



Australian Government

Department of Education, Employment and Workplace Relations

RIIOGD505A Manage drilling induction and orientation

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the management of drilling induction and orientation in the drilling industry. It includes planning and preparing to manage drilling induction and orientation, examining general safety practices, communicating first aid/emergency response arrangements, and examining general safety practices.

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 management or supervisory role at worksites within:

- Drilling

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. Plan and prepare to manage drilling induction and orientation	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Obtain, confirm and apply work instructions for the allocated task 1.3. Identify, manage and report all potential hazards 1.4. Resolve coordination requirements with others at the site prior to commencing and during work activities
2. Examine general safety practices	2.1. Obtain and review policies/procedures in relation to alcohol, drugs and firearms/weapons and communicate to all parties 2.2. Develop chain of command and communication strategies and communicate to all parties 2.3. Put hazard identification, reporting and recording mechanisms in place and communicate requirements to all parties 2.4. Assess personal protective equipment and procedures and put procedures in place to communicate and monitor adherence to legislative/company requirements 2.5. Identify hazardous materials handling and transport arrangements and establish and communicate procedures to manage and prevent uncontrolled/unauthorised release 2.6. Put hazardous energy control and fire safety procedures in place and communicate responsibilities to all parties 2.7. Identify mechanical equipment and manual handling hazard control measures and establish and communicate procedures to avoid non-conformance 2.8. Discuss rig working and living conditions including work rosters and camp rules
3. Communicate first aid/emergency response arrangements	3.1. Identify first aid requirements and discuss with all parties 3.2. Identify and highlight dangers associated with the use of first aid applications 3.3. Identify blood borne pathogens and

	precautions to identify contamination and convey to all parties 3.4. Identify different types of alarms, their uses and authorisations and communicate to all parties
4. Examine general safety practices	4.1. Obtain and review policies/procedures in relation to alcohol, drugs and firearms/weapons and communicate to all parties 4.2. Develop chain of command and communication strategies and communicate to all parties 4.3. Put hazard identification, reporting and recording mechanisms in place and communicate requirements to all parties 4.4. Assess personal protective equipment and procedures and put procedures in place to communicate and monitor adherence to legislative/company requirements 4.5. Identify hazardous materials handling and transport arrangements and establish and communicate procedures to manage and prevent uncontrolled/unauthorised release 4.6. Put hazardous energy control and fire safety procedures in place and communicate responsibilities to all parties 4.7. Identify mechanical equipment and manual handling hazard control measures and establish and communicate procedures to avoid non-conformance 4.8. Discuss rig working and living conditions including work rosters and camp rules

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 manage drilling induction and orientation:

- apply legislative, organisation and site requirements and procedures for managing drilling induction and orientation
- verbal and written communication
- accurate reporting
- safely operate drilling rig (e.g. stand in for driller)
- show leadership in critical situations

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 manage drilling induction and orientation:

- all operational procedures (safe practice)
- award entitlements (e.g. overtime)
- safe working practice
- human management skills
- company reporting procedures
- general mechanical/electrical operating functions
- down-hole problems and solutions
- drills (e.g. fire, BOP, gas detection)

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 managing drilling induction and orientation • implementation of requirements, procedures and techniques for the safe, effective and efficient management of drilling induction and orientation • working with others to plan, prepare and manage drilling induction and orientation • evidence of the consistent successful management of drilling induction and orientation
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 to 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 requirement, 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 management of drilling induction and orientation • provision of clear and timely instruction and supervision by the individual of those involved in the management of drilling induction and orientation
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.

Relevant compliance documentation may include:

- legislative, organisational and site requirements and procedures
- manufacturer's guidelines and specifications
- Australian standards
- code of practice
- Employment and workplace relations legislation
- Equal Employment Opportunity and Disability Discrimination legislation
- Petroleum Submerged Lands Act (PSLA)
- duty of care

Work instructions may come from briefings, handovers, plans and work orders and may be written or verbal, formal or informal and may include:

- names of inductees
- level of induction (e.g. experienced or green hands)
- presentation aids:
 - signs
 - schematics
 - videos etc
- safety briefing/induction
- pre-tour safety meeting
- weekly safety meetings
- where to go in an emergency - muster points
- acceptable smoking area
- out of bounds areas (e.g. SCR shack)
- safe practice
- 12 hour shifts
- 14 day/21 day roster
- individual operation
- team operation
- use of personal protective equipment
- consideration of H2S and other toxic substances
- continuous communication maintained
- reacting to on-site emergencies

Hazards may include:	• working in proximity to drilling rig • working in different conditions including: • night time operations • day time operations • hot climates • cold climates • wet weather conditions • high wind
Coordination requirements may include:	• other equipment operators • maintenance personnel • supervisors • site personnel
Communicate may be via:	• 2-way radio • hand signals • telephone • public address system • written work instructions • internet and intranet
Communication may be between:	• crew • service companies • operator's representative
Reporting mechanisms may include:	• location arrival procedures • work permits • trip (vehicle) report

Unit Sector(s)

Drilling (Oil and Gas)

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.