



Australian Government

UEGNSG310 Supervise and monitor contract work

Release: 1

UEGNSG310 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 Transmission

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 | Work schedule/s, drawings, plans, job requirements and material lists are obtained and analysed and site inspection conducted, as necessary, to determine the preparation work required for planning and coordination |
| 1.2 | Work is prioritised and sequenced for completion within acceptable timeframes following consultation with |

relevant person/s in accordance with workplace procedures

- 1.3** Hazards and work health and safety (WHS)/occupational health and safety (OHS) risks are assessed and control measures implemented and monitored in accordance with workplace procedures
- 1.4** Job requirements and workplace procedures for the work are obtained for work sites and communicated to relevant person/s, including contract staff
- 1.5** WHS/OHS, environmental and sustainable energy policies and procedures are obtained for the work being performed and communicated to relevant person/s including contract staff
- 1.6** Relevant work permit/s are obtained to access and perform the work in accordance with regulatory and job requirements and workplace procedures
- 1.7** Person/s, equipment, tools and personal protective equipment (PPE) required for the job are identified, scheduled, obtained and checked for correct operation and safety in accordance with 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** First aid officer at the work site is confirmed in accordance with job requirements and workplace procedures
- 1.10** Communication issues with relevant stakeholders are resolved and work coordinated in accordance with work schedule and workplace procedures
- 1.11** Person/s participating in the work, including contract staff, are briefed and responsibilities coordinated and authorised in accordance with workplace procedures
- 1.12** Site is prepared to minimise risk and damage to property, commerce and individuals in accordance with work schedule and workplace procedures
- 1.13** Road signs, barriers and warning devices are positioned in accordance with job requirements and traffic

- management plan
- 2 Monitor and supervise contractor activities**
- 2.1** WHS/OHS risk control measures and policies and procedures are followed in accordance with workplace procedures
- 2.2** Hazardous activities are safely conducted by contractors in accordance with job instructions, 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 activity is supervised in accordance with the work schedule and workplace procedures
- 2.5** Hazard warnings and safety signs are recognised, hazards and WHS/OHS risks and incidents are assessed and reported to authorised person/s for directions in accordance with workplace procedures
- 2.6** Unplanned events encountered when monitoring and supervising contractor activity are identified and actioned in accordance with requirements and workplace procedures
- 2.7** Problem-solving and troubleshooting techniques are applied to problems encountered when monitoring and supervising contractor activity
- 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** Inspection of the contract job is checked against work schedule for conformance with job requirements and anomalies reported in accordance with workplace procedures
- 3.2** Accidents and injuries are reported and followed up in accordance with requirements and workplace procedures
- 3.3** Waste materials are safely disposed of and work site is rehabilitated/cleaned up and made safe in accordance with workplace procedures

- 3.4 Tools, equipment and any surplus resources and materials are cleaned, checked and returned to storage in accordance with workplace procedures
- 3.5 Relevant work permit/s are signed off and equipment returned to service in accordance with job and regulatory requirements and workplace procedures
- 3.6 Data is recorded and work completion records, reports and as installed/modified drawings and documentation are completed, processed and appropriate person/s notified 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 UEGNSG310B Supervise and monitor contract work.

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 UEGNSG310 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.

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 work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - emergency response procedures
 - hazard identification and reporting
 - 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 and land owners and tenants
 - emergency response organisations
 - regulatory bodies
 - relevant customers and suppliers
 - transmission pipeline contract staff
 - workplace colleagues and managers
- relevant WHS/OHS legislated requirements, including:
 - environmental and sustainable energy principles and practices
 - first aid requirements for gas industry supervisors
 - hazard warnings and safety signs
 - hazardous activities, including lifting, climbing, working in confined spaces and aloft, and use of power tools
 - hazardous materials
 - hazards, risk assessment and control measures
 - PPE
 - relevant safe work method statements (SWMS)/job safety assessments or risk mitigation processes
 - relevant work permits
 - responding to emergency and accident situations
 - safe manual handling techniques
 - traffic management plan
- 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 work site
- site inspections
- techniques to locate utilities and services include 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.

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

Links

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