



Australian Government

MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance

Release: 3

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Modification History

Release 2.1 Equivalent to MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance. Minor amendments to references to regulations to allow flexibility in their application.

Release 2. Equivalent to MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance. Updated to meet training package policy requirements.

Application

This unit of competency describes the skills and knowledge required to apply the requirements of work health and safety (WHS) Acts, regulations, codes of practice, and organisational WHS procedures during the supervision of aviation maintenance activities. It is to be applied in combination with other units of competency that relate to the supervision of aviation maintenance activities.

The unit applies to all aviation maintenance activities performed on aircraft and in workshops. It is used in workplaces that operate under the airworthiness regulatory systems of the Australian Defence Force (ADF) and the Civil Aviation Safety Authority (CASA).

This unit forms part of the CASA requirement for maintenance certification licences under Civil Aviation Safety Regulation (CASR) Part 66. Where a CASA licensing outcome is sought, users must refer to the licensing provisions in the MEA Aeroskills Companion Volume Implementation Guide.

Pre-requisite Unit

Nil.

Competency Field

Aviation maintenance

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Provide information to work group about WHS and

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Accurately and clearly explain to work group provisions of WHS legislation and codes of practice applicable to maintenance activity

ELEMENTS

PERFORMANCE CRITERIA

organisational WHS policies, procedures and programs	1.2	Provide information to work group members on the organisation's WHS policies, procedures, and programs in a readily accessible manner, and explain as required
	1.3	Provide information to work group members about identified hazards, risk assessment outcomes, and risk control procedures, and explain as required
2. Implement and monitor participative arrangements for managing WHS	2.1	Implement and monitor organisational procedures for consultation over WHS issues, ensuring that all members of work group have the opportunity to contribute
	2.2	Deal with and resolve WHS issues raised through consultation in a timely manner, or escalate with designated personnel as required and according to organisational issue-resolution procedures
	2.3	Communicate outcomes of consultation over WHS issues promptly to work group
3. Implement and monitor organisational procedures for identifying hazards and assessing risks	3.1	Identify existing and potential hazards in work areas
	3.2	Report identified hazards so that risk assessment and risk control procedures can be applied
4. Implement and monitor organisational procedures for dealing with risk	4.1	Implement work procedures to control risks and monitor work group member compliance with procedures according to organisational procedures
	4.2	Monitor existing risk control measures and report according to organisational procedures
	4.3	Identify inadequacies in existing risk control measures according to the hierarchy of control, and report to designated personnel
	4.4	Identify inadequacies in resource allocation required to implement risk control measures, and report to designated personnel
5. Implement organisational procedures and control measures for dealing with hazardous events	5.1	Implement organisational procedures required to deal with hazardous event to control hazard promptly
	5.2	Investigate hazardous event and identify its cause according to organisational investigation procedures

ELEMENTS

PERFORMANCE CRITERIA

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| | 5.3 Implement control measures to prevent recurrence and minimise risks of hazardous event based on the hierarchy of control and within scope of own responsibilities and competencies |
| | 5.4 Refer hazardous event to designated personnel for implementation as required |
| 6. Implement and monitor organisational procedures for providing WHS training | 6.1 Identify work group members' WHS training needs, specifying gaps between WHS competencies required and those held |
| | 6.2 Make arrangements for fulfilling identified WHS training needs in both on and off-the-job training programs in consultation with required parties |
| 7. Implement and monitor organisational procedures for maintaining WHS records | 7.1 Complete WHS records for work area according to organisational requirements and legal requirements for completing and maintaining WHS records of occupational injury and disease |
| | 7.2 Use aggregate information from work area's WHS records to identify hazards and monitor risk control procedures in work area according to organisational procedures and within scope of own responsibilities and competencies |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>

Assessment Requirements for MEA116 Apply work health and safety procedures at supervisor level in aviation maintenance

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, which must include the ability to:

- apply required work health and safety (WHS) Acts, regulations, codes of practice, and organisational procedures during the supervision of at least three different aviation maintenance activities, at least one of which is performed on an aircraft and at least one in a workshop.

During the course of supervising each of the above aviation maintenance activities, the candidate must:

- analyse the entire work environment in own area of responsibility in order to identify hazards, assess risks, and judge when intervention to control risks is necessary
- analyse relevant workplace data, including incident or environmental monitoring data, to identify hazards, assess risks, and evaluate the effectiveness of risk control measures
- assess the resources needed to apply different risk control measures and make recommendations to management on that basis
- implement procedures for consulting over workplace WHS issues
- demonstrate communication skills to accurately and clearly convey WHS regulatory and organisational information to work group members
- demonstrate writing skills to accurately and legibly complete and maintain required WHS records relating to each of the three different aviation maintenance activities above
- identify team member skill gaps revealed in the course of the activity, and arrange suitable WHS training.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- key requirements of provisions of federal and state or territory WHS Acts, legislation, regulations and codes of practice applicable to the aviation maintenance activities described in the performance evidence, including:
 - general duty of care under WHS legislation and common law

- relevant aviation safety regulations
- requirements for the maintenance and confidentiality of records of occupational injury and disease
- provisions relating to health and safety representatives and/or WHS committees
- provisions relating to WHS issue resolution
- organisational WHS policies, procedures and programs relevant to the aviation maintenance activities described in the performance evidence, including those found in:
 - safety manuals
 - aviation maintenance organisation manual
 - standing instructions
 - procedures manuals
 - work instructions
- nature and scope of WHS information to be provided to work group members, including:
 - induction of new maintenance personnel
 - nature of work, tasks and procedures
 - details to assist in work tasks
 - information required as part of providing direct supervision
 - organisational safety requirements and procedures
 - information required as part of consultation with health and safety representatives and WHS committees
- key features of the following common methods for assessing existing and potential hazards and risk of maintenance jobs and work systems:
 - workplace audits and inspections
 - housekeeping procedures
 - checking work area and/or equipment before and during work
 - reviewing WHS records, including registers of hazardous substances and dangerous goods
 - checking maintenance requirements of plant and equipment
 - providing supplies and equipment, including reviewing safety data sheets (SDS) and manufacturer or supplier information
 - identifying employee concerns
- legal responsibilities of employers, employees and other parties with legal responsibilities
- key principles and practices of effective WHS management, including:
 - the hierarchy of control
 - diverse methodology for consulting over WHS issues, including:
 - formal and informal meetings that include WHS
 - WHS committees
 - other committees, such as consultative, planning and purchasing committees
 - health and safety representatives
 - suggestions, requests, reports and concerns put forward by employees to management

- organisational WHS management systems, policies and procedures that support organisational compliance with legal requirements, including procedures for:
 - identifying hazards and assessing risk in the workplace
 - escalating issues raised through consultation that are outside the scope of own responsibilities and competencies
 - resolving WHS issues in the workplace
 - investigating and identifying the cause of workplace hazards
 - maintaining WHS records
- impact on WHS management of workforce characteristics and composition
- relevance of WHS management to other organisational systems, policies and procedures
- key characteristics of common forms of WHS records, including:
 - WHS audit and inspection reports
 - health surveillance and workplace environmental monitoring reports
 - records of instruction and training
 - manufacturer and supplier information, including SDS and dangerous goods storage lists
 - hazardous substances registers
 - maintenance and testing reports
 - workers compensation and rehabilitation records
 - first aid/medical post records.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (Australian Defence Force [ADF] and Civil Aviation Safety Authority [CASA]) and maintenance stakeholders, and must be rigorously observed.

Competency must be assessed through a combination of workplace (or a realistic simulation) and off-the-job assessment. The context of assessment must ensure that evidence relating to the contingency management component of competency can be collected. Evidence must include observation in the workplace as well as off-the-job techniques, such as interviews and simulations. Conditions for simulations must accurately simulate the range of circumstances (especially with regard to a realistic range of emergencies and hazardous events) that the individual could be expected to deal with in the workplace and allow for discussion.

The candidate must have access to:

- required WHS Acts, regulations, and codes of practice
- organisational WHS policies and procedures
- personal protective equipment required for the activities described in the performance evidence
- work areas for identifying hazards and required control measures.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards. The assessor must also have recognised expertise in managing WHS in an aviation maintenance environment or work in an assessment team with such a person.

Where the unit is to be used for CASA licensing purposes the assessor must also meet the criteria specified in the CASR Part 147 Manual of Standards.

Links

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