



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFPH012A Manage environmental health operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to manage environmental health operations within the Australian Defence Force (ADF).

Application of the Unit

Application of the Unit

The application of this unit in the workplace includes managing multiple environmental health teams in their delivery of environmental health support to a land-based formation. This involves liaising closely with team leaders in their implementation of an environmental health support plan and evaluating the effectiveness of measures in preventing non-battle injuries and illness to a dependent organisation participating in ***ADF activities***.

This unit of competency is applicable to preventive medicine supervisors. This function is limited to the performance of tasks in accordance with ***organisational policies and procedures***.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Pre-requisite Unit/s Nil

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. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Issue tasking for environmental health teams

- 1.1 Environmental health support plan is reviewed, interpreted and where necessary, clarified with **relevant personnel** to fully ascertain the support required to be delivered
- 1.2 Recommendations regarding the scope and type of support considering the current environment and availability of **environmental health assets** are made to relevant personnel
- 1.3 **Tasking** schedule is determined considering the best use of environmental health assets, time and the availability of **dependent organisations**
- 1.4 Key performance indicators are determined through consultation with relevant personnel and team leaders to provide a measure of performance achievement
- 1.5 Resources are allocated within tasking schedule to ensure teams are equipped to achieve objectives
- 1.6 Workplace safety is considered within tasking schedule to ensure tasks may be completed free from preventable injury or illness
- 1.7 Tasking is issued to team leaders in accordance with organisational policy and procedure

ELEMENT**PERFORMANCE CRITERIA****2. Supervise environmental health team operations**

- 2.1 Liaison with dependent organisations is performed to set expectations about the service being provided and to establish a common understanding of the team performance and interaction
- 2.2 **Factors affecting the delivery of environmental health support** are identified through consultation with team leaders and organisations receiving support
- 2.3 **Measures to improve the delivery** of environmental health support are identified and implemented across all teams to improve workflow across the formation
- 2.4 **Technical guidance** is provided to team leaders to ensure correct performance of environmental health measures
- 2.5 Under or over utilisation of environmental health assets is identified to allow adjustment to tasking schedule to ensure efficient use of all resources
- 2.6 **Work records** are maintained to allow reference and tracking of workflow to dependent organisations
- 2.7 **Reports and returns** are compiled and submitted in accordance with organisational policy and procedure
- 2.8 Technical advice relating to environmental health is communicated to relevant personnel

ELEMENT**PERFORMANCE CRITERIA****3. Monitor effectiveness of environmental health support**

- 3.1 Ongoing liaison is performed with team leaders and dependent organisations to gauge the acceptance, reception and benefits of environmental health support
- 3.2 ***Information sources on environmental health performance*** are reviewed to monitor the effectiveness of environmental health support being delivered to the formation
- 3.3 ***Changes in the environment*** are monitored to continually adapt tasking schedule to the current situation
- 3.4 Adjustment to team composition, tasking schedule and asset allocation are made as required based on the assessment of environmental health support effectiveness

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- be a positive influence on colleagues
- communicate appropriately about, consult on and impart knowledge of:
- application of the permethrin/DEET repellent system
- causes of disease transmission
- causes of manpower wastage
- control measures of disease transmission
- food storage and distribution standards
- risk management principles
- water quality assurance measures
- establish and maintain administrative systems
- manage workplace issues and problems
- mentor team leaders to achieve team tasking and objectives
- monitor and introduce practices to improve work performance
- prioritise tasking
- use feedback to achieve positive outcomes
- use coaching and mentoring skills to provide support to colleagues
- use planning and organising skills to meet work priorities
- use written and oral information about workplace requirements

Required Knowledge

- administrative systems
- application of the permethrin/DEET repellent system
- best use of available resources
- causes of manpower wastage
- documentation processes relevant to own workplace
- food storage and distribution standards including the Hazard Analysis and Critical Control Point (HACCP) approach to food control
- health surveillance system
- legal rights and responsibilities
- methods of establishing field hygiene and waste facilities
- organisational policies and procedures
- planning and control systems
- principles and techniques associated with:
- establishing key performance indicators
- influencing others
- leading people

REQUIRED SKILLS AND KNOWLEDGE

- making decisions
- preparing tasking schedules and plans
- process of disease including the causes of disease transmission
- risk management principles
- role and capabilities of other health care providers including environmental health team
- team leadership management principles
- time management strategies to set priorities
- water quality assurance measures

Evidence Guide

EVIDENCE GUIDE

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

Assessment must confirm the ability to:

- **determine a tasking schedule which is achievable and makes best use of available resources**
- **coordinate tasking of at least two teams, of no less than three personnel in each team, to achieve desired outcomes.**
- Consistency in performance

Competency should be demonstrated on a minimum of two occasions.

EVIDENCE GUIDE

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in an actual workplace situation or in a simulated situation or scenario.

Specific resources for assessment

Access is required to:

- **appropriate equipment and stores**
- **dependent personnel (team leaders and team members)**
- **range of operational situations based on recent and historical experience, to tailor tasking**
- **relevant organisational policies and procedures.**

Range Statement

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 in the Performance Criteria is detailed below.

ADF activities may include	ADF exercise in Australia or overseas ADF operational deployment Civil aid to the community task In a field or urban setting Training activities
Organisational policies and procedures may include	Clinical standards (state/territory and national) Codes of ethics Codes of practice Environmental health policy Health and hygiene guidelines Health surveillance policy documents Industry professional body standards Industry standards (state/territory and national) Organisational health policy directives Pesticides manual Relevant Commonwealth Acts Relevant Australian Standards Workplace safety guidelines
Relevant personnel may include	Activity commander Area commander Coordinating personnel Environmental health officer Organisational commander Senior health officer Team leader
Environmental health assets may include	Environmental health platoon Environmental health team

RANGE STATEMENT**Tasking may include**

Health assessment teams

Vector control team

Applying the permethrin protection system

Assisting in the ongoing health threat assessment and health surveillance

Collecting water samples for laboratory analysis

Contributing to epidemiologic quick assessment of disease

Contributing to organisational compliance with occupational health and safety and industrial hygiene policy/procedure

Coordinating field waste management

Implementing strategies to control the transmission of disease

Inspecting and monitoring water distribution for safe water handling practices

Monitoring food hygiene and preventing the transmission of disease via ingested sources

Operating pesticide dispersal equipment

Performing a water quality survey of an established water distribution point

Performing chlorine dosing of water at the point of supply

Dependent organisation may include

Brigade sized group

Deployed ADF team

Own organic organisation

Task force

Factors affecting the delivery of environmental health support may include

Availability of resources

Customer acceptance

Information

Operational issues

Terrain

Weather

Workload

RANGE STATEMENT**Measures to improved the delivery may include**

Building internal capability
 Closer liaison and consultation
 Education
 Flexible scheduling of tasking
 Pre-positioning assets
 Preventative maintenance programs
 Process mapping and control
 Re-allocating resources

Technical guidance may include

Providing guidance on the technicalities of:

- disease vector control
- epidemiology
- field sanitation
- food sanitation
- occupational hygiene
- waste management
- water purification

Work records may include

Daily occurrence register
 Incident reports
 Resource usage register
 Service feedback record
 Tasking log

Reports and returns may include

Maintenance demand
 Post activity report
 Stores request
 Tasks completed
 Tasks pending
 Usage register

Information sources on environmental health performance may include

Attendance records for medical treatment
 Epidemiologic quick assessment report
 Service feedback record
 Team leader reports and returns
 Vector surveillance report

RANGE STATEMENT**Changes in the environment may include**

Working day lost reports

Change in the enemy situation:

- communicable disease in enemy forces
- enemy public health capabilities
- enemy sanitation levels
- immunisation status
- level of field sanitation training
- nuclear biological and chemical capabilities

Change in the friendly situation:

- operational situation
- potable water quality/quantity
- preventive medicine resources equipment
- status of preventive medicine - individual and unit supplies
- types of rations used
- unit preventive medicine readiness

Change in the characteristics of dependent organisation:

- acclimatisation
- clothing and equipment
- fatigue/resistance to disease
- immunisation status
- numbers
- organisational structure
- presence of disease
- status of nutrition

Change in the characteristics of the operating area:

- climate and weather
- flora and fauna
- local population
- terrain

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil