



Australian Government

UEGNSG113 Manage a utilities industry WHS management system

Release: 1

UEGNSG113 Manage a utilities industry WHS 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 work health and safety (WHS)/occupational health and safety (OHS) management system.

It includes determining and maintaining participative arrangements, risk management and hazardous events WHS/OHS management system. It also includes maintaining induction and WHS/OHS training programs, WHS/OHS record management and evaluating system and programs.

The unit is to be applied to establish, maintain and manage systematic approaches to WHS/OHS 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 shall apply to any safe work site 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 WHS/OHS 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

Cross Discipline Units

Unit Sector

Gas Industry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Review and improve participative arrangements for the management of WHS/OHS

2 Determine and maintain risk management and hazardous events workplace procedures

PERFORMANCE CRITERIA

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

- 1.1** WHS/OHS management system purpose is reviewed after workplace data is analysed and expected outcomes of work are confirmed with the appropriate personnel
- 1.2** WHS/OHS legislative requirements and workplace procedures on policies and specifications for the WHS/OHS management system are obtained and reviewed with the 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 for issues resolution
- 1.7** Information is provided to employees about the outcome of participation and consultation in a manner accessible to employees
- 2.1** WHS/OHS 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 and workplace procedures and relevant industry standards
 - 2.6 Strategic plans are reviewed and confirm strategies incorporate organisation WHS/OHS 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 risk management code 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 **Maintain an WHS/OHS induction and training program, maintain a system for WHS/OHS records and evaluate the WHS/OHS system including policies, procedures and programs**
 - 3.1 Inspections of WHS/OHS management system are undertaken to ensure compliance with WHS/OHS 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 WHS/OHS management systems documents are issued and records are updated in accordance with workplace procedures
- 3.5** WHS/OHS training needs are identified and an induction and training program developed to fulfil employee's WHS/OHS training needs as a part of the workplace general training program
- 3.6** Training management system(s) are maintained so that individual employee's WHS/OHS training needs are identified, training attendance monitored and non-attendance followed up
- 3.7** Monitoring systems for keeping WHS/OHS records to meet regulatory requirements are maintained in accordance with WHS/OHS legislative arrangements
- 3.8** WHS/OHS system workplace policies, procedures and programs are assessed in accordance with organisational strategies and WHS/OHS obligations
- 3.9** Recommendations and improvements to the WHS/OHS system are developed, documented and implemented to ensure effectiveness in accordance with workplace procedures
- 3.10** Compliance with WHS/OHS legislative requirements and established procedures is assessed to ensure that legal WHS/OHS standards are maintained as a minimum
- 3.11** Appropriate personnel are notified on the outcomes of the evaluation(s) 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 equivalent to UEGNSG113B Manage a utilities industry OHS management system.

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 UEGNSG113 Manage a utilities industry WHS management system

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:

- analysing relevant workplace data and supporting the delivery of relevant information sessions
- analysing workforce characteristics and composition on the work health and safety (WHS)/occupational health and safety (OHS) system
- applying principles and practices of WHS/OHS risk management, including hierarchy of risk control measures, risk management, WHS/OHS 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 WHS/OHS requirements, including:
 - applying workplace procedures and practices
 - using risk control measures
- assessing resources needed to maintain WHS/OHS 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 WHS/OHS management system to other organisational systems, policies and workplace procedures
- developing relevant reports to manage WHS/OHS management system
- developing, implementing and maintaining organisational WHS/OHS policies and workplace procedures
- identifying hazards, analysing and managing risks in the workplace and designing and implement appropriate WHS/OHS risk management systems
- managing a systematic approach to WHS/OHS.

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 WHS/OHS 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, site-specific safety legislation and requirements, and workplace policies and procedures
- relevant job safety assessments or risk mitigation processes, including risk management techniques for gas utilities industry
- relevant WHS/OHS and environmental legislated requirements
- relevant WHS/OHS 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.

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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.

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