



Australian Government

Department of Education, Employment and Workplace Relations

UEGNSG114B Coordinate and monitor implementation of a risk management plan for a utilities industry facility

Release: 1

UEGNSG114B Coordinate and monitor implementation of a risk management plan for a utilities industry facility

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This Unit covers the coordination and monitoring of the implementation of the company risk management plan in the workplace. This competency standard refers to Risk Management Plans; Persons; Control Measures; Relevant Persons; Legislative Requirements; Emergency Exercises; Emergency Appliances; Safety Devices and Relevant Documentation.

Application of the Unit

Application of the Unit 2)

This competency standard shall apply to any basic and safe work site where Gas 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.

Licensing/Regulatory Information

License to practice 3)

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,

License to practice

3)

industrial relations, environmental protection, telecommunications, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain equipment.

Pre-Requisites

Prerequisite Unit(s)

4)

Competencies

4.1)

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

Nil

Literacy and numeracy skills

4.2)

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 5 Writing 5 Numeracy 5

Employability Skills Information

Employability Skills

5)

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) 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 to implement risk management plan	1.1 OHS principles and practices and environmental and sustainable energy procedures which may influence the systems are reviewed and determined 1.2 Purpose of the implementation of a risk management plan is established after data is analysed and expected outcomes of the work are confirmed with the appropriate persons 1.3 Organisational established procedures on policies and specifications for the implementation of a risk management plan are obtained or established with the appropriate persons 1.4 Work roles and tasks are allocated according to requirements and individual's competencies 1.5 Work is prioritised and sequenced for the most effective outcome, completed within an acceptable timeframe to a quality standard and in accordance with established procedures 1.6 Liaison and communication issues with authorised persons are resolved and activities coordinated to carry out work 1.7 Appropriate risk management plan and legislative requirements are identified to determine requirements for the workplace 1.8 Hazards are identified, OHS risks assessed and control measures are prioritised, implemented and monitored including emergency exits kept clear according to established procedures

ELEMENT	PERFORMANCE CRITERIA
2 Implement risk management plan	1.9 Assessed risks are rated and priorities allocated according to risk management plan
	1.10 Control measures are identified and implemented to suit the relevant workplace conditions according to risk management plan
	2.1 Decisions regarding the implementation of the risk management plan are made on the basis of safety and effective outcomes according to requirements and established procedures
	2.2 Technical advice is given in relation to hazards, assessed risks and control measures so that monitoring can be undertaken and appropriate authorities consulted, where necessary, in accordance with requirements and established procedures
	2.3 Essential Knowledge and Associated Skills are applied to analyse specific data and compare it with compliance specifications to ensure completion of the project within an agreed timeframe according to requirements
	2.4 Testing of the risk management plan is undertaken according to requirements and established procedures
	2.5 Work teams are coordinated to ensure that planned goals are met according to the risk management plan
	2.6 Contingency plans for critical incidents are invoked in accordance with requirements where critical incidents of an abnormal nature are experienced
	2.7 Strategic plans are developed incorporating organisation initiatives as per established procedures
	2.8 Persons selected are trained for emergency exercises to increase response times and knowledge of hazards and control measures according to Risk Management Plan

ELEMENT	PERFORMANCE CRITERIA
3 Review risk management plan	2.9 Emergency exercises are coordinated and monitored according to the risk management plan
	3.1 Final evaluation of the risk management plan is undertaken to ensure it complies with all requirements and includes all specifications and documentations needed to complete the project
	3.2 Appropriate persons are notified of completion and reports and completion documents are finalised
	3.3 Reports and completion documents are submitted to relevant persons for approval and where applicable, statutory or regulatory approval
	3.4 Approved copies of the risk management plan are issued and records are updated in accordance with established procedures
3.5 The risk management plan and associated activities are reviewed and assessed for relevance and quality	

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) 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 coordinating and monitoring the implementation of risk management plans for a utilities industry facility.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01- G114B **Risk management plan**

G 5.1.1 Gas Industry concepts for supervising operations
Evidence shall show an understanding of the requirements to undertake the supervision of Gas Industry operations, indicated by the following:

- Implementation of risk management and Occupational Health and Safety (OHS) practices and principles including, but not limited to:
 - risk assessment, risk control and risk control measures
 - hierarchy of control
 - personal protective equipment — strengths and weaknesses
 - identifying hazards and their consequences
 - identifying hazards, assessing associated risks and implementing appropriate control measures
 - developing hazard checklists
 - reporting hazards including hazardous events
- planning theory and study of HAZOPS and HAZANS
- knowledge of applicable legislative requirements and Australian/New Zealand and ISO standards and codes of practice for the Gas Industry
- Implementation of relevant organisational policies and procedures
- identification and implementation of control measures
- establishing emergency management techniques
- principles and guidelines including critical incident analysis.

G 5.1.2 Apply problem solving, decision making and conflict resolution techniques

Evidence shall show an understanding and application of problem solving, decision making and conflict resolution techniques in a Gas Industry environment, indicated by the following:

- problem solving and decision making techniques
 - the decision making environment
 - group decision making
 - guidelines for making decisions
 - decision making aids and support systems
 - negotiation with internal and external stakeholders
 - the nature of negotiation
 - strategy and tactics of bargaining
 - pre-negotiation essentials
 - communication in negotiation
- resolve conflict with internal or external stakeholders
 - dealing with negotiation breakdowns
 - social context of negotiation
 - power in negotiation
 - ethics in negotiation.

G 5.1.3 Plan for, respond to and manage emergencies

Evidence shall show an understanding and application of emergency management techniques in a Gas Industry environment, indicated by the following:

- emergency management concepts and principles:
 - auditing and planning
 - systems analysis
 - policies and procedures for non-employees and contractors
 - types of emergencies
 - dealing with an emergency
 - elements of an emergency plan
 - employee assistance programs.
- Develop an emergency management plan which includes:
 - First Aid and welfare
 - recovery and post recovery plans
 - legislative requirements
 - interaction with authorities/emergency services
 - communication with key stakeholders

- initial response/assessment and make safe

Evidence Guide

EVIDENCE GUIDE

9) The Evidence Guide forms an integral part of this 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

9.1)

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 and 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 practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment

instruments are included in the Assessment Guidelines of this Training Package.

**Critical aspects
of evidence
required to
demonstrate
competency in
this unit** 9.2)

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 — UEG11'. 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 employability skills
 - 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:

Range of tools/equipment/procedures/workplace
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Group No	The minimum number of items on which skill is to be demonstrated	Item List
A	All	Hazards: Confined spaces Electricity Gas Manual handling Noise Plant and equipment Infected blood Chemicals Temperature extremes Lighting Radiation
B	All	Risk management plans: Identification of hazards Assessment of risks Identification of control measures Implementation of control measures and review of control measures Reference to conduct and reporting of hazard operational studies HAZOPS and HAZANS Recognition of six categories of exposures (see range statement)
C	At least first 5	Persons: Organisation employees Contractors Consultants Maintenance persons Appropriately experienced and qualified persons Drivers Cleaners Grounds and site security persons
D	At least 6	Control measures: Elimination of hazards Work procedures

		Standard operating procedures Personal protective equipment Fire safety Plant and equipment isolation Training of appropriate persons Communication with appropriate persons Supervision of appropriate persons Maintenance of control measures
E	All	Gas Industry concepts for supervising operations Problem solving, decision making and conflict resolution Emergency management
F	At least one occasion	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

Context of and specific resources for assessment 9.3)

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 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 coordinating and monitoring implementation of a risk management plan for a utilities industry facility

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

Method of assessment

9.4)

This 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 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

9.5)

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 Units where listed.

UEGNSG115B Manage gas system projects

UEGNSG116B Manage gas system physical resources

UEGNSG113B Manage a utilities industry OHS management system

UEGNSG120B Manage gas system environmental compliance

Or, with the following units of competency if delivered in the Advanced Diploma qualification:

UEGNSG115B Manage Gas Industry systems projects

UEGNSG116B Manage physical resources

UEGNSG117B Plan and implement the data acquisition and metering requirements of a gas system

UEGNSG118B Select and commission equipment to meet pressure and temperature control specifications

UEGNSG119B Manage workplace risk in a Gas Industry facility

UEGNSG120B Manage gas system environmental compliance

UEGNSG121B Prepare safe design specifications of a gas system

UEGNSG122B Manage a customer service gas business unit

UEGNSG123B Manage financial resources in a Gas Industry facility

Range Statement

RANGE STATEMENT

10) 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 Unit shall be demonstrated in relation to coordinating and monitoring the implementation of risk management plan for a utilities industry facility.

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:

Hazards (5)

Risks

Risk Management Plans

Persons

Control Measures

Relevant Persons

Legislative Requirements (5)

Emergency Exercises

Emergency Appliances

Safety Devices

Relevant Documentation (5)

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Cross discipline.