



Australian Government

Department of Education, Employment and Workplace Relations

RIIBEF402A Supervise on-site operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the supervision of on-site operations in the resources and infrastructure industries. It includes managing on-site safety, communicating regularly with others, diagnosing and solving routine and non-routine problems, controlling work programs to ensure objectives are met, 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 a supervisory role or as a technical specialist, 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. Manage on-site safety	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 team 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 1.6. Communicate procedures for the use of personal protective equipment and installed safety equipment clearly to the team 1.7. Provide clear instructions to all team in emergency drills and their application 1.8. Establish methods for contacting all necessary medical services 1.9. Provide site safety and/or equipment safety induction training as required to new personnel and visitors to the worksite 1.10. Complete occupational health and safety records for work area accurately in accordance with workplace/company requirements
2. Communicate regularly with client, team, and other relevant parties	2.1. Brief team 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 progress, problems encountered/anticipated and results regularly to client/supervisor as required 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 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 and formulate action plans 3.4. Obtain additional equipment, contractors and/or advice as needed 3.5. Outline any contingency plans 3.6. Organise alternative duties for teams 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 if necessary 4.2. Ensure availability of materials is consistent with work schedules and appropriate to the requirements of the task 4.3. Allocate specific tasks to make effective use of team 4.4. Prepare alternative plans if required 4.5. Implement alternative plans as required to meet work program objectives
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 operational targets in consultation with team, 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. Allot work loads and required resources in accordance with modified work plans 5.6. Communicate agreed time lines for tasks to team
6. Maintain operating records	6.1. Determine range of records, reports and their 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/distribute 6.6. Take accurate measurements as required and record as required
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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 supervise on-site operations:

- apply legislative, organisation and site requirements and procedures for supervision of on-site operations
- reading and writing ability
- communication ability to train and instruct, receive and pass on information
- hazard identification and risk assessment skills
- delegation and people management skills
- problem solving skills
- record keeping and logging skills
- counselling

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 supervise on-site operations:

- operational and maintenance procedures
- fault finding and troubleshooting techniques
- team work
- communication systems, processes and procedures (e.g. two 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 supervision of on-site operations • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of supervision of on-site operations • working with others to plan, prepare and conduct on-site operations • evidence of the consistent successful supervision of on-site operations
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 applications 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 the supervision of on-site operations • provision of clear and timely instruction and supervision by the individual of those involved in the conduct of the 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 • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Hazards may include:	• accidents • fire • emergencies such as chemical spills • confined spaces, hot work areas • environmental factors (e.g. 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
Downhole problems (drilling) that may be encountered may include:	• 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
Action plans to solve problems are prepared according to:	• objectives • resource requirements • coordination and feedback requirements • safety requirements and risk assessment priority requirements • company operating procedures
Records may include:	• daily operations reports • petty cash records • records of other purchases, i.e. accounts/credit cards • time sheets • plant and vehicle logs • maintenance records
Reports may include:	• operations reports • evaluation of sites • evaluation of equipment • injury and accident reports

Unit Sector(s)

Business Effectiveness

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.