



Australian Government

Department of Education, Employment and Workplace Relations

RTC3805A Coordinate work site activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of coordinating work site activities for small-scale projects. Responsibility may be for the basic direction and coordination of small groups working on a site remote from the main enterprise, small projects or parts of projects, or small areas within the enterprise. The coordination of work site activities is likely to be under limited supervision with checking only related to overall progress. Work site coordination requires the application of extensive agricultural, horticultural and/or conservation and land management knowledge, and a broad range of relevant skills. The work is usually done within routines, methods and procedures where some discretion and judgement is required in the selection of equipment, work organisation, services, actions, and achieving outcomes within time constraints.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Prepare for work site activities	1.1 Requirements of the work are clarified with supervisor of the project. 1.2 Personnel, equipment and material resource requirements are identified according to the scope of the project and supervisors instructions. 1.3 The order of activities and time allocation is identified, documented and presented to the supervisor for verification. 1.4 The environmental implications of the proposed work site activities are identified and the likely outcomes assessed and reported to the supervisor. 1.5 OHS hazards are identified, risks assessed and reported to the supervisor. 1.6 Personal protective equipment (PPE) is selected, used, maintained and stored according to the type of work site activities to be undertaken.
2 Organise resources	2.1 Materials are purchased and equipment/machinery is hired as authorised by the supervisor and according to enterprise guidelines. 2.2 External agency permits are gained in the correct order as necessary. 2.3 Neighbours and affected parties are notified of works to be undertaken as necessary. 2.4 Delivery of materials and equipment/machinery to site is organised according to documented order of activities. 2.5 Personnel are organised to be on site when they are required.

- 3 Coordinate and report on activities
 - 3.1 All resources are coordinated and timed to suit the scope of the project and order of activities.
 - 3.2 Personnel are directed in activities for each period of work.
 - 3.3 Personnel, activities, timelines and resource usage are monitored and **documented** according to enterprise guidelines.
 - 3.4 **Contingency situations** are recognised and reported to the supervisor, and corrective actions taken according to enterprise guidelines.
 - 3.5 A simple **project report** is written to inform management of work site activities undertaken and completed.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in **coordinating work site activities** construction works requires evidence that a person can prepare and plan for activities, organise all resources required, and monitor and report on activities undertaken. The skills and knowledge required to **coordinate work site activities** must be **transferable** to a different work environment. For example, this could include different projects, workplaces and labour force situations.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

Environmental awareness associated with undertaking project works to ensure the impact on the environment is minimal.

Work schedule programming.

Hiring and subcontracting of labour.

Possible causes of disruption to work activities and their effect on quality and time schedules.

Responsibilities and requirements for obtaining external agency permits as necessary.

The range, use and availability of materials, equipment and machinery that may be required for the project.

OHS issues, legislative requirements and Codes of Practice.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

Read and interpret documentation associated with work site activities.

Calculate material and resource requirements.

Coordinate a team to achieve optimum performance.

Communicate with personnel at all levels.

Document results clearly and concisely.

Perform an OHS risk assessment.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (2) be applied? | Ideas and information may need to be communicated with the supervisor as work site activities progress. |
| 2. How can information be collected, analysed and organised (2)? | Information on personnel and resource requirements may need to be collected, analysed and organised according to the scope of the project to be coordinated. |
| 3. How are activities planned and organised (2)? | Activities may need to be planned and organised to ensure that the needs of management are met and that the site activities are completed on time. |
| 4. How can team work (2) be applied? | Team work may be applied to ensure that all site works are completed successfully. |
| 5. How can the use of mathematical ideas and techniques (2) be applied? | Mathematical ideas and techniques may be applied when organising time frames for each activity in the project. |
| 6. How can problem-solving skills (2) be applied? | Site contingencies, personnel difficulties, timeline failures, and assessing hazards and identifying controls may require problem-solving skills. |
| 7. How can the use of technology (2) be applied? | Technology may be used to communicate and record progress of work site activities. |

Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.

Range Statement

Range of Variables

The Range of Variables explains the range of contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment may depend on the work contexts

What might be included in **work site activities**?

Work site activities may be part of small or short-term projects or be part of larger projects.

What material, equipment/ machinery and personnel **resource requirements** are likely to be identified?

Materials may include goods that will be consumed by the project such as fertilisers, plants, stakes and mulch in a planting program. Equipment and machinery may include hand tools, tractors, vehicles, watering equipment and personal protective equipment. Personnel may include those obtained from within an enterprise, staff "borrowed" from another enterprise, hired from a contracting firm, or hired for the project from outside the industry.

What might be the **environmental implications** of proposed work site activities?

Environmental implications may include threats to flora and fauna; risk of contamination of soils, water or adjoining property through fertilisers and chemicals flowing into drains and water sources. Land used for a planting program for example may include chemical residues in the soil, spray drift, contaminated run-off water, run off from over-watering, diseased plant material, waste plant material, and physical damage such as soil compaction from machinery.

Where new sites are established the interruption of native corridors and degradation of the ecosystem edge may compromise existing native ecosystems.

If the project involves construction activities, this may impact on the environment due to excess noise, dust or water.

Compliance with local, State/Territory, and Commonwealth environmental legislation may be required if removing trees for example.

Legislation may address management

	requirements for water, natural heritage, vegetation clearance and waste.
What OHS hazards may apply to work site activities?	Hazards may include disturbance of services, solar radiation, dust, noise, through traffic, uneven surfaces and holes, moving machinery and machinery parts, powered equipment and hand tools, confined spaces, hazards from use of hired equipment (untrained staff), and overhead hazards including powerlines.
What PPE is likely to be selected?	PPE will be determined by the type of activity being undertaken and may include work boots, gloves, overalls, sun hat and sunscreen lotion, safety harness, hard hat, hearing or eye protection, respirator or face mask.
Where might the materials be available from?	Materials to be consumed by the activity may be available through the enterprise as a stockpile or stored goods, or it may be purchased for the job. Materials are often available through supply companies. The enterprise may have purchasing policies and procedures and existing accounts with some suppliers.
Where might equipment/machinery be sourced?	Equipment and machinery to be used for the activity may be available through the enterprise, or hired or "borrowed" for the job. There are many commercial places that hire machinery on a daily charge out rate, or some enterprises may lend specialist equipment or machinery as part of a reciprocating arrangement.
What type of activities may require external agency permits ?	Some typical activities that may need a permit include: pruning or removal of large trees, connecting to water systems, application and disposal of chemicals and polluted waters, operating specialised machinery (e.g., chainsaws, skid steer loaders, forklifts), working outside normal hours, setting up traffic and pedestrian barriers and digging near services (phone, gas, power, water, sewerage and drains).
What situations may require neighbours and	Neighbours may need to be notified if the

affected parties to be **notified**?

activities involve high levels of noise, dust or chemical use. Often the local council requires notices to be sent out in advance of such work.

Why would activities etc be **documented**?

Documentation of work site activity may allow you to determine if the work is on track, provide progress reports to supervisors, and plan for delivery and storage of materials and hiring of equipment to minimise costs and time wasting for the enterprise.

What might be considered **contingency situations**?

Contingency situations may include the delay in delivery and/or breakdowns with equipment and machinery, poor weather conditions, poor quality materials and unforeseen soil problems. A coordinator of work site activities may need to be prepared for such situations and provide other work on the project until the problem is fixed, provide other work away from the site, or delay the project if possible.

What might be included in a simple **project report**?

A project report may include the project name, authors name and date, project description, progress of activities, major issues, OHS issues, expenditure and any future activities that may need to be planned.

For more information on contexts, environment and variables for training and assessment, refer to the Sector Booklet.

Unit Sector(s)

Not applicable.