



Australian Government

Department of Education, Employment and Workplace Relations

UEGNSG326A Coordinate and monitor staff and contractors

Release: 1

UEGNSG326A Coordinate and monitor staff and contractors

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This Competency Standard Unit covers the coordination and monitoring of staff and contractors working on a transmission pipeline construction worksite. It requires the application of skills and knowledge to provide information, guidance and direction to staff and contractors in the conduct of their duties. It does not cover the high levels of technical expertise required to actually perform the services but focuses on the key knowledge and skills required to supervise, coordinate and monitor the process from a work supervision and contractor management perspective. The competency standard is applied against the procedures found under the latest version of AS 2885.1 and AS 2885.4 in a Gas Transmission Pipeline Construction context.

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, 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

Employability Skills

5)

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	Plan and prepare for supervising and monitoring staff and contractors	1.1	Work schedule(s), including drawings, plans, requirements, established procedures and material lists are detailed, analysed if necessary by site inspection and the extent of the preparation of the work determined for planning and coordination
		1.2	Contractor obligations such as relevant insurance requirements and OHS/plant requirements are identified and managed in accordance with established company procedures
		1.3	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
		1.4	Risk control measures are identified, prioritised and evaluated against the work schedule
		1.5	Relevant requirements and established procedures for the work are communicated to all persons and identified for all work sites
		1.6	OHS, environmental, cultural and sustainable energy policies and procedures are obtained and

ELEMENT	PERFORMANCE CRITERIA
	confirmed for the purposes of the work performed and communicated
	1.7 Relevant work permits are checked to ensure that work performed is done according to requirements and established procedures
	1.8 Resources including persons, equipment, tools and personal protective equipment required for the job are identified and scheduled in accordance with project management plans
	1.9 Contractual requirements, such as qualifications of personnel to perform the work, competency of the contractor, site induction and condition of equipment are confirmed
	1.10 Confirmation of adequate access for work crews to first aid personnel and amenities according to requirements
	1.11 Liaison and communication issues with authorised persons, authorities, clients and land-owners are resolved
	1.12 Persons participating in the work are fully briefed and respective responsibilities coordinated and authorised where applicable in accordance with established procedures
	1.13 Site is prepared according to work schedule and to minimise risk and damage to property, commerce and individuals in accordance with established procedures
	1.14 Road signs, barriers and warning devices are positioned in accordance with requirements
2 Monitor and supervise staff and contractors	2.1 OHS policies and procedures and safe work practices are followed by all personnel to eliminate or minimise incidents and hazards
	2.2 Lifting, climbing, excavations, trenches, or aloft, and use of power tools, techniques and practices are safely followed and currency according to requirements confirmed

ELEMENT	PERFORMANCE CRITERIA
	<p>2.3 Essential Knowledge and Associated Skills is applied to ensure completion in an agreed timeframe and to quality standards with a minimum of waste according to requirements</p> <p>2.4 Staff and contractor activity is carried out in accordance with the work schedule and to established procedures</p> <p>2.5 Hazard warnings and safety signs are recognised and hazards are assessed and OHS risks are reported according to established procedures</p> <p>2.6 Solutions to non-routine problems are identified and actioned using acquired Essential Knowledge and Associated Skills according to requirements</p> <p>2.7 Known solutions to a variety of problems are applied using acquired Essential Knowledge and Associated Skills</p> <p>2.8 First Aid and other related work procedures are performed according to requirements and established procedures.</p> <p>2.9 Ongoing checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality outcome is achieved.</p>
2 Complete monitoring and supervision records	<p>3.1 Inspection of the job is checked against works schedule to determine conformance with requirements, anomalies are reported in accordance with established procedures</p> <p>3.2 Accidents and injuries are reported and followed up in accordance with requirements and established procedures</p> <p>3.3 Waste materials are safely disposed of and the work site is rehabilitated, cleaned up and made safe in accordance with given instructions and established procedures</p> <p>3.4 Tools, equipment and any surplus resources and materials are, where appropriate, cleaned,</p>

ELEMENT	PERFORMANCE CRITERIA
	checked and returned to storage in accordance with established procedures
3.5	Relevant work permit(s) are signed off and equipment is returned to service in accordance with requirements
3.6	Data is accurately recorded and work completion records, reports, drawings, documentation and any other relevant information is finalised and processed 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 of safe working practices for using of equipment and tools to perform work in a transmission pipeline construction industry work environment.

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

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G 2.3.16 Transmission pipeline construction OHS, environmental and cultural legislative and regulatory requirements

Evidence shall show an understanding of the practical work requirements embedded in the OHS, Environmental and Cultural Legislation and Regulations.

For OHS:

- Complete Risk Assessment forms such as Work Permits and JHA's, JSA's, JSEA's, SWM's etc Hazard Identification
- Manual handling
- Basic First Aid
- MSDS

- Understanding how to apply control measures
- Emergency Response
- Signage
- Licenses and tickets
- Working at heights
- Awareness of confined spaces
- For Environmental:
- Weed mitigation
- Erosion control
- Emission laws
- Quarantine laws
- Licenses
- Permits
- For Cultural and Heritage Awareness:
- Cultural and heritage awareness tagging
- Understanding the role of the cultural monitor
- Uncovering of cultural/heritage artefacts
- Understanding heritage and cultural issues
- Understanding legislative and regulatory requirement applicable in working situations

G 2.3.18 Effective communication with third party asset owners in exposing, surveying and reinstating their assets safely

Evidence shall show an understanding of how to effectively communicate with third party asset owners about:

- exposing, surveying and re-instating their assets safely and effectively

G 2.3.21 Knowledge of ASNZ 2885 for transmission pipeline construction crews

Evidence shall show an understanding of the relevant sections of:

- ASNZ 2885 dependent on the endorsement area. eg Hydro test only needs 2885.5.

G 2.3.22 Effective communication on a gas transmission pipeline construction site (between operators and ground crew)

Evidence shall show an Knowledge of on-site pipeline construction communication strategies including:

- hand signals,
- satellite phones
- radios

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 4.1.22 Knowledge of the capability and capacity of gas industry transmission pipeline construction plant and equipment across variable terrain and environment

Evidence shall show an understanding of how plant and equipment reacts in a variety of terrain and climates including:

- dry weather versus humid weather, and in different geographical environment eg sand versus mixture of sand and rock and purely rock.
- Application of engineering requirements for use of construction plant and equipment across variable terrain and environment

G 4.1.23 Dealing with contingencies in a remote area

Evidence shall show an understanding of survival techniques in remote areas including:

- survival techniques in remote areas eg running out of fuel/communications equipment, minor maintenance requirements.
- Planning for contingencies in remote areas

G 4.1.24 Loading capacity and scheduling requirements for the delivery of plant and equipment on vehicles across state roads and tracks

Evidence shall show an understanding of loading capacity including:

- Understanding of loading capacity and scheduling requirements for the delivery of plant & equipment on vehicles across state roads and tracks.
- Planning for contingencies eg rain, floods, breakdowns etc

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		
Group No	The minimum number of items on which skill	Item List

	is to be demonstrated	
A	All	<p>Interpret technical drawings and symbols</p> <p>Emergency response procedures in place</p> <p>Schedules communicated/coordinated to persons</p> <p>Carry out job safety analysis and inductions</p> <p>Obtain work permit</p> <p>Relevant knowledge of the latest version of AS 2885.1 and AS 2885.4 Australian and New Zealand Standard</p> <p>Apply basic planning skills</p> <p>Work utilising relevant OHS and environmental legislation, regulations, codes of practice, policies and procedures</p> <p>Maintain a safe clean workplace</p> <p>Contractor management</p> <p>Communicate effectively in the workplace</p> <p>Problem solving skills</p> <p>Maintain documentation</p> <p>Planning and organising</p>
B	At least one occasion	<p>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</p>

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 supervising and monitoring contract staff.

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.

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 supervision and monitoring contract staff

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:

Access preparation

Permit to Work

Permit to Access Land

Approval for construction

Stake holder approvals

Verification and identification of third party assets

Environmental and cultural heritage controls

Maps and Drawings

Established Procedures

PPE and First Aid equipment

Resources

Records/documentation

Safe working procedures

Relevant Persons

Traffic Control

Assessing risk

Competency

RANGE STATEMENT

Interpersonal skills

Plant and Equipment used in Transmission Pipeline Construction

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Transmission discipline.