



Australian Government

RIIWHS405D Maintain standard procedures and safe working practices

Release: 4

RIIWHS405D Maintain standard procedures and safe working practices

Modification History

Release	Comment
1	The unit replaces RIIOHS404A Implement and monitor health and hygiene management systems.
2	Editorial corrections.
3	Amended Application field.
4	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 maintain standard procedures and safe working practices in Drilling.

This unit is appropriate for those working in supervisory roles where risk needs to be managed.

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.

Note: The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Unit Sector

Drilling

Elements and Performance Criteria

1 Conduct daily rig maintenance and safety	1.1 Access, interpret and apply standard procedures and safe working practices documentation and ensure the work activity is
--	--

inspection	compliant 1.2 Undertake rig safety checks before tour and discuss equipment problems with previous tour driller 1.3 Spot check maintenance procedures against plans, identify and rectify anomalies and maintain written records 1.4 Conduct pre-tour work health and safety meetings with team members
2 Comply with Government Regulations and Company Policies	2.1 Communicate clearly and concisely regulations and procedures for controlling work and hazards to team members both on the rig floor and in camp accommodation areas 2.2 Allocate employees' job responsibilities in accordance with regulations/company policies and within the bounds of their competence 2.3 Maintains and demonstrates the standard for complying with regulation and policies 2.4 Ensure team work rules are agreed, applied and modelled by all crew members 2.5 Ensure regulations are obeyed by crew in line with statutory compliance 2.6 Constantly assess rig operators against regulations and policies

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

RIIOHS405A Maintain standard procedures and safe working practices

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 RIIWHS405D Maintain standard procedures and safe working practices

Modification History

Release	Comment
1	The unit replaces RIIOHS404A Implement and monitor health and hygiene management systems.
2	Editorial corrections.
3	Amended Application field.
4	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.

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
- demonstrates completion of maintaining standard procedures and safe working practices that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - conducting rig inspections and safety check in accordance with regulations
 - identifying equipment problems with the previous tour driller
 - identifying issues with process or equipment, explores options, selects best options, implements option and reviews outcomes
 - assesses team capabilities and required competencies to allocate job responsibilities
 - communicating clearly and succinctly all work requirements
 - clarifying instructions and correcting work practice
 - coaching and developing others to support their compliance with procedure and regulation
 - acting decisively to remedy problems
 - managing teams to negotiate and resolve conflict
 - maintaining correct written operating records

- preparing written reports of activity and assessments of operator performance in complying or not complying with policy and procedure

Knowledge Evidence

The candidate must demonstrate knowledge of maintain standard procedures and safe working practices through:

- relevant company policies and procedures
- relevant client policies and procedures
- work health and safety compliance
- safety procedures and reporting
- conflict resolution
- negotiation skills
- problem solving techniques

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 is best assessed in the context of this sector's work environment;
- where personal safety or environmental damage are limiting factors, assessment may occur in a simulated 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; 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

Links

Companion Volume implementation guides are found in VETNet -

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