



Australian Government

UEGNSG614A Load, unload, exchange and connect LPG cylinders

Release 1

UEGNSG614A Load, unload, exchange and connect LPG cylinders

Modification History

This unit replaces UEGNSG603B Load, unload and exchanging gas cylinders

Unit Descriptor

Unit Descriptor 1) Scope:

1.1) Descriptor

This unit covers the loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) cylinders to an approved installation in accordance with relevant legislation, codes, regulations and established procedures.

This encompasses following procedures to correctly and safely carry out the work using appropriate materials, tools and equipment.

Application of the Unit

Application of the Unit 2)

This unit shall apply to work sites where the distribution of liquefied petroleum gas cylinders occurs, subject to all Workplace Health and Safety (WHS)/Occupational Health and Safety (OHS) and duty of care requirements being met for the workplace. Typically it applies to cylinder delivery drivers and service/ installation gas fitters who exchange LPG gas cylinders connected to an approved gas installation.

This unit is intended as an entry level AQF 2 competency for new entrants in the gas industry. It is suitable for employment-based programs under an approved contract

of training.

Licensing/Regulatory Information

License to practice 3)

During Training:

Competency development activities are subject to regulations directly related to licensing, occupational health and safety and where applicable contracts of training such as apprenticeships.

In the workplace:

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Workplace Health and Safety (WHS)/ Occupational Health and Safety (OHS), 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 limits the age of operating certain equipment. Other conditions may apply to this competency under State and Territory legislative and regulatory requirements.

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:

UEGNSG141A Apply Workplace Health and Safety regulations, codes and practices in the

Prerequisite Unit(s) 4)

gas industry

UEGNSG005A Prepare to work in the Australian gas industry

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	3	Writing	3	Numeracy	3
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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 to load/unload truck, , exchange and connect LPG cylinders	<p>1.1 Work instructions are received and confirmed with appropriate persons</p> <p>1.2 Relevant requirements and established procedures to be followed for the work to be performed are discussed with all persons to establish and confirm the work schedule</p> <p>1.3 WHS/OHS, environmental and sustainable energy policies and procedures to be followed for the work to be performed are received and confirmed</p> <p>1.4 Suggestions to assist with the loading, unloading and exchanging of gas cylinders are made to others involved in the work</p> <p>1.5 Hazards are identified, WHS/OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear according to established procedures</p> <p>1.6 Scope of responsibility under the relevant work permit are received and confirmed according to requirements and established procedures with relevant persons where appropriate</p>

ELEMENT**PERFORMANCE CRITERIA**

- 1.7 Resources including equipment, tools and personal protective equipment required for the job are obtained and in working order according to established procedures
- 1.8 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.
- 1.9 Client issues are referred to appropriate persons in accordance with industry standards
- 1.10 Site is prepared according to given instructions and the work schedule for a quality outcome and to minimise risk and damage to property, commerce and individuals in accordance with established procedures
- 2 Load/unload truck, exchanging and connect LPG cylinders**
- 2.1 WHS/OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards
- 2.2 Lifting, climbing, working in confined spaces and aloft, and use of power tools, techniques and practices are safely followed in accordance with given instructions and according to requirements confirmed to eliminate the prospects of incidents
- 2.3 Operational knowledge for correct positioning of the truck, loading, unloading and exchanging of gas cylinders is confirmed to ensure completion in an agreed timeframe and to quality standards with a minimum of waste according to requirements and established procedures
- 2.4 The loading, unloading, exchanging and connection of gas cylinders is carried out in accordance with given instructions and established procedures
- 2.5 Potential hazards and safety risks are reported to the immediate authorised persons for directions

ELEMENT	PERFORMANCE CRITERIA
	according to established procedures
	2.6 Non-routine events are referred to the immediate authorised persons for directions according to established procedures
	2.7 Problems associated with the loading, unloading and exchanging of gas cylinders are dealt with using acquired known solutions and skills related to routine procedures to ensure work instructions and established procedures are met
	2.8 Ongoing checks of quality of the work are undertaken in accordance with given instructions and established procedures
3 Complete work and relevant documentation	3.1 Work undertaken is checked against work schedule and anomalies reported to authorised persons in accordance with established procedures
	3.2 Accidents and incidents are actioned and reported to authorised persons in accordance with established procedures
	3.3 Work site is rehabilitated, cleaned up and made safe in accordance with given instructions and established procedures
	3.4 Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures
	3.5 Appropriate persons are notified of work completion according to established procedures
	3.6 Delivery documentation and work completion records, report forms and data sheets are completed accurately in accordance with given instructions and established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) *This describes the skills and knowledge and their level, required for this unit.*

Evidence shall show that knowledge has been acquired of safe working practices for loading, unloading and exchanging gas cylinders.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies. The extent of the required skills and knowledge is provided below. It forms an integral part of this unit.

KS01-G614A LPG cylinder transportation, handling and connection

Evidence shall show an understanding of loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) gas cylinders to an approved installation in accordance with as per relevant legislation, codes, regulations and established procedures to an extent indicated by the following aspects:

T1. Relevant Australian Standards, guidelines and codes of practice

T2. Relevant OHS policies and procedures.

- Safety signs including workplace hazards and warnings

T3. LPG cylinders

- Properties of LP Gas
- Types, construction, size, valves, labelling, Material Safety Data Sheets (MSDS)
- Transportation requirements
- Handling, loading, unloading,
- Disconnecting and connecting
- Out of gas procedures
- Leak testing

T4. Personal Protection Equipment

- Types, application, checking, maintenance and storage

T5. Hazard identification, risk assessment and control

- Work Permits, JHA's, JSA's, JSEA's, SWM's, etc.
- Use of spill kits and PPE

T6. Manual handling

- Characteristics, types, techniques

T7. Traffic control at a worksite

REQUIRED SKILLS AND KNOWLEDGE

- relevant traffic authority regulations
- signs/devices and techniques to control pedestrians and traffic
- monitoring traffic controls

T8. Accidents and emergency

- Types: fire, gas leak Procedures
- Emergency equipment and procedures
 - breathing apparatus
 - gas detectors/oxygen monitoring devices
- Reporting

T9. Organisation's policies, quality requirements, specifications, forms and reports for work activity

Evidence Guide

EVIDENCE GUIDE

8) The Evidence Guide forms an integral part of this Competency Standard 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 8.1)

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 practiced. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

**Critical aspects
of evidence
required to
demonstrate
competency in
this unit** 8.2)

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 required 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, policies and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below.
 - Loading, unloading, transporting, exchanging and connecting liquefied petroleum gas (LPG) gas cylinders to an approved installation in accordance with relevant legislation, codes, regulations and established procedures as described in 9.) Range Statement and including:

Range of tools/equipment/procedures/work place		
Group	The minimum number of items on which skill is to be demonstrated	Item List
A. Equipment/tools	All	<ul style="list-style-type: none"> • Cylinder trolley • Hoses and fittings • Hand tools Leak detection devices • Truck tail gate loader • Tray gates and ropes
B. Proce	All	<ul style="list-style-type: none"> • OHS • Cylinder transportation • Cylinder loading and

dures		unloading <ul style="list-style-type: none"> • Cylinder exchange and connecting • Hazard identification, risk assessment and control • Emergency procedures and response action • Organisations
C. Unplanned event	At least one occasion	Deal with an unplanned event by drawing on required 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 8.3)

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 Competency Standard Unit.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

These should be part of the formal learning/assessment environment.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to locating, proving and protecting utility assets.

Method of assessment**8.4)**

This Competency Standard 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 Competency Standard Unit applies. This requires that the specified required Skills and Knowledge 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 required skills and knowledge described in this unit.

Concurrent assessment and relationship with other units**8.5)**

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 Competency Standard Units where listed.

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|------------|---|
| UEGNSG132A | Carry out work basic activities in a gas industry work environment |
| UEGNSG141A | Apply Workplace Health and Safety regulations codes and practices in the gas industry |
| UEGNSG140A | Apply environmental policies and procedures in the utilities industry |
| UEGNSG134A | Establish a utilities infrastructure work site |

Range Statement

RANGE STATEMENT

9) *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 loading, unloading, transporting, exchanging and connecting LPG cylinders to an approved gas installation

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:

- Appropriate Persons
- Tools, Equipment and Materials
- Records/Documentation
- Delivery Area
- Loading and Unloading of Cylinders

Unit Sector(s)

Not applicable.

Competency Field

Competency Field 11)
LPG.