



Australian Government

UEGNSG326 Coordinate and monitor staff and contractors

Release: 1

UEGNSG326 Coordinate and monitor staff and contractors

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 coordinate and monitor staff and contractors working on a transmission pipeline construction worksite.

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

This unit does not include the technical expertise required to perform the services, but focuses on supervising, coordinating and monitoring the process from a work supervision and 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 coordinate and monitor staff and contractors

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** Contractor obligations, including relevant insurance, plant, and work health and safety (WHS)/occupational health and safety (OHS) requirements, are identified and confirmed in accordance with workplace procedures
- 1.3** Transmission pipeline work is prioritised and sequenced for completion within acceptable timeframes following consultation with relevant person/s in accordance with workplace procedures
- 1.4** Hazards and WHS/ OHS risks are assessed and control measures implemented and monitored in accordance with workplace procedures
- 1.5** Job requirements and workplace procedures for the work are obtained for all work sites and communicated to staff and contractors
- 1.6** WHS/OHS, environmental, cultural and sustainable energy policies and procedures are obtained for the work being performed and communicated to staff and contractors
- 1.7** Relevant work permit/s are checked to ensure that transmission pipeline work is conducted in accordance with regulatory and job requirements and workplace procedures
- 1.8** Person/s, equipment, tools and personal protective equipment (PPE) required for the job are identified and scheduled in accordance with project management plan/s
- 1.9** 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
- 1.10** Access for work crews to first aid personnel and amenities is confirmed in accordance with requirements and workplace procedures
- 1.11** Communication issues with relevant stakeholders are resolved and work coordinated in accordance with work schedule and workplace procedures
- 1.12** Staff and contractors participating in the transmission pipeline work are briefed and responsibilities

		coordinated and authorised in accordance with workplace procedures
	1.13	Site is prepared to minimise risk and damage to property, commerce and individuals in accordance with work schedule and workplace procedures
	1.14	Road signs, barriers and warning devices are positioned in accordance with job requirements and traffic management plan
2 Coordinate and monitor staff and contractor activity	2.1	WHS/OHS risk control measures and policies and procedures are followed by all personnel in accordance with workplace procedures
	2.2	Hazardous activities are safely conducted by staff and contractors in accordance with job instructions, regulatory requirements and workplace procedures
	2.3	Staff and contractor activities are coordinated and monitored to ensure job completion in agreed timeframes and to industry standards with a minimum of waste in accordance with workplace procedures
	2.4	Staff and contractor activity on the transmission pipeline is carried out 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 in accordance with workplace procedures
	2.6	Unplanned events encountered when coordinating and monitoring staff and contractor activity are identified and actioned in accordance with job requirements, emergency management plan and workplace procedures
	2.7	Problem-solving and troubleshooting techniques are applied to problems encountered when monitoring and supervising contractor activity and communication with stakeholders
	2.8	Quality and safety checks of the transmission pipeline work are undertaken in accordance with job and regulatory requirements and workplace procedures
2 Complete work and relevant workplace documentation	3.1	Inspection of the transmission pipeline job is checked against work schedule for conformance with job requirements and anomalies are 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 drawings, documentation and any other relevant information is completed and processed 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 UEGNSG326A Coordinate and monitor staff and contractors.

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 UEGNSG326 Coordinate and monitor staff and contractors

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 problem-solving and troubleshooting techniques
- applying planning and organising skills, including checking work against work schedule/plan and 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
 - following traffic management plan
 - 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 with relevant stakeholders, including communicating work schedules and job requirements, and resolving communication issues
- completing work and relevant documentation, including maintaining relevant documentation
- conducting quality and safety checks, including confirming contractual requirements of contract staff, coordinating and monitoring staff and contractor activities
- dealing with unplanned events/situations in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- following workplace procedures
- interpreting technical drawings, plans, job requirements and material lists
- minimising waste
- obtaining and complying with relevant work permits.

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:

- capability and capacity of gas industry transmission pipeline construction plant and equipment across variable terrain and environment
- communication techniques between operators, stakeholders and ground crew, including oral and written communication techniques
- contractual requirements of contract staff, including relevant contractor licenses, tickets, insurances, qualifications, currency and permits
- gas industry products, processes and characteristics
- heritage and cultural issues
- operation of relevant gas industry plant, equipment and materials, including transmission pipeline communication equipment
- planning and organising techniques
- preparation of an excavation site
- problem-solving techniques, including decision making and conflict resolution techniques
- relevant gas industry documents
- relevant industry standards, guidelines, codes of practice and regulations
- relevant manufacturer specifications
- relevant stakeholders, including:
 - authorised persons, authorities, clients, land owners and tenants
 - workplace colleagues and managers
 - relevant customers and suppliers
 - regulatory bodies
 - third party asset owners
 - emergency response organisations
- relevant workplace documentation, including:
 - gas industry drawings, plans and material lists
 - quality and safety checks
 - relevant workplace documentation, forms and reports
- relevant workplace policies and procedures
- relevant WHS/OHS legislated requirements, including:
 - environmental, cultural and sustainable energy principles and practices
 - 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
 - responding to emergency and accident situations
 - safe manual handling techniques
- requirements for reinstating and rehabilitating a work site, including techniques, industry standards and workplace procedures

- site inspections
- traffic management plans.

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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