



Australian Government

Department of Education, Employment and Workplace Relations

UEGNSG324A Follow company procedures to deal with incidents related to the abuse of drugs and alcohol

Release: 1

UEGNSG324A Follow company procedures to deal with incidents related to the abuse of drugs and alcohol

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This competency standard unit covers the following of company procedures to deal with incidents related to the abuse of drugs and alcohol on a worksite. This competency refers to: company drug and alcohol policies and procedures; OHS procedures and awareness for drug and alcohol abuse.

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 4 Writing 4 Numeracy 4

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 Prepare for the monitoring and control of drug and alcohol related incidences	1.1 Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within acceptable timeframes to a quality standard and in accordance with established procedures
	1.2 Risk control measures for identified hazards are prioritised, implemented and evaluated
	1.3 Relevant stakeholders are provided with possible solutions and options within the scope of established procedures
	1.4 Scope of responsibility in relation to monitoring and controlling drug and alcohol abuse is received and confirmed according to requirements and established procedures with the relevant persons
	1.5 Relevant responsibilities associated with first aid and other related work safety procedures at the worksite are confirmed in accordance with requirements and established procedures to ensure safety measures and followed in the instance of an incident
	1.6 Issues related to drug and alcohol abuse are referred to appropriate persons in accordance with established procedures
2 Monitor and control drug and alcohol related incidences	2.1 OHS policies and procedures and safe work practices are followed in relation to monitoring and controlling drug and alcohol abuse to eliminate or minimise incidents and hazards
	2.2 Operational knowledge as applied to potential

ELEMENT

PERFORMANCE CRITERIA

		hazards and safety risks are reported to the immediate authorised persons for directions according to established procedures
	2.3	Non-routine events in relation to monitoring and controlling drug and alcohol abuse are referred to authorised persons for directions according to established procedures
	2.4	Remedial action associated with monitoring and controlling drug and alcohol abuse are dealt with using acquired known solutions and skills related to company policies and procedures
	2.5	OHS policies and procedures and safe work practices are followed in relation to monitoring and controlling drug and alcohol abuse to eliminate or minimise incidents and hazards
3	Complete procedures for the monitoring and control of drug and alcohol incidents.	3.1 Reports on incidents of drug and alcohol abuse are completed and sent to the authorised persons as per the requirements found in 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 of safe working practices for using of equipment and tools to perform work in a work environment.

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

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- G 4.1.3 Communicate effectively in the Gas Industry at a supervisory level
Evidence shall show an understanding of communication techniques required in supervisory roles in the Gas Industry,

indicated by the following:

- communicate effectively with a variety of Gas Industry stakeholders, using strategies for dealing with difficult situations. The communication includes oral, written or electronic communications, : with various stakeholders including:
 - workplace colleagues
 - workplace managers
 - relevant customers and suppliers
 - regulatory bodies
 - property/land owners (including traditional land owners) and tenants
 - emergency response organisations

G 4.1.21 Drug and alcohol awareness and effects on the workforce
Evidence shall show an understanding of dealing with drug and alcohol abuse in a transmission construction worksite and other applicable gas industry workplaces. It includes:

- Knowledge and capability of identifying a worker who is affected by abuse of drugs or alcohol.
- Knowledge and understanding of relevant enterprise procedures for safely removing drug and alcohol affected workers from the worksite.
- Application of relevant policies and procedures

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.

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 work performance 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
 - Demonstrate an appropriate level of employability skills
 - Conduct work observing the relevant Anti discrimination legislation, regulations, policies and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below:

Range of tools/equipment/procedures/workplace
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Group No	The minimum number of items on which skill is to be demonstrated	Item List
A	All	Managing conflict in a sensitive environment. Carrying out Company Safety procedures for dealing with persons under the influence of drugs or alcohol.
B	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 maintaining pipeline easements.

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 9.5)
assessment and
relationship with
other units**

There are no recommended concurrent assessments with this unit.

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 Competency Standard Unit shall be demonstrated in relation to follow company
procedures to deal with incidents related to the abuse of drugs and alcohol.

The following constants and variables included in the element/Performance Criteria in
this unit are fully described in the Definitions Section of this volume and form an
integral part of the Range Statement of this unit:

Drug and alcohol policies and procedures

OHS policies and procedures related to alcohol abuse

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Transmission discipline