



Australian Government

MSMOPS363 Organise on-site work

Release: 1

MSMOPS363 Organise on-site work

Modification History

Release 1. Supersedes and is equivalent to MSAPMOPS363A Organise on site work

Application

This unit of competency covers the skills and knowledge required to organise and prepare for on-site work in a field situation, such as a remote mine site or large industrial complex where extensive permit or clearance systems exist.

The operator will be required to plan the work, ensure permits and other arrangements are in place to allow the on-site work to proceed safely, and set-up the tools, equipment and materials at the site.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Operations

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

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

1	Plan the work	1.1	Review the requirements of the work
		1.2	Arrange all necessary permits and permissions for site inspections and work
		1.3	Examine the site where the work will take place
		1.4	Identify plant and equipment isolations

		1.5	Identify hazards and risk controls
		1.6	Plan to minimise downtime, economically use materials and meet quality specifications
		1.7	Plan work, including sequences, times, process stages, engineering controls and personal protective equipment (PPE) requirements
		1.8	Prepare all necessary documentation and finalise the permissions and approvals for conducting the work
2	Prepare equipment, tools and materials	2.1	Identify equipment, tools and materials required
		2.2	Arrange for supply of all tools, equipment and materials
		2.3	Arrange for transport to site of all equipment, tools and materials
3	Set up work location	3.1	Assemble and check materials and tools for suitability for purpose
		3.2	Establish required communication with site personnel
		3.3	Establish a safe work area
		3.4	Establish isolations and tag/lock out as required
		3.5	Check tools, equipment and materials against site situation and conditions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance.

Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work permits
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Work requirements

Work requirements are determined from one or more of the following:

- work orders
- specifications
- job descriptions
- designs
- other documents

On-site work

On-site work is done in situ, not in a factory or workshop, and includes one or more of the following:

- conveyor belt splicing and repairs
- rubber lagging of conveyor drums
- rubber lining of tanks

- polymer piping systems installation or repairs
- polymer constructions (e.g. fume cupboards or signs)
- refractory lining
- concrete casting

Isolations

Isolations include one or more of the following:

- power supply
- tag locations
- process materials
- energy sources and
- equipment isolation system

Safe work area

Safe work area includes areas for one or more of the following:

- scaffolding
- lifting gear
- lay down area
- work area
- other equipment in appropriate locations

Tools and equipment

Tools and equipment include one or more of the following:

- manual handling aids
- hand winches
- portable power generators and vulcanising equipment
- knives and other cutting instruments
- portable hoists/lifting equipment not requiring any special permits or licences
- spanners, wrenches and hammers
- power operated hand tools, such as drills, cutting disks and sanders
- specialised tools for the job
- relevant PPE

Hazards

Hazards include one or more of the following:

- manual handling hazards
- hand tools and handheld power tools (e.g. knife, cutting and grinding disk hazards)
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity

- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- equipment failures
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- working at heights, in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- fire and explosion
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- extreme weather
- other hazards that might arise

Non-routine problems

Routine problems must be resolved by applying known solutions.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of:

- lack of accessibility
- equipment isolations
- logistics of materials and equipment to work site
- variations in materials and/or contamination of materials

Operational knowledge includes one or more of:

- procedures
- training
- technical information such as journals, engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMOPS363 Organise on-site work

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and must include the ability to:

- identify job requirements and site conditions and plan the work
- sequence and schedule work tasks and stages to maximise efficiency and meet quality specifications
- select and arrange all equipment and materials for the site and set up tools, equipment and materials on site
- identify hazards and apply relevant hazard controls
- read and interpret work specifications, work orders, job sheets and material labels
- communicate effectively with team/work group and other personnel at the site
- apply operational knowledge to non-routine problems.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including:
 - work permit systems
 - safety, emergency and hazard control
 - relevant organisation standard operating procedures (SOPs)
- hazards that may arise in the job/work environment, including:
 - their possible causes
 - potential consequences
 - appropriate risk controls
- hierarchy of controls
- work flow sequences and materials demand
- factors and potential effects of variations in raw materials and equipment operation in relation to quality of product
- planning process, including breaking the work down into steps and stages
- products, materials and material characteristics.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
 - The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
 - may use industry-based simulation for all or part of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - pilot plant operation
 - demonstration of skills
 - industry based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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