



Australian Government

RIIBEF402D Supervise on-site operations

Release: 3

RIIBEF402D Supervise on-site operations

Modification History

Release	Comment
1	This unit replaces RIIBEF402A Supervise on-site operations
2	Corrected numbering in Performance Criteria.
3	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to supervise on-site operations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Elements and Performance Criteria

1 Manage on-site safety	1.1 Access, interpret and apply site documentation and ensure the work activity is compliant 1.2 Relay safety rules and regulations, legislation and specific site instructions to personnel 1.3 Conduct equipment safety audits as required 1.4 Identify and document in writing hazards 1.5 Determine a range of preventative measures for potential hazards 1.6 Communicate procedures for the use and wear of personal protective equipment and installed safety equipment to personnel 1.7 Provide clear and concise instructions to others in emergency drills and their application
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	1.8 Establish methods for contacting all necessary medical services 1.9 Provide safety and/or equipment safety induction to new personnel and visitors 1.10 Complete work health and safety records
2 Communicate regularly with client, personnel, and other relevant parties	2.1 Brief personnel and other relevant parties regularly on up to date scope of activities 2.2 Maintain a good working relationship with landholder/client 2.3 Honour confidentiality clauses in contract 2.4 Communicate verbally and in writing progress, problems encountered/anticipated and results regularly to landholder/client/supervisor 2.5 Maintain regular communication by radio/telephone or other means to report progress and/or request information or assistance
3 Diagnose and solve routine and non-routine problems	3.1 Confirm, by investigation, the existence and immediate effects/potential effects of the problem 3.2 Identify a clear and accurate definition of the problem 3.3 Identify, through analysis of information, the preferred options and formulate action plans 3.4 Obtain additional equipment, contractors and/or advice as needed 3.5 Outline contingency plans 3.6 Organise alternative duties for personnel if problems cause hold-ups in production 3.7 Implement the preferred option
4 Control work program to ensure objectives are met	4.1 Monitor work progress regularly and take corrective action 4.2 Ensure availability of materials for schedules and tasks 4.3 Allocate specific tasks to make effective use of personnel 4.4 Prepare alternative plans if required 4.5 Implement alternative plans to meet work program objectives
5 Coordinate work of personnel	5.1 Make all personnel aware of their roles and responsibilities in the work plan 5.2 Set operational targets in consultation with personnel, and check at regular intervals 5.3 Provide assistance when requested, to meet operational targets 5.4 Acquire resources required to support changing work

	requirements 5.5 Allocate workloads and required resources in accordance with modified work plans 5.6 Communicate agreed time lines for tasks to personnel
6 Maintain operating records	6.1 Determine range of records, reports and their required frequency 6.2 Keep daily written running records to facilitate reporting 6.3 Complete written logs/records and/or shift reports 6.4 Note variations to contract requirements on log and discuss with originator and management 6.5 Complete required written reports and submit/distribute 6.6 Take and record in writing accurate measurements

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIBEF402A Supervise on-site operations

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIBEF402D Supervise on-site operations

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- works effectively with others to supervise on-site operations that meet all of the required outcomes including:
 - applying a range of communication techniques to clearly and concisely train and instruct others
 - applying a range of communication techniques to communicate/consult clearly and concisely all technical information, rules, procedures and regulations to others
- demonstrates completion of supervising on-site operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - identifying hazards on site and determining a range of preventative measures
 - inducting new personnel and visitors about on-site and equipment safety procedures
 - identifying and defining potential problems and impact through investigating and analysis of available information
 - outlining contingency plans and implementing appropriate action to resolve the problem
 - reviewing the outcome of work and refining decisions for future activity
 - allocating tasks to others and ensuring compliance to policies and meeting targets

- managing people and process effectively including conflict resolution and negotiation with others
- maintaining written records and logs

Knowledge Evidence

The candidate must demonstrate knowledge when supervising on-site operations through:

- operational and maintenance procedures
- fault finding and troubleshooting techniques
- working in teams
- communication systems, processes and procedures (e.g. two way radio)
- graphical representation (e.g. maps, diagrams, and their uses for interpretation and prediction)
- maintaining required documentation (e.g. requisition forms, daily log reports)

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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