



Australian Government

MARM3001A Apply knowledge of safety management system legal framework in the workplace

Release 1

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Modification History

Release 1

This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to apply an understanding of the safety management system legal framework in a maritime workplace.

It includes accessing relevant legislation and contributing to any actions to ensure compliance with and an understanding of, safety management systems is achieved by seafarers, crew and other applicable maritime personnel.

Application of the Unit

This unit applies to people who assist marine surveyors or who undertake administration duties in the maritime industry and/or marine surveying sector.

It provides an understanding of obligations on all seafarers to ensure that safety management systems for vessel and crew safety are in place and comply with maritime legislation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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

1 Identify and interpret safety management system legal framework	1.1	Current safety management system (SMS) , relevant legislation, standards , and workplace policies and procedures impacting on the maritime industry are identified and accessed
	1.2	Relationship between SMS, relevant legislation, standards, and workplace policies and procedures is accurately interpreted to assist in identifying requirements for a range of different commercial vessel operations
	1.3	SMS documentation requirements for a commercial vessel operation are identified
	1.4	Master and crew member legal obligations and duties for training employees are identified
	1.5	Consequences of non-compliance with SMS, relevant legislation, standards, and workplace policies and procedures are clarified
2 Contribute to activity that reflects safety management system legal framework	2.1	Contributions are made to monitoring compliance with SMS, relevant legislation, standards and workplace policies and procedures for size and nature of operation
	2.2	Contributions are made to ensuring all work carried out on board vessel is undertaken in a safe manner according to SMS and relevant legislation, standards, and workplace policies and procedures
	2.3	Non-compliance with SMS, relevant legislation, standards, workplace policies and procedures is identified and appropriate action is taken
	2.4	Limits of own expertise and legal responsibilities are recognised, and appropriate sources of expertise are accessed as required
3 Maintain up-to-date knowledge of safety management system legal framework and maritime industry requirements for commercial vessels	3.1	Sources to access current information covering applicable legislation and guidelines relating to SMS are utilised
	3.2	Knowledge of SMS, relevant legislation, standards, and workplace policies and procedures is regularly updated
	3.3	Relevant information on SMS and SMS requirements is provided to seafarers and crew either on board a vessel or through general enquiry services

Required Skills and Knowledge

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

Required Skills:

- Communicate effectively when contributing to formal and informal enquiries about SMS
- Prepare simple documents such as summary reports, audit reports and memos for a range of personnel including surveyors, managers, supervisors and seafarers
- Work under supervision of a marine surveyor

Required Knowledge:

- Obligations, rights and requirements of seafarers to understand and comply with relevant safety management legislation and common law as it applies to those involved in any safety training or setting up of and applying appropriate SMS
- Relevant state/territory and commonwealth work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes of practice and standards
- Research and data collection methods to obtain evidence of compliance with both SMS and WHS/OHS legislation
- WHS/OHS requirements and safe work practices

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, the required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

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

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- ensuring currency of relevant legislative and regulatory knowledge
- producing accurate and reliable information.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- industry-approved marine operations site where knowledge of SMS legal framework in the workplace can be applied
- tools, equipment and personal protective equipment currently used in industry
- relevant regulatory and equipment documentation that impacts on work activities
- range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Practical assessment must occur in an:

- appropriately simulated workplace environment and/or
- appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate applying knowledge of SMS legal framework in the workplace
- direct observation of the candidate applying relevant WHS/OHS requirements and work practices.

Guidance information for

Holistic assessment with other units relevant to the industry

assessment

sector, workplace and job role is recommended.

In all cases where practical assessment is used it should be combined with targeted questioning to assess Required Knowledge.

Assessment processes and techniques must be appropriate to the language and literacy requirements of the work being performed and the capacity of the candidate.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below.

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|---------------------------------------|--|
| Safety management system may include: | <ul style="list-style-type: none">• Documents related to safety training for crew• Emergency systems• Fire procedures• Manufacturer guidelines for equipment• Safety manuals, signs and equipment• Standing orders• Workplace safety and emergency procedures |
| Relevant legislation may include: | <ul style="list-style-type: none">• Marine Safety (Domestic Commercial Vessel) National Law• National Standard for Commercial Vessels (NSCV):<ul style="list-style-type: none">• particularly Part E as it applies in a given situation• Other legislation relevant to commercial vessels for operational systems• Relevant commonwealth and state/territory WHS/OHS Acts, regulations and codes of practice relating to:<ul style="list-style-type: none">• common law• contract law• criminal law• dangerous goods• environmental protection• equal opportunity and anti-discrimination law• industrial relations law• workers' compensation |
| Standards may include: | <ul style="list-style-type: none">• Australian Standards• Guidance notes and instructions to surveyors issued by the Australian Maritime Safety Authority (AMSA)• Industry standards and codes of practice• International standards• National standards developed by the national maritime regulator• Other regulations and standards developed by WHS/OHS regulators |
| Non-compliance may include: | <ul style="list-style-type: none">• Inadequate systems of information, instruction training or supervision• Non-compliance with NSCV Part E requirements• Plant equipment or substances not maintained or used or stored in an unsafe condition• Poor consultative practices |

- Appropriate actions may include:
- Poor design
 - Workplace hazards not identified or controlled
 - Workplace systems not in place or inadequate
 - Contributing to the identification of noncompliance with safety management requirements for size and nature of operation
 - Making recommendations about how compliance with SMS requirements could be achieved
 - Participating and assisting marine surveyors and other maritime regulatory inspectors
 - Participating in an SMS audit
 - Participating in an SMS inspection
 - Providing information on appropriate methods of implementing, monitoring and evaluating actions to ensure SMS compliance
 - Reporting breaches of compliance to responsible persons or authorities
 - Where required, making notes or drafting reports related to compliance levels with SMS requirements
- Sources may include:
- Audits
 - Australian and international standards
 - Hazard, incident and investigation reports
 - Industry bodies
 - Manufacturer manuals and specifications
 - Regulators
 - Regulatory authorities
 - SMS specialists
 - Training, information sessions and forums
 - Unions
 - Websites, journals and newsletters
 - WHS/OHS professional bodies

Unit Sector(s)

Not applicable.

Competency Field

Marine Surveying