



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **UEGNSG310A Supervise and monitor contract staff**

**Release: 1**

## UEGNSG310A Supervise and monitor contract staff

### Modification History

Not Applicable

### Unit Descriptor

#### Unit Descriptor

1)

This Competency Standard Unit covers the supervision and monitoring of contractors working in the field. It requires the application of skills and knowledge to provide information, guidance and direction to contractors in the conduct of their duties. It does not cover the high levels of technical expertise required to actually perform the services but focuses on the key knowledge and skills required to supervise and monitor the process from a contractor management perspective. The competency standard is applied against the procedures found under the latest version of AS 2885.3 Australian and New Zealand Standard.

### Application of the Unit

Not Applicable

### Licensing/Regulatory Information

#### License to practice

3.1)

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Occupational Health and Safety, gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of persons who can operate certain equipment.

## Pre-Requisites

**Prerequisite Unit(s)** 2)

**Competencies** 2.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

Nil

## Employability Skills Information

Refer to the Evidence Guide

## Elements and Performance Criteria Pre-Content

5) Elements describe the essential outcomes of a competency standard unit. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |                                                                  |                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Plan and prepare for supervising and monitoring contract staff | 1.1 Work schedule(s), including drawings, plans, requirements, established procedures and material lists are detailed, analysed if necessary by site inspection and the extent of the preparation of the work determined for planning and coordination |
|                                                                  | 1.2 Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within acceptable timeframes to a quality standard and in accordance with established procedures                  |

**ELEMENT****PERFORMANCE CRITERIA**

- 1.3 Risk control measures are identified, prioritised and evaluated against the work schedule
- 1.4 Relevant requirements and established procedures for the work are communicated to all persons and identified for all work sites
- 1.5 OHS, environmental and sustainable energy policies and procedures are obtained and confirmed for the purposes of the work performed and communicated
- 1.6 Relevant work permits are obtained to access and perform work according to requirements and established procedures
- 1.7 Resources including persons, equipment, tools and personal protective equipment required for the job are identified, scheduled and obtained and confirmed in working order
- 1.8 Contractual requirements, such as qualifications of personnel to perform the work, competency of the contractor, site induction and condition of equipment are confirmed
- 1.9 Relevant persons at work site are confirmed to be current in First Aid and other related work procedures according to requirements
- 1.10 Liaison and communication issues with authorised persons, authorities, clients and land owners are resolved and activities coordinated to carry out work
- 1.11 Persons participating in the work are fully briefed and respective responsibilities coordinated and authorised where applicable in accordance with established procedures
- 1.12 Site is prepared according to work schedule and to minimise risk and damage to property, commerce and individuals in accordance with established procedures
- 1.13 Road signs, barriers and warning devices are positioned in accordance with requirements

| <b>ELEMENT</b>                                 | <b>PERFORMANCE CRITERIA</b>                                                                                                                                                                               |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Monitor and supervise contractor activities. | 2.1 OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards                                                                                       |
|                                                | 2.2 Lifting, climbing, working in confined spaces, excavations, trenches, or aloft, and use of power tools, techniques and practices are safely followed and currency according to requirements confirmed |
|                                                | 2.3 Essential Knowledge and Associated Skills is applied to ensure completion in an agreed timeframe and to quality standards with a minimum of waste according to requirements                           |
|                                                | 2.4 Contractor activity is carried out in accordance with the work schedule and to established procedures                                                                                                 |
|                                                | 2.5 Hazard warnings and safety signs are recognised and hazards are assessed and OHS risks are reported to the immediate authorised persons for directions according to established procedures            |
|                                                | 2.6 Solutions to non-routine problems are identified and actioned using Essential Knowledge and Associated Skills according to requirements                                                               |
|                                                | 2.7 Known solutions to a variety of problems are applied using Essential Knowledge and Associated Skills                                                                                                  |
|                                                | 2.8 First Aid and other related work procedures are performed according to requirements and established procedures.                                                                                       |
|                                                | 2.9 Ongoing checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality outcome is achieved.                                              |
| 3 Complete monitoring and supervision records. | 3.1 Inspection of the contract job is checked against works schedule to determine conformance with requirements, anomalies are reported in accordance with established procedures                         |
|                                                | 3.2 Accidents and injuries are reported and followed                                                                                                                                                      |

**ELEMENT****PERFORMANCE CRITERIA**

- up in accordance with requirements and established procedures
- 3.3 Waste materials are safely disposed of and the work site is rehabilitated, cleaned up and made safe in accordance with given instructions and established procedures
- 3.4 Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures
- 3.5 Relevant work permit(s) are signed off and equipment is returned to service in accordance with requirements
- 3.6 Data is accurately recorded and work completion records, reports as modified drawings and documentation and information are finalised and processed and appropriate persons notified

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

6) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of safe working practices for supervising and monitoring contract staff. The extent of the essential knowledge and associated skills (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

- G 2.1.1 Working in the gas sector
- G 2.1.4 Apply relevant OHS regulations, policies and procedures
- G 2.1.5 Maintain a safe, clean and healthy workplace
- G 2.1.6 Work safely with hazardous materials and equipment

## REQUIRED SKILLS AND KNOWLEDGE

- G 2.1.7 Apply safe manual handling techniques in the workplace
- G 2.1.9 Respond to emergency and accident situations
- G 2.1.10 Apply relevant environmental legislation, regulations and codes of practice
- G 2.1.11 Protect and maintain the environment
- G 2.1.12 Communicate in the workplace
- G 2.1.13 Communicate effectively in a team
- G 2.1.14 Read and interpret workplace documents
- G 2.1.15 Complete routine workplace forms, memos and reports
- G 2.1.16 Identify requirements of work activity
- G 2.1.17 Apply basic planning skills
- G 2.2.19 Review work activities
- G 2.1.21 Problem solving
- G 2.1.22 Confined spaces
- G 2.1.24 Work site environmental impact
- G 2.2.32 Apply regulatory requirements for preparing and excavating trenches and reinstating site
- G 2.2.33 Locate other utilities and services
- G 2.2.35 Prepare the site
- G 3.1.2 Work independently in a Gas Industry environment
- G 3.4.5 Interpreting topographical maps and information
- G 4.1.1 Operating and supervising in the Gas Industry
- G 4.1.2 Understand the effective operation of Gas Industry plant and equipment and materials

**REQUIRED SKILLS AND KNOWLEDGE**

- G 4.1.3 Communicating in the Gas Industry at a supervisory level
- G 4.1.4 Gas Industry products and services
- G 4.1.5 Interpreting Gas Industry drawings
- G 4.1.6 OHS and First Aid for Gas Industry supervisors
- G 4.1.7 Complete Gas Industry reports and documentation
- G 4.1.15 Drive Gas Industry vehicles
- G 5.1.2 Problem solving, decision making and conflict resolution

## Evidence Guide

### EVIDENCE GUIDE

#### 8)

The Evidence Guide forms an integral part of this Competency Standard Unit and shall be used in conjunction with all components parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

#### Overview of Assessment

##### 8.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practiced. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

**Critical aspects of evidence required to demonstrate competency in this unit**

**8.2)**

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines UEG06'. Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and range
  - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
  - Demonstrate an appropriate level of skills enabling employment
  - Conduct work observing the relevant anti-discrimination legislation, regulations, policies and workplace procedures
  - Demonstrate performance across a representative range of contexts from the prescribed items below.

| <b>Range of tools/equipment/materials/procedures/workplaces/other variables</b> |                                                                         |                                                             |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Group No</b>                                                                 | <b>The minimum number of items on which skill is to be demonstrated</b> | <b>Item List</b>                                            |
| A                                                                               | All                                                                     | Have a working knowledge of the relevant sections of AS2885 |

|   |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                       | <p>Interpret technical drawings and symbols</p> <p>Have emergency response procedures in place</p> <p>Communicate schedules/coordinate to persons</p> <p>Carry out job safety analysis and inductions</p> <p>Obtain work permit</p> <p>Relevant knowledge of the latest version of AS 2885.3 Australian and New Zealand Standard</p> <p>Apply basic planning skills</p> <p>Work utilising relevant OHS and environmental legislation, regulations, codes of practice, policies and procedures</p> <p>Maintain a safe clean workplace</p> <p>Contractor management</p> <p>Communicate effectively in the workplace</p> <p>Problem solving skills</p> <p>Maintain documentation</p> <p>Planning and organising</p> |
| B | At least one occasion | <p>Deal with an unplanned event by drawing on essential knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Context of and specific resources for assessment****8.3)**

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this Competency Standard Unit.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above in Context of and specific resources for assessment, evidence should show demonstrated competency in supervising and monitoring contract staff.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the Key Competencies

**Method of assessment****8.4)**

This Competency Standard Unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

**Note:** Competent performance with inherent safe working practices is expected in the Industry to which this Competency Standard Unit applies. This requires that the specified Essential Knowledge and Associated Skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and associated skills described in this unit.

**Concurrent assessment and relationship with other units****8.5)**

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Competency Standard Units where listed.

UEGNSG302 Maintain pipeline easements  
A

UEGNSG303 Ground transmission pipeline surveillance

A

UEGNSG308 Identify, evaluate and control threats to  
A transmission pipelines

UEGNSG309 First on site emergency response  
A

UEGNSG311 Site control of third party works in the vicinity  
A of a transmission pipeline

## Key Competencies 8.6)

Evidence that particular Key Competencies have been achieved within this Competency Standard Unit is in the context of the following Performance Criteria of evidence. See Volume 2, Part 4 for an explanation of Key Competencies and levels of this Training Package.

| Key Competencies                                                   | Example of Application                                                                | Performance Level |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------|
| How are ideas and information communicated within this competency? | Refer to the following Performance Criteria for examples of application:<br>1.8; 3.2  | 3                 |
| How can information be collected, analysed and organised?          | Refer to the following Performance Criteria for examples of application:<br>1.1; 1.5  | 2                 |
| How are activities planned and organised?                          | Refer to the following Performance Criteria for examples of application:<br>1.10; 2.8 | 2                 |
| How is team work used within this competency?                      | Refer to the following Performance Criteria for examples of application:<br>1.9; 1.11 | 1                 |
| How are mathematical ideas and techniques used?                    | Refer to the following Performance Criteria for examples of application:              | N/A               |

|                                         |                                                                                          |   |
|-----------------------------------------|------------------------------------------------------------------------------------------|---|
| How are problem solving skills applied? | Refer to the following Performance Criteria for examples of application:<br><br>2.8; 2.9 | 2 |
| How is use of technology applied?       | Refer to the following Performance Criteria for examples of application:<br><br>3.4      | 2 |

### Skills Enabling Employment

#### 8.7)

Evidence that competency in this unit incorporates skills enabling employment is in the context of the following performance. See Volume 2, Part 5 for definitions and an explanation of skills enabling employment.

| Skills for Employment |                                                               | Example of Application                                                                             |
|-----------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1                     | Developing and using skills within a real workplace           | Refer to the following Performance Criteria for examples of application:<br><br>All                |
| 2                     | Learning to learn in the workplace                            | Refer to the following Performance Criteria for examples of application:<br><br>2.8; 2.9           |
| 3                     | Reflecting on the outcome and process of work task            | Refer to the following Performance Criteria for examples of application:<br><br>3.4; 3.6           |
| 4                     | Interacting and understanding of the context of the work task | Refer to the following Performance Criteria for examples of application:<br><br>1.4; 1.9; 3.6      |
| 5                     | Planning and organising the meaningful work task              | Refer to the following Performance Criteria for examples of application:<br><br>1.4; 1.5; 1.7; 1.9 |

|   |                                                                  |                                                                                     |
|---|------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 6 | Performing the work task in non-routine or contingent situations | Refer to the following Performance Criteria for examples of application:<br><br>2.8 |
|---|------------------------------------------------------------------|-------------------------------------------------------------------------------------|

## Range Statement

### RANGE STATEMENT

7) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

This Competency Standard Unit shall/may be demonstrated in relation to supervising and monitoring contract staff.

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

Tools and equipment (4)

Maps and drawings

Established procedures

PPE and First Aid equipment

Resources

Records/documentation

Safe working procedures

Operational

Relevant persons

Types of faults

Traffic control

Facility

Assessing risk

Competency

Gas/petrochemical liquid characteristics

Interpersonal skills

Permit to work

## Unit Sector(s)

Not Applicable

## Competency Field

### Literacy and numeracy skills 2.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading 4      Writing 4      Numeracy 4

### Application of the Unit 3)

This competency standard shall apply to any basic and safe work site where gas/petrochemical liquid industry operations occur. It could also apply, where applicable to other workplaces in the electricity supply industry (transmission and distribution and generation), the electrotechnology industry and the water industry, subject to all Occupational Health and Safety and duty of care requirements being met for the workplace.

## Custom Content Section

### Competency Field 4)

Transmission.