



Australian Government

Department of Education, Employment and Workplace Relations

RIIBEF301A Run on-site operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers running on-site operations in the resources and infrastructure industries. It includes ensuring the occupational health and safety requirements are adhered to, communicating with key people, diagnosing and solving routine problems, monitoring the work program, coordinating work of the team and maintaining operating records. 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.

Application of the Unit

This unit is appropriate for those working in an operational role at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Ensure the occupational health and safety requirements are adhered to by all on site	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Relay safety rules and regulations, legislation and specific site instructions to crew, and monitor compliance 1.3. Conduct camp, site and equipment safety audits as required 1.4. Identify hazards on worksite 1.5. Determine a range of preventative measures for potential work hazards on site (e.g. Job Safety Analysis) 1.6. Communicate procedures for the use of personal protective clothing and installed safety equipment clearly to the crew 1.7. Provide clear instructions to all crew in emergency drills and their application 1.8. Establish methods for contacting all necessary medical services 1.9. Provide safety rig induction training as required to new personnel and visitors to the worksite (including supervising geologists/engineers) 1.10. Complete accurate occupational health and safety records for the work area
2. Communicate regularly with client, crew, and other relevant parties	2.1. Brief crew and other relevant parties regularly of 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 regular progress and problems encountered/anticipated to client/drill supervisor, as required 2.5. Maintain regular communication by radio/telephone to report progress and/or request information or assistance 2.6. Follow standard work procedures and communicate these requirements to crew members
3. Diagnose and solve routine problems	3.1. Confirm the existence and immediate effects/potential effects of the problem by

	investigation 3.2. Identify a clear and accurate definition of the problem 3.3. Identify the preferred option after an analysis of available information 3.4. Gain approval to proceed with the preferred option from the appropriate party, if necessary 3.5. Seek additional equipment and/or help/advice if problem is too complex
4. Monitor work program	4.1. Monitor work progress regularly and note deviation from program 4.2. Check availability of consumable items and equipment is consistent with work schedules, the requirements of the task and delivery times for replacement items 4.3. Implement alternative plans if required 4.4. Allocate specific tasks to make effective use of crew 4.5. Report issues beyond scope of authority and then carry out directed actions 4.6. Maintain cost effective operations by minimising damage to equipment and excessive use of consumable items
5. Coordinate work of the team	5.1. Make all members of the team aware of their roles and responsibilities in the work plan 5.2. Set and check at regular intervals operational targets consultation with the crew 5.3. Provide assistance when requested, to meet operational targets 5.4. Acquire resources required to support changing work requirements 5.5. Allot work loads and required resources in accordance with modified work plans 5.6. Communicate to them agreed time lines for tasks
6. Maintain operating records	6.1. Determine range of operating records and reports and required frequency 6.2. Keep daily running records to facilitate the completion of necessary documentation 6.3. Complete logs, records and shift reports

	with numbers, quantities, dates and succinct descriptions 6.4. Note variations to contract requirements on log and discuss with originator and management if possible 6.5. Complete required written reports and submit 6.6. Take accurate measurements of length of drill string components and record
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to run on-site operations:

- apply legislative, organisation and site requirements and procedures for running on-site operations
- reading and writing
- communication to train and instruct, receive and pass on information
- diagnostic assessment
- hazard identification and risk assessment
- record keeping and logging

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to run on-site operations:

- operational and maintenance procedures
- environmental aspects
- fault finding and troubleshooting techniques
- team work
- time management
- communication systems, processes and procedures (e.g. 2-way radio)
- graphical representation (e.g. maps, diagrams, and their uses for interpretation and prediction)
- required documentation (e.g. requisition forms, daily log reports)

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for running on-site operations • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of on-site operations • working with others to undertake and complete the running of on-site operations that meets all of the required outcomes • consistent timely completion of on-site operations that safely, effectively and efficiently meets the required outcomes
Context of and specific resources for assessment	• This unit must be assessed in the context of the 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 workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate

	cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: • working with others to undertake and complete on-site operations
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • company's standard operating procedures • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Safety rules, regulations and legislation may include:	• tag out procedures • observance of safety signs • drugs and alcohol • use of personal protective equipment • personal hygiene and sanitation • environmental • heritage • anti-discrimination
Work hazards may include:	• accidents • working in the dark/at night • fatigue • drug or alcohol abuse • fire • emergencies such as chemical spills • confined spaces, hot work areas • environmental factors, heat/cold, flood, storm, lightning, contaminated sites, sunburn • flammable gases/liquids, explosives • noise, dust, slips, trips and falls • plant hazards such as rotating hazards and circulation hazards • in-hole fluids, gases and contaminants • hazards associated with aircraft, over water drilling, winching, crane use and forklifts
Problems may include:	• safety issues • environmental factors

	• transport difficulties • equipment failure • formation problems • loss of sample/sampling difficulties • lost circulation • pressure formations • differential pressure sticking • hole deviation • loss of sample integrity • encountering unexpected contaminants, or contaminants in higher than expected concentrations • old mine workings • fishing • loss of penetration • sudden loss of pump pressure • teams varying in size, and composition depending on their purpose, functions and geographic locations
Operating records may include:	• daily drill operations reports • petty cash records • records of other purchases, i.e. accounts/credit cards • time sheets • plant and vehicle logs • maintenance records • visitor induction records
Reports may include:	• drill operations reports • bore logs • bore completion reports • site inspection reports • plant inspection reports • injury and accident reports • site sketches and bore location reports • monitoring bore construction details • incident reports

Unit Sector(s)

Business Effectiveness

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.