



**Australian Government**

# **UEGNSG023 Manage a utilities industry health, safety and environmental (HSE) management system**

**Release: 1**

# **UEGNSG023 Manage a utilities industry health, safety and environmental (HSE) management system**

## **Modification History**

**Release 1.** This is the first release of this unit of competency in the UEG Gas Industry Training Package.

## **Application**

This unit involves the skills and knowledge required to manage a utilities industry health, safety and environmental (HSE) management system.

It includes determining and maintaining participative arrangements, risk management and hazardous events of a HSE management system. It also includes maintaining induction and HSE training programs, HSE record management and evaluating system and programs.

The unit is to be applied to establish, maintain and manage systematic approaches to HSE management in the utilities industry. It will be applied in a management context in terms of responsibility to ensure that the workplace is, as far as practicable, safe and without risk to employees, clients and other present visitors.

This unit applies to any safe worksite where gas industry operations occur. It could also apply to other workplaces in the electricity supply industry (transmission and distribution and generation), the electrotechnology industry and the water industry, subject to all HSE and duty of care requirements being met for the workplace.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Not applicable

## **Competency Field**

Gas Cross Discipline

## **Unit Sector**

Gas Industry

## **Elements and Performance Criteria**

### **ELEMENTS**

### **PERFORMANCE CRITERIA**

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1 Plan/prepare for implementation of HSE management system**

- 1.1** HSE management system purpose is reviewed after workplace data is analysed and expected outcomes of work are confirmed with the appropriate personnel
- 1.2** HSE legislative requirements and workplace procedures on policies and specifications for the HSE management system are obtained and reviewed with appropriate personnel
- 1.3** Work roles and tasks are allocated in accordance with requirements and worker skills and knowledge
- 1.4** Work is prioritised and sequenced for the most efficient outcome, completed within an acceptable timeframe to a quality standard and in accordance with workplace procedures
- 1.5** Appropriate participative processes with employees and their representatives are established and maintained in accordance with relevant industry standards consistent with workplace procedures
- 1.6** Issues raised through participation and consultation are dealt with and resolved promptly and effectively in accordance with workplace procedures
- 1.7** Information is provided to employees about the outcome of participation and consultation in a manner accessible to employees

**2 Implement HSE management system**

- 2.1** HSE management system decisions are made on the basis of safety and effective outcomes in accordance with job requirements and workplace procedures
- 2.2** Specific data is analysed and compared with compliance specifications to ensure completion of the project within an agreed timeframe in accordance with job requirements
- 2.3** Work teams are arranged to ensure planned goals are met in accordance with workplace procedures
- 2.4** Unplanned situations are responded to in accordance with workplace procedures in a manner that minimises risk to personnel and equipment

- 2.5 Quality of work is monitored in accordance with performance agreement, workplace procedures and relevant industry standards
  - 2.6 Strategic plans are reviewed and strategies confirmed to incorporate organisation of HSE initiatives in accordance with workplace procedures
  - 2.7 Workplace procedures are developed for workplace hazard identification, hazardous events, risk assessment and implementation of control measures
  - 2.8 Identification of hazards is identified and risk assessed at the project planning, design and evaluation stages of any changes in the workplace to ensure that hazards are not created by the proposed changes
  - 2.9 Procedures for selection and implementation of risk control measures are developed and maintained in accordance with risk management codes of practice and using the hierarchy of risk control
  - 2.10 Existing control measures are identified and reviewed in accordance with the hierarchy of risk control and resources to enable implementation of new measures are provided promptly
- 3 Evaluate, review and improve HSE management system.**
- 3.1 Inspections of HSE management system are undertaken to ensure compliance with HSE legislated requirements and include all specifications and documentations needed to complete the program
  - 3.2 Relevant personnel are notified of program completion and reports and completion documents are finalised
  - 3.3 Reports and completion documents are submitted to relevant personnel for approval and, as required, statutory or regulatory approval
  - 3.4 Approved copies of the HSE management systems documents are issued and records are updated in accordance with workplace procedures
  - 3.5 HSE training needs are identified, and an induction and training program developed to fulfil employee's HSE training needs as a part of the workplace general training program
  - 3.6 Training management system is maintained so that

individual employee's HSE training needs are identified, training attendance monitored and non-attendance followed up

- 3.7** Monitoring systems for keeping HSE records to meet regulatory requirements are maintained in accordance with HSE legislative arrangements
- 3.8** HSE system workplace policies, procedures and programs are assessed in accordance with organisational strategies and HSE obligations
- 3.9** Recommendations and improvements to the HSE system are developed, documented and implemented to ensure effectiveness in accordance with workplace procedures
- 3.10** Compliance with HSE legislative requirements and established procedures is assessed to ensure that legal HSE standards are maintained as a minimum
- 3.11** Appropriate personnel are notified on the outcomes of the evaluation and recommendations and completion documents are finalised/commissioned in accordance with workplace procedures

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEG Gas Industry Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is not equivalent to UEGNSG113 Manage a utilities industry WHS management system and UEGNSG120 Manage gas system environmental compliance.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6a6c032e-ffcb-4f3d-8063-415efbd261e8>

# Assessment Requirements for UEGNSG023 Manage a utilities industry health, safety and environmental (HSE) management system

## Modification History

**Release 1.** This is the first release of this unit of competency in the UEG Gas Industry Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- analysing relevant workplace data and supporting the delivery of relevant information sessions
- analysing workforce characteristics and composition on the health, safety and environmental (HSE) management system
- applying principles and practices of HSE risk management, including hierarchy of risk control measures, risk management, HSE training and incident and accident investigation
- applying problem-solving, decision-making and conflict resolution techniques
- applying relevant state and territory legislation, regulations, codes of practice and relevant industry standards
- applying relevant HSE requirements, including:
  - applying workplace procedures and practices
  - using risk control measures
- assessing resources needed to maintain HSE systems, including a range of control measures and existing hazard register
- communicating and consulting with work groups
- dealing effectively with unplanned events in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- determining the need for expert advice, when it is needed, obtaining relevant advice and acting on it appropriately
- determining the relevance between HSE management system to other organisational systems, policies and workplace procedures
- developing relevant reports to manage HSE management system
- developing, implementing and maintaining organisational HSE policies and workplace procedures
- identifying hazards, analysing and managing risks in the workplace and designing and implement appropriate HSE risk management systems
- managing a systematic approach to HSE.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of HSE management system in relation to organisational management systems
- effective communication for techniques gas industry managers and supervisors, including:
  - verbal and non-verbal communication
  - choosing the medium and the flow of a message
  - blocks to effective communication
  - analysing and interpreting recorded data, reviewing and reporting requirements
  - information technology for communication
- industrial awards and employee entitlements
- problem-solving, decision-making and conflict resolution techniques
- relevant industry standard operating procedures (SOPs), site-specific safety legislation and requirements, and workplace policies and procedures
- relevant job safety analysis (JSA) or risk mitigation processes, including risk management techniques for gas utilities industry
- relevant HSE requirements, including:
  - legislated work health and safety (WHS)/occupational health and safety (OHS) requirements
  - legislated industry/technical specific requirements
  - workplace safety procedures
  - legislated environmental management requirements
- relevant HSE management system
- relevant workplace documentation.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

## Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6a6c032e-ffcb-4f3d-8063-415efbd261e8>