



Australian Government

Department of Education, Employment and Workplace Relations

AHCWRK311A Conduct site inspections

Release: 1

AHCWRK311A Conduct site inspections

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of undertaking a site inspection and defines the standard required to: verify details of the location, ownership, orientation and boundaries of a site; perform hazard identification and risk control procedures; observe and record site information details and features; inspect vegetation and soil types, health, condition and location; carry out a site inspection; develop and document a site inspection report and/or a base plan.
------------------------	---

Application of the Unit

Application of the unit	This unit applies to the preliminary tasks leading to the commencement of work on a site or project. It covers the process of inspecting a work site and recording the site information in document form such as Occupational Health and Safety (OHS) inspections, toolbox meeting inspections, chemical application records, landscape and site analysis plans, hazard identification and risk control assessment forms.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Collect information	1.1.Site location and relevant details are provided or acquired. 1.2.Site maps and plans are sourced where available and reviewed. 1.3.Scope of inspection is identified in line with client-stakeholder needs and local regulations. 1.4.Climate and weather conditions are ascertained from historical data. 1.5.Where required, formal approval is sought to visit site. 1.6.Covenants are identified and recorded. 1.7.Remote sensing systems are checked for status.
2. Prepare for a site visit	2.1.All requirements for inspection are identified and prepared. 2.2.Methods and forms for recording inspection are planned and available for use. 2.3.Scope of proposed work is evaluated and field notes prepared to checklist specific concerns. 2.4.Environmental conditions are evaluated in preparation for likely site conditions. 2.5.Traffic management requirements are considered where required.
3. Conduct site inspection	3.1.Site orientation is undertaken and ownership and site boundaries are verified. 3.2.Site hazards for a site inspection are identified, risk assessed and appropriate controls implemented. 3.3.Site dimensions and gradients are identified, estimated and recorded. 3.4.Soil types are identified from soil identification reference chart guidelines. 3.5.Soil samples are field tested and detailed notes recorded for analysis of potential problems. 3.6.Relevant vegetation is inspected to determine the identity, health, condition and location. 3.7.Observable signs of fauna are investigated. 3.8.Existing on-site services and adjacent site features are identified and recorded.
4. Document information	4.1.Base plan is prepared of the site. 4.2.Site inspection information is documented in an inspection/site inventory report and/or on the base

ELEMENT	PERFORMANCE CRITERIA
	plan. 4.3. Documents are completed and forwarded to client/supervisor/manager.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- identify a wide range of vegetation common to the region
- recognise plant health problems and defects
- perform hazard identification and risk control procedures
- conduct soil field tests
- estimate dimensions and gradients
- advise client-stakeholder
- use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- plan and map interpretation
- soil pH, texture, structure and type
- plant identification and plant physiology
- basic measuring and estimating methods
- current land use and environmental threats to site hazards associated with undertaking site inspections
- protocols of accessing and visiting a site
- relevant legislative and regulatory requirements including environmental protection legislation
- local government regulations relating to the proximity of trees to buildings, services and roads
- local tree protection and preservation regulations
- relevant Code of Practice.

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- verify details of the location, ownership, orientation and boundaries of a site
- perform hazard identification and risk control procedures
- observe and record site information details and features
- inspect vegetation and soil types, health, condition and location
- carry out a site inspection
- develop and document a site inspection report and/or a base plan.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Features may include:

- soils
- topography
- vegetation
- hydrology
- services above and below ground
- amenities, buildings and structures

RANGE STATEMENT	
	• access points • site modifications • fauna • location of boundaries • aspect • watercourses and paths and all vegetation forms • plants • their botanical and common names • age • health • types of defects • problems and conditions.
Site inspections may include:	• those conducted in all areas of urban and regional settings such as residential areas and public open spaces.

Unit Sector(s)

Unit sector	Work
--------------------	------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
------------------	--