



Australian Government

RIIRIS403E Manage and coordinate spill response

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to manage and coordinate spill response in the resources and infrastructure industries.

It applies to those working in supervisory roles. They are generally responsible for the output of others, contribute to the development of technical solutions to non-routine problems and apply management plans to the workplace.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare for management and coordination of spills	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to manage and coordinate spill response 1.3 Access, interpret and apply spill response policy and procedure documentation 1.4 Provide verbal and written communication of the organisations environmental policies, spill response procedure and programs to others 1.5 Regularly provide clear information, instruction and management of potential spills 1.6 Establish and maintain training programs for spill identification and actions to be taken 1.7 Maintain access and currency of Safety Data Sheets used to identify required action to manage spill 1.8 Plan for the resources required to manage work area spills

ELEMENT	PERFORMANCE CRITERIA
	1.9 Review spill management incidents occurrences and plan for improvements 1.10 Complete risk assessments for potential hazards and releases on site
2. Plan for potential spills and harm to the environment	2.1 Assess site operations and activity to determine potential spills 2.2 Determine potential volume and size of spill according to workplace procedures 2.3 Determine potential risk to the people and environment according to workplace procedures 2.4 Plan for action to be taken and the direction to be provided to others to carry out activity in the event of a spill
3. Apply and monitor the procedures for spill response	3.1 Determine, apply and monitor appropriate method of controlling the spill and the resources required 3.2 Communicate the requirements to secure the spill area according to workplace procedures 3.3 Communicate the details and impact of the spill to others who may be affected according to workplace procedures 3.4 Stop or minimise the flow or escape of material from primary source 3.5 Stop or minimise the movement of contaminants according to workplace procedures 3.6 Minimise mixing of contaminants with other reactive sources 3.7 Soak up, dilute or neutralise contaminants according to workplace procedures 3.8 Minimise generation of excess contaminated soil or water 3.9 Manage hazardous wastes according to workplace procedures
4. Coordinate with External Agencies	4.1 Establish communications with external authorising agencies 4.2 Communicate all details of the spill to relevant personnel 4.3 Comply with requirements external authorisation agencies and communicate with others where applicable to carry out instructions 4.4 Liaise with external authorising agencies according to workplace procedures 4.5 Distribute information/requirements and instructions from external agencies to personnel
5. Apply and monitor the procedures for maintaining records	5.1 Ensure accurate written completion and maintenance of spill response records 5.2 Analyse resource use and authorise replenishment according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	Articulates requirements and responsibilities clearly and distinctively, using industry standard technical language intended for audience and environment
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIRIS403D Manage and coordinate spill response.

Links

Companion Volume implementation guides is found on VETNet -

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

Assessment Requirements for RIIRIS403E Manage and coordinate spill response

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage and coordinate spill response on at least two occasions, including:
 - assessing the storage of chemicals on site and establishing activity to remedy storage issues
 - determining possible causes for spills and their impact on people, operations and environment
 - establishing communication with external agency throughout the spill by providing them with the details of the spill size, type, location, activity and impact on people, operations and environment
 - applying and monitoring spill response activities that minimise impact on people, operations and environment
 - reviewing historical spill response activities and plan for improvements
 - communicating the spill and likely impact to others
 - coordinating and communicating spill clean-up procedure and activity to others
 - liaising with external agencies
 - preparing written report of spill response activities and resources used.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for managing and coordinating spill response
- work effectively with others to manage and coordinate spill response in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to manage and coordinate spill response
- key policies, procedures and documentation required to manage and coordinate spill response
- key principles and techniques for:
 - research, analyse and apply environmental operational information
 - controlling risks and potential spills
 - identifying spill type and effects to work area and others
 - chemical storage and their handling processes
 - protocols expected for working with external agencies
 - interpreting and communicating work instructions and processes
 - using effective communication skills, including questioning and active listening skills with supervisors and other employees
 - teamwork to coordinate, involve and engage others in spill response
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to managing and coordinating spill response
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 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.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

******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 a minimum number of site assessments as determined by the relevant industry sector, across various locations.

******* While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

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