  - blocks to effective communication
- analyse and interpret recorded data, review and report

- use information technology for communication
  - understanding how to use information technology
  - effective use of email, internet and other communication mediums.

Evidence Guide

EVIDENCE GUIDE

9) The Evidence Guide forms an integral part of this Unit and shall be used in conjunction with all components parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment	**9.1)**

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with industry and regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to

safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit	9.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines — UEG11'. Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:

  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range

  - Apply sustainable energy principles and practices as specified in the Performance Criteria and range

  - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment

  - Demonstrate an appropriate level of employability skills

  - Conduct work observing the relevant Anti discrimination legislation, regulations, polices and workplace procedures;

- Demonstrate performance across a representative range of contexts from the prescribed items below:

Note: Competence may be demonstrated working individually or under the guidance of or as a member of a team, with specialist OHS staff, managers or consultants

Range of tools/equipment/procedures/workplace		
Group No	**The minimum number of items on which skill is to be demonstrated**	**Item List**
A	All	Communicate and consult with work groups Develop, implement and maintain the organisational OHS policies and procedures Manage a systematic approach to OHS Understand the relevance to OHS management to other organisational systems, policies and procedures Understand the impact of the characteristics and composition of the workforce on OHS systems
B	All	Understand principles and practice of OHS management including hierarchy of control measures, risk management, OHS training and incident and accident investigation Identify hazards, analyse and manage risks in the workplace and design and implement appropriate OHS management systems Analyse relevant workplace data and deliver information sessions Understand and be able to apply relevant state and territory legislation, regulations, advisory codes

		and standards
		Develop reports to manage OHS
		Identify when expert advice is needed, to obtain that advice and to act on it appropriately
		Assess resources needed to establish and maintain OHS systems including a range of control measures
C	At least one occasion	Deal with an unplanned event by drawing on essential knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

Context of and specific resources for assessment

9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.

- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this Unit.

- Appropriate environmental regulation and work practices.

- Appropriate organisational requirements.

- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency in managing a utilities industry OHS management system.

Assessment of this competency must also be undertaken in either

an actual workplace or under a simulated work environment. Assessment must also integrate the employability skills.

Method of assessment	**9.4)**

This Unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note: Competent performance with inherent safe working practices is expected in the Industry to which this Unit applies. This requires that the specified Essential Knowledge and Associated Skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the Essential Knowledge and Associated Skills described in this unit.

Concurrent assessment and relationship with other units	**9.5)**

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Units where listed.

UEGNSG115B   Manage gas system projects

UEGNSG116B   Manage gas system physical resources

UEGNSG141 A   Manage environmental performance

Range Statement

RANGE STATEMENT

10) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

This Unit shall be demonstrated in relation to managing a utilities industry OHS management system to be performed in a utilities industry work environment. The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section.

OHS legislative arrangements

Hazard (5)

Organisational procedure for managing risks including an OHS framework

Work instructions

Designated personnel for OHS

OHS issues

Contributions to OHS

Participative arrangements

Assessing/controlling risks

OHS information to co-workers including training

OHS safety records

Workplace hazard reports

OHS management system

Unit Sector(s)

Not applicable.

Competency Field

Competency Field   11)

Cross discipline.