



Australian Government

UEGNSG036 Supervise and monitor contract work

Release: 1

UEGNSG036 Supervise and monitor contract work

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 supervise and monitor contractors.

It includes providing information, guidance and direction to contractors to conduct their duties.

This unit does not include the technical expertise required to perform the services but focuses on supervising and monitoring the process from a contractor management perspective.

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

Elements describe the essential outcomes.

1 Prepare to supervise and monitor contract staff

PERFORMANCE CRITERIA

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

- | | |
|------------|---|
| 1.1 | Workplace safety, environmental and sustainable energy practices for the site are identified, obtained and understood |
| 1.2 | Job requirements are obtained and interpreted from plans, specifications and instructions |

- 1.3 Relevant job requirements and workplace procedures for work activities are discussed with relevant person/s, including third parties, to determine and confirm work schedule and respective responsibilities
 - 1.4 Hazards are identified, workplace safety and environmental risks are assessed, and control measures are prioritised, implemented and monitored in accordance with workplace procedures
 - 1.5 Scope of responsibility under the relevant job requirements, including all work permits and/or relevant notifications, is determined and confirmed to access the services and perform work in accordance with job requirements and workplace procedures
 - 1.6 Equipment, tools and personal protective equipment (PPE) needed to carry out work activities are identified, obtained and checked for correct operation and safety in accordance with workplace procedures and manufacturer instructions
 - 1.7 Relevant work permit/s are obtained to access and perform the work in accordance with regulatory and job requirements and workplace procedures
 - 1.8 Contractual requirements of person/s performing the work, including relevant qualifications, competency, currency, licenses, site induction and condition of equipment, are confirmed in accordance with workplace procedures
 - 1.9 Person/s participating in the work, including contract staff, are briefed and responsibilities coordinated and authorised in accordance with workplace procedures
 - 1.10 Materials, plans, diagrams, drawings and resources required for work are confirmed and obtained in accordance with workplace procedures
- 2 Monitor and supervise contractor activities**
 - 2.1 Workplace safety risk control measures and policies and procedures are followed in accordance with workplace procedures
 - 2.2 Hazardous activities are conducted safely in accordance with regulatory requirements and workplace procedures
 - 2.3 Contractor activities are monitored and supervised to ensure job completion in agreed timeframes and to

industry standards with a minimum of waste in accordance with job requirements and workplace procedures

- 2.4 Contractor activities are supervised in accordance with the work schedule and workplace procedures
- 2.5 Alarms, codes and hazard warnings are correctly recognised, and the correct response strategy is selected and applied in accordance with workplace procedures
- 2.6 Unplanned events and non-routine problems are identified and actioned in accordance with workplace procedures
- 2.7 Problem-solving and troubleshooting techniques are applied to problems encountered when monitoring and supervising contractor activities
- 2.8 Quality and safety checks of the contractor work are undertaken in accordance with job and regulatory requirements and workplace procedures

3 Complete monitoring and supervision records

- 3.1 Workplace safety risk control measures for work completion are followed
- 3.2 Inspection of the contract job is checked against work schedule for conformance with job requirements and anomalies reported in accordance with workplace procedures
- 3.3 Worksite is cleaned, reinstated and made safe in accordance with workplace procedures
- 3.4 Tools, equipment and any surplus resources/materials are cleaned, checked and securely stored in accordance with workplace procedures
- 3.5 Incidents are reported and followed up as required in accordance with workplace procedures
- 3.6 Relevant person/s is notified of work completion in accordance with workplace procedures
- 3.7 Work completion documentation is completed accurately and provided to relevant person/s 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 equivalent to UEGNSG310 Supervise and monitor contract work and supersedes UEGNSG210 -Supervise and monitor contract staff for work on distribution pipelines.

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 UEGNSG036 Supervise and monitor contract work

Modification History

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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:

- applying decision-making and conflict resolution techniques, including applying problem-solving and troubleshooting techniques
- applying planning and organisational skills, including
 - checking work against work schedule/plan
 - working to timeframes
- applying relevant industry standards, guidelines, codes of practice, legislation and regulations
- applying relevant workplace safety requirements, including:
 - implementing emergency response procedures
 - identifying and reporting hazards
 - implementing risk control measures
 - maintaining a safe clean workplace
 - selecting correct personal protective equipment (PPE)
- applying sustainable energy and environmental principles and practices
- communicating work schedules and job requirements, including communicating with relevant stakeholders, resolving communication issues and conducting briefings
- coordinating person/s and contractors
- dealing with unplanned events/situations in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- following traffic management plans
- following workplace procedures
- inspecting the contract work upon completion
- interpreting technical drawings, plans, job requirements and material lists
- maintaining relevant documentation, including completing, monitoring and supervision records
- minimising waste
- obtaining and complying with relevant work permits
- supervising and monitoring contract staff, including monitoring and supervising contractor activities, conducting quality and safety checks, and confirming contractual requirements of

contract staff.

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:

- communication techniques required in supervisory roles
- contractual requirements of contract staff
- gas industry drawings, plans and material lists
- gas industry products, processes and characteristics
- operation of relevant industry plant, equipment and materials
- oral and written communication techniques
- planning and organising techniques and relevant timeframes
- preparation of an excavation site
- problem-solving techniques, including decision-making and conflict resolution techniques
- quality and safety checks
- relevant stakeholders, including:
 - authorised persons, authorities, clients, landowners and tenants
 - emergency response organisations
 - regulatory bodies
 - relevant customers and suppliers
 - contract staff
 - workplace colleagues and managers
- relevant workplace safety requirements, including:
 - legislated work health and safety (WHS)/occupational health and safety (OHS) requirements
 - legislated industry/technical specific requirements
 - workplace safety procedures
- relevant gas industry documents
- relevant industry standards, guidelines, codes of practice and regulations
- relevant manufacturer specifications
- relevant workplace documentation, forms and reports
- relevant workplace policies and procedures
- requirements for reinstating and rehabilitating a worksite
- site inspections
- techniques to locate utilities and services, including site preparation.

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 PPE currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

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