



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RIIOHS405A Maintain standard procedures and safe working practices**

**Release: 1**

## RIIOHS405A Maintain standard procedures and safe working practices

### Modification History

Not applicable.

### Unit Descriptor

This unit covers the maintaining of standard procedures and safe working practices in the on shore and off shore oil and gas drilling industry. It includes: conducting daily rig maintenance and safety inspections, and complying with Government Regulations and Company Policies.

### Application of the Unit

This unit is appropriate for those working in a supervisory role or as a technical specialist, 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

|                                                                   |                                                                                                                                                                                                                                                                                                                  |
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| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 1. Conduct daily rig maintenance and safety inspection     | <ul style="list-style-type: none"><li>1.1. Access, interpret and apply <b>compliance documentation</b> relevant to maintaining of standard procedures and safe working practices</li><li>1.2. Undertake rig safety checks before tour and discuss equipment problems with previous tour driller</li><li>1.3. Spot check maintenance procedures against plans, identify and rectify anomalies and maintain records</li><li>1.4. Conduct pre-tour occupational health and safety meetings with team members</li></ul>                                                                                                |
| 2. Comply with Government Regulations and Company Policies | <ul style="list-style-type: none"><li>2.1. Communicate regulations and procedures for controlling work and hazards to team members both on the rig floor and in camp accommodation areas</li><li>2.2. Allocate employees' job responsibilities in accordance with regulations/company policies and within the bounds of their competence</li><li>2.3. Ensure team work rules are understood, applied and modelled by all crew members</li><li>2.4. Ensure regulations are obeyed by crew in line with statutory compliance</li><li>2.5. Constantly assess rig operators against regulations and policies</li></ul> |

## 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 in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to maintain standard procedures and safe working practices:

- apply legislative, organisation and site requirements and procedures
- conduct rig inspections in accordance with statutory/company regulations
- allocate job responsibilities
- manage teams
- negotiate and resolve conflict
- apply policies and procedures
- communicate effectively to crews/teams
- maintain compliance
- maintain operating records
- solve problems

### Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to maintain standard procedures and safe working practices:

- government regulations
- company policies and procedures
- client policies and procedures
- occupational health and safety compliance
- rig safety procedures and reporting
- conflict resolution
- negotiation skills
- problem solving techniques

## 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.

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| <b>Overview of assessment</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b> | <p>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:</p> <ul style="list-style-type: none"> <li>• knowledge of the requirements, procedures and instructions for the maintenance of standard procedures and safe working practices</li> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient maintenance of standard procedures and safe working practices</li> <li>• working with others to ensure that standard procedures and safe working practices are applied</li> <li>• provision of clear and timely instruction and supervision by the individual of those involved in applying standard procedures and safe working practices</li> <li>• evidence of the consistent successful maintenance of standard procedures and safe working practices</li> </ul> |
| <b>Context of and specific resources for assessment</b>                                             | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Customisation of assessment and delivery</li> </ul>                                                                                                                                                                                                                                                                                                                         |

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|                                            | <p>environment to sensitively accommodate cultural diversity.</p> <ul style="list-style-type: none"> <li>• Aboriginal people and other people from a non English speaking background may have second language issues.</li> <li>• Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular work sites may differ due to the site circumstances.</li> <li>• Where applicable, physical resources should include equipment modified for people with disabilities.</li> <li>• Access must be provided to appropriate learning and/or assessment support when required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Method of assessment</b>                | <p>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:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment of the candidate's required knowledge</li> <li>• observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> <li>• implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes</li> <li>• consistently achieving the required outcomes</li> </ul> </li> <li>• first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> <li>• working with others to ensure standard procedures and safe working practices are applied</li> <li>• provision of clear and timely instruction and supervision by the individual of those involved in applying standard procedures and safe working practices</li> </ul> </li> </ul> |
| <b>Guidance information for assessment</b> | <p>Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## 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.

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Relevant compliance documentation</b><br>may include: | <ul style="list-style-type: none"> <li>• legislative, organisation and site requirements and procedures</li> <li>• manufacturer's guidelines and specifications</li> <li>• Australian standards</li> <li>• code of practice</li> <li>• Employment and workplace relations legislation</li> <li>• Equal Employment Opportunity and Disability Discrimination legislation</li> </ul> |
| <b>Records</b> to be maintained include:                 | <ul style="list-style-type: none"> <li>• reports to rig manager</li> <li>• short notes</li> <li>• maintenance sheets</li> <li>• safety checks</li> <li>• inventories</li> <li>• spare parts order lists</li> <li>• employee evaluation forms</li> </ul>                                                                                                                            |
| <b>Communication</b> occurs between:                     | <ul style="list-style-type: none"> <li>• crew</li> <li>• operations representative</li> <li>• rig manager/superintendent</li> <li>• previous tour driller</li> </ul>                                                                                                                                                                                                               |
| <b>Communication</b> channels include:                   | <ul style="list-style-type: none"> <li>• two-way radio</li> <li>• hand signals</li> <li>• telephone</li> <li>• public address system</li> <li>• written work instructions</li> <li>• intranet or internet based</li> </ul>                                                                                                                                                         |
| <b>Regulations</b> may include:                          | <ul style="list-style-type: none"> <li>• Petroleum Acts relating to submerged lands</li> <li>• AETC (PSLA) Petroleum Submerged Lands Act (offshore)</li> <li>• occupational health and safety</li> <li>• environmental</li> </ul>                                                                                                                                                  |

## **Unit Sector(s)**

Occupational Health and Safety

## **Competency field**

Refer to Unit Sector(s).

## **Co-requisite units**

Not applicable.