



Australian Government

UEPOPS501B Manage Occupational Health and Safety policy and procedures

Release: 2

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Modification History

Release	Action	Core/Elective	Details	Points
2	Edit		Correct pre-requisite code and title UEENEEE117A Implement and monitor energy sector OHS policies and procedures	

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This competency standard unit deals with the skills and knowledge required to effectively manage the identification of hazards, assessment and control of risks associated with generating plant and equipment. Generating equipment may include: turbines, boilers and associated auxiliary plant and where appropriate, pressure vessels and plant effecting public safety.

Activities may include operation, maintenance, overhauling commissioning / de-commissioning, installation testing, use, and repair of generating plant and equipment.

Application of the Unit

Application of the Unit 2)

This unit describes generic Occupational Health and Safety competencies applicable for those with managerial responsibilities. It is expected that these competencies might be applicable in combination with other industry, occupation or workplace-specific competencies.

This unit is to be exhibited within the area of managerial responsibility which might be an entire enterprise or

department of an enterprise. It involves the application of relevant Occupational Health and Safety legislation and codes of practice, particularly: general duty of care; requirements for the maintenance of records of occupational injury and disease; provision of information and training; those dealing with Occupational Health and Safety committees; health and safety representatives and issue resolution.

Relevant positions for implementing the Occupational Health and Safety system will include managers, supervisors, Occupational Health and Safety officer/manager and first aid officers.

Licensing/Regulatory Information

License to practice 3)

The skills and knowledge described in this unit do not require a licence to practise in the workplace.

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.

Where pre-requisite pathways have been identified. All competencies in the Common Unit Group must be have been completed.

Common Unit Group

Unit Code	Unit Title
UEENEEE117A	Implement and monitor energy sector OHS policies and procedures

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 levels. A description of what each level entails is provided in Section 2.3.1 Language, Literacy and Numeracy.

Reading 5 Writing 5 Numeracy 5

Employability Skills Information

Employability Skills 5)

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.
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Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| <p>1 Identify hazards arising from the use of plant and associated systems of work</p> | <p>1.1 Sources of information, data and advice on plant and equipment hazards are accessed to assist in identifying hazards associated with plant</p> <p>1.2 Hazards in the installation, commissioning / de-commissioning, use, maintenance, testing, dismantling, safe storage and disposal of plant</p> |
|--|--|

ELEMENT	PERFORMANCE CRITERIA
	and systems of work associated with plant are identified 1.3 Requests for isolations are reviewed and determined appropriate for the work to be carried out 1.4 Work environment, tasks and circumstances that may lead to hazardous situations or exacerbate risk associated with use of plant and equipment are identified and analysed 1.5 Appropriate specialist advisors, stakeholders, relevant key personnel and other parties are identified and consulted in the process of hazard identification 1.6 Appropriate procedures for recording and reporting on hazards associated with plant are established, reported and reviewed as part of the systematic approach to managing OHS 1.7 Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of on-the-job training
2 Analyse OHS risk associated with plant	2.1 The method of risk assessment is determined in consultation with operations staff and stakeholders and, if required specialist advisors. 2.2 Risks associated with identified hazards arising from plant are assessed in consultation with operators and stakeholders, taking into account the effectiveness of existing controls 2.3 Registers of control measures including permits, are developed and regularly updated for items of plant and associated equipment
3 Establish and maintain procedures for identifying hazards	3.1 Information, data and advice on risk control options for plant and equipment hazards are sourced 3.2 Operators and stakeholders and key personnel are involved in the development of controls

ELEMENT**PERFORMANCE CRITERIA**

	3.3	Measures for ensuring the health and safety of persons accessing, using and/or maintaining plant are adopted and controlled by applying the hierarchy of control
	3.4	Controls for risks associated with plant, including energy sources, access, egress, dangerous parts, guarding, operational controls, emergency stops and warning devices, registration and design of plant, and certification of operators are applied
	3.5	Workplace monitoring processes to eliminate or control risks are properly used and maintained
	3.6	Risks requiring further controls are identified and actioned
	3.7	Regular and appropriate reporting to stakeholders is undertaken
4	Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment	
	4.1	Stakeholders and key personnel are involved in the development of controls
	4.2	Circumstances are identified where permit to work procedures are required to isolate and assist in ensuring a safe working environment
	4.3	Permit to work and access procedures are responded to and monitored in liaison with relevant key personnel to assist in ensuring a safe working environment
	4.4	Isolation procedures are implemented and monitored in liaison with relevant key personnel to ensure continued safety of personnel
	4.5	The implications of Maintenance procedures are understood, documented and communicated to ensure plant and equipment are in a safe.
	4.6	Action is taken to ensure that any modifications to plant or equipment are safe and suitable for the task, appropriately return to service documentation and work practices are monitored and modified as required for safe operation

ELEMENT	PERFORMANCE CRITERIA
	4.7 Maintenance systems are monitored and evaluated for effectiveness, suitability and accuracy in ensuring safe operation of plant and equipment, and action taken as appropriate
5 Identify and advise on licensing and certification issues associated with plant and equipment	5.1 Types of plant (including plant design) requiring registration and tasks requiring operator licensing and / or authorisation are identified in accordance with legislative regulatory and enterprise requirements
	5.2 OHS requirements to meet plant registration, operator licensing and authorisation, and other regulatory requirements are reviewed and communicated to Managers and relevant key personnel
	5.3 Training requirements to meet licensing, authorisation, registration and other regulatory requirements are reviewed and communicated to Managers and key personnel
	5.4 Training needs are analysed to ensure information, instruction and training prior to commencement of work on new plant and equipment and new operating methods are in accordance with regulatory and enterprise requirements
	5.5 Where required, compliance with regulatory requirements for operator licensing, registration and authorisation is monitored and reported
	5.6 Appropriate records for statutory and specialist plant and associated operator competencies are identified, monitored, reviewed and maintained
6 Review and evaluate risk control measures for plant and equipment	6.1 Effectiveness of control measures are reviewed and monitored risk assessments conducted as appropriate
	6.2 Outcomes of OHS risk assessments are compared with criteria to identify risks requiring further risk control and risks deemed as low as reasonably achievable (ALARA)
	6.3 Stakeholders, key personnel and appropriate

ELEMENT**PERFORMANCE CRITERIA**

- specialist advisors, are involved in developing relevant risk control plans for plant and equipment
- 6.4 Appropriate records are maintained and reviewed for the duration of the installation, commissioning / de-commissioning, use, maintenance, testing, dismantling, safe storage and / or disposal of plant, equipment and systems of work.
- 6.5 Improvements arising from the review process are recommended or implemented with appropriate key personnel including manufacturers
- 6.6 The system of managing OHS is reviewed and reported to ensure continual plant safety

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 in managing Occupational Health and Safety policy and procedures.

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

The extent of the Essential Knowledge and Associated Skills required follows:

KS01-PO501B Occupational health and safety policy and procedures

T1 Evidence shall show that knowledge has been acquired for safe working practices of:

- Introduction to and typical arrangements of power production plant
- Interpersonal skills techniques
- Stakeholder management techniques
- Time management techniques
- Leadership techniques
- Meeting leadership techniques
- Competency identification of team members
- Hazard identification and control techniques
- Licensing and certification requirements applicable to state and/or territory legislation including OHS, dangerous goods, hazardous substances and power generation regulatory requirements
- National Plant and Certification Standards
- Isolation, access, lock-out and Permit procedures
- Hierarchy of Control
- Relevant statutory legislation
- Relevant enterprise/site safety procedures including identification of hazards and controlling of risks
- Enterprise /site emergency procedures and techniques
- Environmental legislation
- Plant status
- Enterprise participative arrangements for Occupational Health and Safety
- Provision of Occupational Health and Safety training
- Maintenance of Occupational Health and Safety records

T2 Specific skills needed to achieve the performance criteria:

- Apply relevant Occupational Health and Safety regulations
- Apply hazard identification and control techniques
- Apply relevant statutory legislation
- Apply relevant enterprise/site safety procedures

REQUIRED SKILLS AND KNOWLEDGE

- Apply enterprise /site emergency procedures and techniques
- Apply enterprise recording procedures
- Locate and/or identify relevant plant and equipment
- Identify plant status
- Develop and review standard operating procedures
- Conduct formal meetings and produce minutes
- Prepare written reports including recommendations
- Communicate effectively, verbally and in writing
- Management / supervision of staff

Evidence Guide

EVIDENCE GUIDE

9) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the range statement of the competency standard unit and the Training Package Assessment Guidelines.

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

9.1)

Longitude 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.

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 pre-requisites 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 – UEP12". Evidence shall also comprise:

- A representative body of work performance 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 OHS workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
 - Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
 - Demonstrate an understanding of the essential knowledge and associated skills as described in 6) of this unit
 - Demonstrate an appropriate level of employability skills
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated performance across a representative range of

contexts from the prescribed items below:

- Evidence of detailed knowledge of all relevant OHS legislation and codes of practice and how they will be implemented within the area of responsibility is required
- Evidence of understanding of the hierarchy of control (the preferred order or risk control measures from most to least preferred, that is, elimination, engineering controls, administrative controls and lastly, personal protective equipment) is required
- Evidence of understanding of the significance of equal employment opportunity principles and practices for Occupational Health and Safety is required
- Evidence of understanding of the significance of other management systems and procedures for Occupational Health and Safety is required
- Evidence of knowledge of literacy levels and communication skills of employees in the area of managerial responsibility and consequent suitable communication techniques is required
- Dealing with an unplanned event by drawing on Essential Knowledge and 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.

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of assessment', evidence should show competency working, in limited spaces, with different types of plant and equipment as well as different

structural/construction types and methods and in a variety of environments.

**Method of
assessment**

9.4)

This unit shall be assessed by methods given in Section 1.3.00 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 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 competency standard units where listed

Nil

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.

Involves application of relevant Occupational Health and Safety legislation and codes of practice, particularly: general duty of care; requirements for the maintenance of records of occupational injury and disease; provision of information and training; those dealing with Occupational Health and Safety committees; health and safety representatives and issue resolution.

Processes for consultation include Occupational Health and Safety committees; consultation with health and safety representatives; issuing resolution procedures; and participative/consultative procedures conducted by supervisory staff within the area of managerial responsibility.

Monitoring of activities may include review of written reports, performance appraisal or auditing procedures.

Hazardous events include accidents, fires and emergencies such as chemical spills or bomb scares. Procedures for dealing with them include evacuation, chemical containment and first aid procedures.

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Section 2.1 Preliminary Information and Glossaries.

Unit Sector(s)

Not applicable.

Competency Field

Competency Field	11)
	Operations.